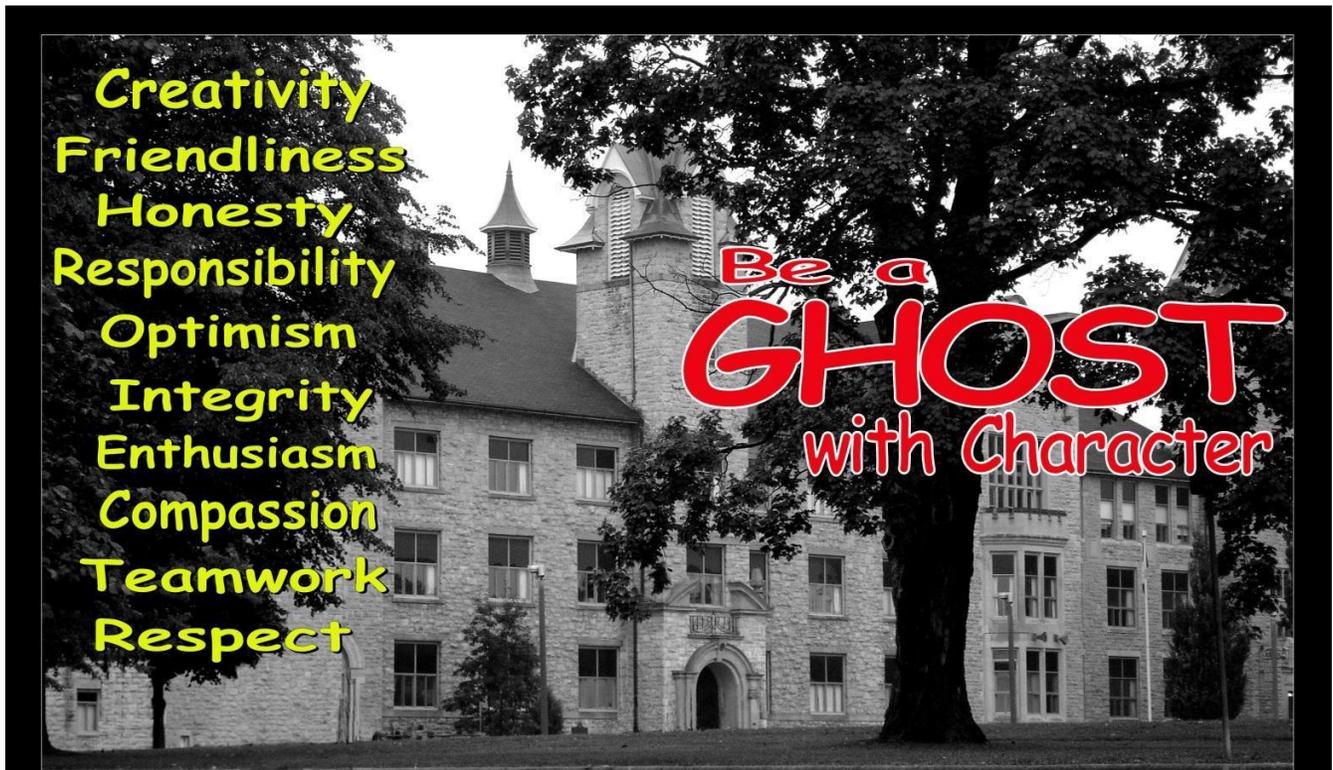


# 2022-2023 Student Handbook





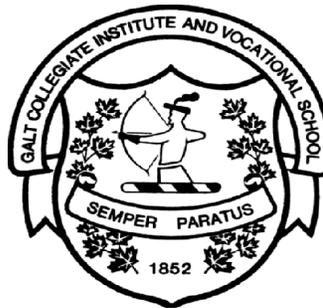
*"Home of the Ghosts"*

## **2022-2023 DAILY SCHEDULE**

<b>Period</b>	<b>Blocks</b>	<b>Time</b>
<b>1</b>	<b>A</b>	<b>8:10 – 9:25</b>
<b>2</b>	<b>B</b>	<b>9:30 – 10:45</b>
	<b>Lunch</b>	<b>10:45 – 11:45</b>
<b>3</b>	<b>C</b>	<b>11:45 – 1:00</b>
<b>4</b>	<b>D</b>	<b>1:05 – 2:20</b>



Our school is a growing community of over 900 citizens, and like most communities, we must have some expectations and responsibilities so that we may live and work together to be productive. In order to meet the major aim of Galt Collegiate, which is to provide the best possible educational opportunities for our students, it is important that everyone understands what can be reasonably expected and those responsibilities that are required of each student in return.



**We Are  
GALT COLLEGIATE INSTITUTE  
“We Believe In Ghosts”**

Galt Collegiate Institute and Vocational School  
200 Water Street N  
Cambridge Ontario  
N1R 6V2  
<http://gci.wrdsb.on.ca>

Phone: (519) 623-3600  
Fax: (519) 623-6810  
Attendance Line: (519) 623-3600

## Administration 2022 - 2023

**Principal:** Mr. B. Lozon

**Vice Principals:** Mr. K. Halley (surnames A - K)  
Mrs. J. McWilliams (surnames L - Z)

### **Department Heads:**

Art	Ms. L. Perrin
Business	Mrs. C. VanDam
Co-op Education	Ms. S. Colvin
Counseling	Ms. S. Rose
Custodial Services	Mr. K. Robert
English	Ms. K. Brown
English – Assistant Head	Ms. A. Bailey
English as a Second Language	Ms. L. Lowes
Family Studies	Mrs. K. Hardie
Geography	Mr. I. Sereda
History	Mrs. K. Watson
In-School Technician	Mr. T. Hammill
Languages	Ms. M. Kauck
Mathematics	Mr. S. Sullivan
Music	Ms. T. Moser
Office Supervisor	Mrs. K. Harris
Physical Education	Ms. S. Bowler
Science	Mr. B. Winter
Special Education	Ms. L. Navarra
Teacher-Librarian	Mr. D. Reiss
Technological Studies	Mr. M. Tremblay

### **Guidance Counselors:**

Ms. S. Rose (Head of Guidance)  
Ms. A. Bailey  
Mr. W. Dowhaniuk  
Ms. S. Fitzpatrick

# Galt Collegiate Institute ~ Student Code of Conduct

2022-2023

## Part 1: Rights and Responsibilities

### Safety and Security

**It is your right** to learn in a safe and secure environment.

**It is your responsibility** to ensure that your behavior, at all times, demonstrates respect, honesty and integrity and does not threaten your own safety or the safety of others, or the social/emotional well-being of those around you. It is your responsibility to refrain from any behavior that is in violation of the safe & secure schools statement of non-tolerance, listed below.

The following behavior will not be tolerated on school property or in school-related activities:  
*the use, possession or sale of alcohol or illicit drugs*  
*the possession or use of weapons or items which are intended to be used as weapons*  
*any physical assault, threats of assault or intimidation*  
*any gang/youth displaying a pattern of delinquent or disruptive activity*  
*any sexual, ethno-cultural, and/or racial abuse, slurs or harassment*

Galt Collegiate will demonstrate non-tolerance for this behavior by positive, considered and immediate action, which includes in the majority of cases, but is not limited to: *(i) conducting a search of a student and/or the student's possessions, (ii) confiscating any weapons, drugs, drug paraphernalia, or alcohol, (iii) contacting police, and (iv) contacting the parent/guardian (when the student is a minor).*

### Cooperation

**It is your right** to learn in an environment where individuals cooperate with each other.

**It is your responsibility** to be courteous and considerate of all members of the GCI community. This includes demonstrating cooperation in all activities in classes, on all teams and at other school-sponsored events. Regular attendance, promptness, preparedness and performance are essential.

### Commitment

**It is your right** to learn in an environment where students are encouraged to be the best they can be.

**It is your responsibility** to be committed to trying hard before giving up. This includes a commitment to all academic, athletic, artistic, and other activities in our community. It is your responsibility to seek assistance when required, from teachers, peers, counselors, administrators, and support staff. It is also your responsibility to give assistance to others when requested.

### Bullying

**It is your right** to learn in a respectful and inclusive environment where you feel safe, comfortable and accepted and free from any form of bullying.

**It is your responsibility** to refrain from any activities that cause others to feel pain, discomfort, humiliation, fear, or a diminished sense of self-worth. Bullying is typically a form of repeated, persistent, aggressive behaviour directed at an individual(s) that intends to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. It can be **physical** (pushing, tripping, throwing things at someone). It can be **verbal** (teasing, taunting, name-calling, threats). Bullying can take place through relationships (excluding someone, gossiping, dirty looks). Bullying can take place through **personal property** (stealing, defacing possessions). It is also your responsibility to refrain from any form of cyberbullying. **Cyberbullying** includes making hurtful, degrading, or threatening comments via email, through text messaging, or on the internet.

**It is your responsibility** as part of a caring school community to take appropriate actions to ensure bullies are addressed and victims are supported. GCI students are expected to report instances of bullying. Bullying will not be tolerated at GCI. Students found to be involved in bullying behaviour will be dealt with by the administration and possibly by the police.

### **Dress Code**

**It is your right** to dress according to your individual taste and style.

**It is your responsibility** to dress in a manner that is conducive to and appropriate for a productive learning and working environment. Students deemed by staff members to be wearing clothing not suitable for a public environment may be asked to remedy the problem with alternative clothing. If this cannot be solved at school, they may be asked to leave and return with more suitable attire. Your respect for the GCI community as a whole is greatly appreciated.

### **Cell Phones**

**It is your right** to learn in an environment free of electronic interruptions.

**It is your responsibility** to refrain from using a cell phone during instructional time or in instructional spaces in the school, unless permitted to do so by a teacher. Cell phones should be powered off and stored out of view during instructional time. Cellular phones and other electronic signaling devices are disruptive if they are activated in class. Even if used for silent messaging, incoming signals distract the student's attention away from instruction and can interfere with both learning and teaching. Communication devices also have the potential to be used for academic dishonesty.

**It is your responsibility** to use any electronic device appropriately for all school-related activities. Integrated digital imaging devices (e.g., camera capability on phones) can be used in a manner that violates the privacy, dignity, and safety of others. If you use any electronic device in such a manner, you will face consequences with the school administration and possibly with the police.

### **Listening Devices**

**It is your right** to learn in an environment that is quiet, where you can focus and concentrate.

**It is your responsibility** to use listening devices appropriately, so they do not interfere with anyone else's ability to learn or teach. In the classroom, personal listening devices and earphones must remain in the student's backpack or locker during all lessons and/or listening activities (including group work). They may only be used during seatwork with teacher permission and only if they do not interfere with the learning environment. These devices are not to be used near, or connected to, school computers. Failure to comply with any of these guidelines will result in a loss of privileges.

## Smoking and Vaping

**It is your right** to learn in a clean air environment.

**It is your responsibility** to comply with GCI and WRDSB rules for smoking, vaping and chewing tobacco. Due to the significant health risks associated with vaping, any vaping devices should not be brought to school. Vaping, smoking, and/or chewing tobacco are not permitted on any grassy areas, parking lots, driveways and sidewalks on school property.

If a student is found smoking, chewing tobacco, or using vaping products or equipment on school property, the items will be recovered by administrators at the school and the student will also be subject to progressive discipline.

Recovered items cannot be returned to the students under the age of 19. Parents will be contacted regarding the recovery of vaping items and tobacco products. Parents will advise the school about the disposition of these items.

In addition, since smoking and vaping are governed by the 2017 Smoke Free Ontario Act, any violations will result in the individual being reported to Region of Waterloo Public Health. Repeated offenses could result in significant fines. Students may also be referred to appropriate community resources including Addiction Support Services and possibly Waterloo Region Police Services.

## Lockers, Possessions and Personal Items

**It is your right** to use a school locker. Lockers will be assigned for your entire time at GCI using the locker request form.

**It is your responsibility** to care and provide security for textbooks, gym equipment and other personal items. Students are advised not to bring large sums of money or valuables to school. The school is not responsible for stolen possessions, including bicycles, and any valuables taken by students into change rooms and washrooms. It is your responsibility to keep your locker combination private. Your locker is the property of the school and may be searched at any time by school officials if unlawful or inappropriate use is suspected.

## Student Activities and Co-Curricular Activities

**It is your right** to participate in clubs, activities, and athletic events. All students will receive a student photo card, free of charge. There is a separate Student Activity Fee to be paid in order to participate in some school activities as described below.

**It is your responsibility** to behave at all times, as an exemplary representative of GCI. All participants in school-sponsored programs and activities are representatives of the school. Actions which reflect badly on the school may result in your withdrawal from school-sponsored activities (e.g., dances, prom, sports events, musical performances, co-op placements, assemblies, guest speaker presentations, field trips, etc.) as a participant or spectator. Students who incur disciplinary action for misbehaviour (e.g. detention, in-school suspension, suspension, police action) may lose privileges in terms of participating in student activities (e.g., coffee houses, performances, dances, prom), and/or co-curricular activities (e.g. teams, clubs, bands).

**It is your responsibility** to pay for the Student Activity Fee. All students who participate in extra-curricular and co-curricular activities must have a valid student card with paid fee. This includes all dances, as well as the semi-formal dance and prom.

## Dances/Semi-Formal/Prom

GCI students in Grades 9 through 12 who have paid the Student Activity Fee may sign in one student from outside our school to school dances, semi-formals and the prom. This student must be a student cardholder from another high school and be prepared to show a valid student card. This student must be signed in by noon on the day of the activity. No one will be signed in at the door. GCI activity paid cardholders **must** accompany the person they have signed in at the time of entry to the event. GCI students who are paid student cardholders may not sign in with a GCI student who is not a student paid cardholder. Once in a dance, students may **not** leave the building and be readmitted.

## Food and Beverages

**It is your right** to enjoy eating in a safe and comfortable location at school.

**It is your responsibility** to eat and drink with respect for the environment. It is your responsibility to clear all garbage and to deposit it appropriately in trash/recycling bins. Students who do not comply with expectations for consuming food and beverages at school may have privileges withdrawn and/or may face consequences with the school administration.

## Neighbouring Properties

**It is your right** to learn in a school that is part of a vibrant community.

**It is your responsibility** to always exercise courtesy toward our neighbours. Students are not to loiter in front of or near neighbouring houses or businesses, or neighbourhood crosswalks. Dando Avenue is a “public thoroughfare” and must not be blocked by students or vehicles.

## Buses

**It is your right** to be safe and secure while riding buses.

**It is your responsibility** to cooperate with fellow students, the bus driver and members of the public while riding school buses and/or Grand River Transit. All school rules regarding student behaviour are also applicable on school buses. Smoking and vaping are not permitted on school buses at any time. This applies to all off-campus bus trips as well.

## Local Hazards

**It is your right** as a student at GCI to enjoy the beauty of our unique campus.

**It is your responsibility** to be aware of hazards that exist around the school.

Railway Bridge: The railway bridge is out of bounds and very dangerous. It is your responsibility to avoid it. Parents of any student caught trespassing will be notified by administration. Students will be reported to police and suspended from school.

Grand River: GCI has the good fortune of being situated on the bank of the Grand River. Students may be tempted to play in the river or go on the frozen ice in the winter. Both activities are extremely dangerous. Students who are found in the river or on the ice will be suspended. This includes the fenced amphitheatre behind the school; it is out of bounds for all students.

Water Street: Water Street is one of the busiest corridors in the region. Street crossings must be made cautiously. Be sure you cross at the traffic lights, and that all traffic has stopped before crossing.

## Visitors to the School

While parents are welcome at Galt Collegiate, **ALL** visitors must first report to the school's Main Office and sign in. Visitors who do not sign in are technically trespassing and could be charged. Students are not encouraged to visit other schools.

## Attendance

Since regular attendance in class is a requirement of the Education Act, and experience and research show that academic success is related to attendance and participation in the day-to-day activities of the class, students are required to be present in all classes unless there are valid reasons for being absent.

### **Absence from school will be considered valid in the following situations:**

Illness or quarantine; medical or dental appointment; death in the family; parental permission for periods with no tests; legal obligation; curricular activities (i.e., field trips, math contests, etc.); **prior** arrangement with a vice-principal through the Parental Withdrawal Form (available from the attendance desk).

### **Validation Process**

A student, upon returning to school after any valid absence, validation is required by a legal guardian to the GCI attendance line, **519-623-3600**, or email [GCI general mailbox](#). Any absence not validated within one (1) day after the last day of absence will be considered invalid. After an absence of five (5) consecutive days, a doctor's note may be required if a parental withdrawal form has not been completed.

### **Signing Out**

Students knowing in advance that they will be absent for part of a school day because of medical and/or dental appointments (or other reasons) must have a legal guardian call the GCI attendance line, **519-623-3600**, or email [GCI general mailbox](#) **before** the time they are signing out. Teachers will be notified of the periods missed for valid reasons.

### **Parental Withdrawal** (Arranged with your vice-principal **prior** to any absence)

A student may be temporarily withdrawn from school at the request of the parents or at their own request if the student is eighteen or older. The parent/adult student will take full responsibility for this absence from school and for any work or tests missed. Parental withdrawal forms are available [Temporary withdrawal form](#) and the attendance secretary.

### **Illness during the School Day**

A student who becomes ill during the school day is expected to report to the Main Office. The Attendance Secretary will contact the student's parents to ensure that someone is available to look after the student upon arrival at home and will have the student "sign out".

## Arriving Late For School

Galt Collegiate recognizes that punctuality is important to academic success; therefore, we encourage and counsel students to be on time. We also develop in our school community an awareness of the rights of others. Students who are frequently late interrupt classroom teachers and students, take up administrative time, and are not learning workplace standards.

When a student arrives late, they should report directly to class where the teacher will record the late. Consequences for late arrival may include: Vice Principal warning; meeting(s) with the Vice Principal; lunch-hour detention(s); early sign-in; parental contact; in-school suspension(s); out-of-school suspensions(s). Students who are persistently late for class may be referred to the appropriate Vice Principal.

## Courses - Added or Dropped

Normally students may not enroll in a new course after the first two (2) weeks of each semester. A student who drops a course may be assigned to a supervised study. All Grade 9 or 10 students are expected to take four courses each semester. Withdrawal from any Grade 11 or 12 courses five (5) days after the issuance of the mid-semester report card will be recorded on the Ontario Student Transcript.

## 34 Credits

In 2012, the Ministry of Education announced that, effective September 2013, a “cap” to the number of secondary credits for which a school board would receive full funding is to be implemented. Secondary school students may take 34 secondary school credits, fully funded. Students require 30 credits to graduate. The 34 credit cap does not apply to students with an IEP (Individual Education Plan) or to English language learners taking credit courses in English as a Second Language (ESL) or English Literacy Development (ELD). For further information about the 34 credit cap, please see your guidance counselor or access one of the following links: <http://www.wrdsb.ca/34-credit-threshold/> or <http://www.edu.gov.on.ca/eng/students/fags.html>.

## Part 3: Assessment, Evaluation and Reporting

**The primary purpose of assessment and evaluation is to improve student learning.**

### Learning Skills

According to *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010*, “the development of learning skills and work habits is an integral part of a student’s learning” (p. 10). Students are assessed and evaluated in the following areas: Responsibility, Initiative, Independent Work, Collaboration, Organization, Self-Regulation. The following scoring system is used for Learning Skills and Work Habits: E=Excellent, G=Good, S=Satisfactory, N=Needs Improvement.

### Late & Missing Work

On all academic tasks, students are expected to give their best effort. Additionally, students are expected to submit all required work by the assigned due dates, as evidence of their learning. Due dates help students develop time management skills, and exercise responsibility for their learning. Students who are absent on the day of an evaluation (e.g., test or presentation) or when an assignment is due, should speak to their teacher **ahead of time** or upon their return to make arrangements to complete the required work.

Students who submit work late (or not at all) are foregoing opportunities to demonstrate their understanding of the essential learnings for the course. Feedback is an important step in the learning process; submitting work late (or not at all) compromises opportunities to receive feedback. Students who do not submit work in a timely manner may receive any of the following interventions: meeting with the teacher, phone call home, referral to Student Success, referral to Vice-Principal. Ultimately, students who do not submit work as evidence of their learning will have this reflected in the Learning Skills portion of the report card, will receive an “I” (incomplete) for any missing work, and **could result in the student not earning the credit in that course.**

### Cheating & Plagiarism

Students are expected to submit their own, original work to demonstrate their learning. If a student cheats or plagiarizes work, consequences will be determined, in consultation with administration, with consideration given to the grade level and maturity of the student, the number and frequency of previous incidents, and the individual circumstances of the student.

The consequences for cheating or plagiarizing are: (i) the student may be required to redo all or part of the assignment or assessment; (ii) the student may be required to complete an alternate assignment or assessment, (iii) the student's work may be treated as a missed assignment (see above). All cases of cheating and plagiarism are also subject to disciplinary action (e.g., suspension, loss of computer and network privileges, loss of access to academic awards and scholarship opportunities, etc.). Parents will be notified.

### **Final Evaluations & Examinations**

Thirty percent of the grade for all courses is based on a final evaluation. This evaluation may take the form of an examination, performance, essay, project and/or other method of evaluation suitable to the course content, or a combination of any of the above. For Grade 11 and 12 courses, a final examination may be offered as a final opportunity to demonstrate learning. The final evaluation is administered towards the end of the semester and/or during the exam period. **The school will not accommodate students who plan vacations during the exam period.** If a student misses an exam due to illness, a medical note is required.

### **Earning Credits**

To earn a credit, students must submit all required work as evidence of their learning, and earn an overall grade of 50% or higher. Students are strongly encouraged to strive to achieve the provincial standard, which is a grade of 70% or higher.

The following guidelines for reporting marks below 50% are in accordance with WRDSB Procedure 1660. In Grades 9 and 10, a student who does not provide evidence of the required knowledge and skills will receive a report card grade of "1", indicating insufficient evidence to determine a percentage grade; no credit will be granted. In Grades 9 and 10, a student who has provided evidence of the required knowledge and skills but has not achieved an overall grade of 50% or higher, will receive a report card grade of 45%; no credit will be granted.

In Grades 11 and 12, a student who has demonstrated no evidence of learning will receive a report card grade of "0"; no credit will be granted. In Grades 11 and 12, a student who has not provided sufficient evidence of the required knowledge and skills and/or who has provided evidence of the required knowledge and skills but has not achieved an overall grade of 50% or higher, will receive a report card grade of 35% to 45%; no credit will be granted.

### **Honour Roll**

Students who have an average of 80% or higher will be on the honour roll. Honour roll averages are calculated each semester.

### **Chromebooks**

All Chromebooks issued by the school to students are the property of the Waterloo Region District School Board. Students being issued a Chromebook should expect to use it in each of their classes, unless otherwise instructed, bring the device to school each day and fully charged, and care for the device as if it is their own. Students are able to take their Chromebooks home over the weekend, on holidays and through the summer. The student/parents/guardians are responsible for the replacement (\$330) of Chromebooks and/or charging cords which are lost, stolen or damaged. Malfunctions such as keyboard issues or a battery not charging, should be reported to the in-school technician. Students and their parents/guardians are expected to sign a Chromebook Contract and read and follow the WRDSB's AP4070: Responsible Use Policy (See Part 7, pages 14 to 21). A student's privileges may be withheld

if these responsibilities are not met. Students must return their Chromebook to the school at graduation or move from GCI.

### Textbooks and Library Books

All texts issued by the school are the property of The Waterloo Region District School Board. Students must return all issued books at the end of each semester in acceptable condition or pay for a replacement. A student's privileges may be withheld if these responsibilities are not met.

### Lost and Found

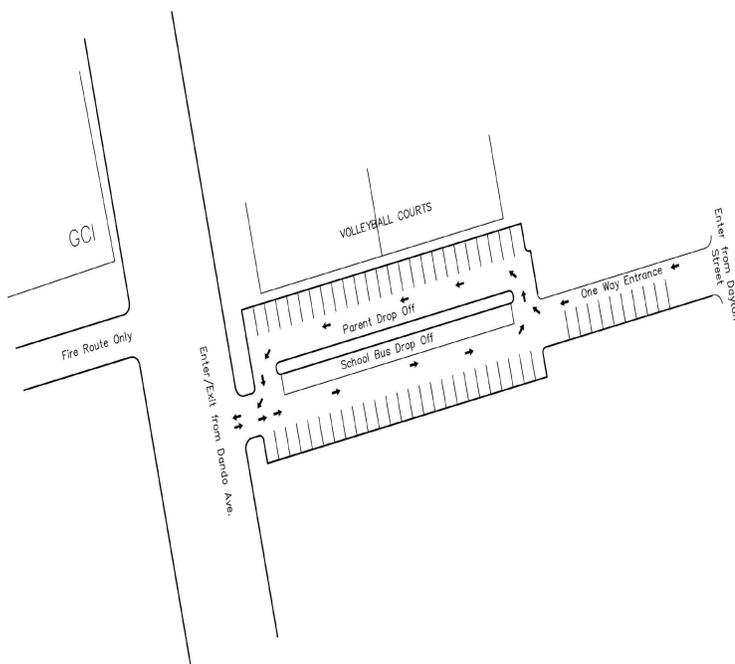
Lost and found articles are located in the Main Office and the Physical Education Office.

### Student Parking and Student Drop-Off Area

Student parking on school property is restricted to either Dando Avenue or the designated lot off Dando Avenue. Students must obey the parking signs located in these two areas.

Students may not park in any lot located directly next to the building as those are reserved for Staff only. We cannot guarantee a parking space for students who drive. By-law Enforcement Officers may issue tickets to any students parked in staff parking spaces. Follow the traffic arrows and note that the parking lot can be entered from either Dayton Street or Dando Avenue. Traffic exits from the student parking lot in one direction only, onto Dando Avenue.

Parents are reminded that the school driveway in front of GCI is **not** a student drop-off area. No stopping signs are posted in the driveway at the front of the school. The student parking lot has a designated area for parent vehicles and school bus access. **Parents are expected to drop students off in the designated location in the student parking lot. Students may not be dropped off in front of the school as this is a fire route.** There will be no turns at the end of Dando for morning drop off. Please continue around the back of the school to exit at the lights at Samuelson. Do not stop in the middle of the road to drop off students; pull over to the curb in an empty space. Access to the front of GCI is restricted to staff and visitors who park in the few visitor spots available at the front of the school. By-law regulations will be enforced to ensure that the fire route in front of our school is clear. These procedures continue the efforts made by GCI to keep students, staff and visitors safe. We appreciate your cooperation.



## Community Supports

GCI is part of a larger community that offers support to students. The following professionals work with our staff to ensure a safe, healthy, inclusive and productive learning environment for our students: Social Worker, Child-Youth Worker, School Resource Officer, Settlement Worker and Nurse. If you would like to speak to any of the people listed above, please see a teacher, counselor or vice-principal.

## Part 5: Information For Youth

Feeling suicidal?  <b>TELL SOMEONE</b>	1-800-668-6868 519-744-1813 519-749-2932 <a href="http://www.kidshelpphone.ca">www.kidshelpphone.ca</a> <a href="http://www.yourlifecounts.org">www.yourlifecounts.org</a>	Kids Help Phone Waterloo Region Crisis Line Front Door Child & Youth Mental Health 24/7 online counselling service 24/7 online counselling service
Need someone to listen?	519-745-9909 800-668-6868 519-623-6970 519-658-6805 519-622-2442	Youth Line Kids Help Phone Family & Children Services Telecare Distress Centre Youth in Conflict with the Law
Are you hungry?	519-622-6550 519-623-1221 519-621-8860	Cambridge Self-Help Food Bank Salvation Army Trinity Community Table (Mon, Wed, Fri)
Need a place to stay?	519-622-0815 519-623-7991	Housing Registry for Youth (John Howard Society) Argus Residence for Young People
Need emergency money?	519-883-2100	Welfare Office (Region of Waterloo)
Need medical care?	519-621-2330 519-653-1470	Cambridge Memorial Hospital Lang's Community Health Centre
Birth control/pregnancy	519-883-2314 519-743-0291 519-743-6461	Waterloo Regional Health Unit - Cambridge St. Monica House Planned Parenthood
Sexually transmitted diseases/AIDS	519-883-2314 519-574-3687	Waterloo Regional Health Unit - Cambridge AIDS Committee
Alcohol/drug information	519-745-2585 800-463-6273 519-744-1813	St. Mary's Counseling Service Drug Information Line Cambridge Memorial Hospital (Psychology)
Need more info????	519-740-3030 519-579-0300	Information Cambridge Alternative Education Program
Need counseling?	519-622-1670 519-621-5090 519-740-4900	Cambridge Interfaith Family Counseling Family Services Cambridge & North Dumfries Community Mental Health
Need legal advice?	519-743-4306 519-743-0254	Ontario Legal Aid Plan Waterloo Regional Community
Are you new to Canada?	519-621-1621	Y.M.C.A. Immigrant Services
Sports & Recreation	519-632-7442 519-623-1340 519-621-3250 519-650-0800 519-654-9444	Ayr Community Centre City Parks & Recreation or 519-740-4681 ext. 4066 Cambridge YMCA Cambridge YWCA Popcorn House
Crisis & support centres	519-653-2422  519-741-8633 519-653-7700 519-749-6994	Haven House – Women's Crisis Service Waterloo Region K-W Sexual Assault Support Centre (24 hours) Police Services (Cambridge) Sexual Assault Treatment Centre

The library resource centre is open for students throughout the day. **Students must have a valid student card or a current timetable** in order to borrow materials from the school library.

### Available Resources

Books (fiction and nonfiction); Encyclopedia (online); Magazines (electronic access); eBooks (through OverDrive and online); and professional research articles (online)

### Loans

A normal library loan period is **3 weeks**. It is the responsibility of the student to know when library books are due. The due date is provided at the back of every book. Past due notices are distributed in the homeroom. Students are expected to respond to the first notice and return materials as other students are often waiting to use the materials. If a student loses or damages library material, they will be responsible for paying the replacement cost.

### Electronic Databases

Home access is available for electronic databases. Home access passwords are:

Database	User ID	Password
Virtual Library (library.wrdsb.ca)	Use your PAL (same as computer login)	
Career Cruising	waterloo	46350

The library is staffed by teacher-librarians. They are Ontario Certified Teachers with additional library training. They are available to assist students with research projects, online database assistance, eLearning and anything else that they may need to be successful in their classes. Students are encouraged to let library staff know what they would like to see on the shelves by completing a Book Request Form (available at the circulation desk). See the library staff for tips on how to get the most out of using these databases. The school library web page: [gci.wrdsb.ca/library](http://gci.wrdsb.ca/library) provides access to a wide range of electronic resources as well as tips for the next great read. These resources may be used at school or at home.

### Computer Access

Computers are reserved for academic purposes and classroom use receives the first priority. All computers in the school are connected to the school-wide network and any use of this resource is an automatic acceptance of the school board's Acceptable Use Procedure (detailed in this handbook). Please review these regulations before using any computer equipment in the school.

### Computer Accounts

Username – first four letters of your last name, first initial of your first name and the last four digits of your student number (e.g., Mickey Mouse 086 456 789 = mousm6789)

Password – this will be your student number found on your timetable without the leading zero. (e.g., 086 456 789 = 86456789).

### Passwords

All students are encouraged to complete the password recovery questionnaire at [mypassword.wrdsb.ca](http://mypassword.wrdsb.ca). This allows students to change their passwords in the future. Completing the questions will allow for password recovery if needed later.

### Saving Files

Each computer account is assigned a 100mb home directory (H: drive). All files should be saved in this drive otherwise work will be lost. No backups are kept, so it is the responsibility of the student to

backup their work. Important: When naming your files to be saved please remember to keep the naming convention short and with no special characters.

### Printing

All students will be given \$2.50 in FREE printing per year. Additional prints (minimum \$1.00) can be purchased in the library or with the In-School Technician and will be credited to your account within 24 hours – please plan accordingly.

Black and white prints - \$0.05 each; Color prints - \$0.50 each

*Remember!!! Always perform a print preview and spell check before printing any document – this will help to save you print costs.*

### Google Apps for Education (GAPE)

Every student has access to a Google Apps account. This can be accessed by going to [google.wrdsb.ca](http://google.wrdsb.ca). The password is the user's PAL (same as computer login). GAPE provides students tools including Google Docs, Gmail and Google Forms. Students have access to 30G+ of online data storage. Graduating students are able to save copies of their assignments when done at Galt Collegiate. Please see the in-school technician for more information. GAPE can be accessed via [Google.wrdsb.ca](http://Google.wrdsb.ca).

### ELearning and Blended Learning

Online courses and blended learning (partial online) courses are delivered through the WRDSB using D2L. Students can access this by going to [wrdsb.elearningontario.ca](http://wrdsb.elearningontario.ca). The password is the user's PAL (same as computer login).

### Bring Your Own Device (BYOD)

Students are able to bring their own laptops or tablets to school to work on assignments and are able to use the school's wireless network to connect to the Internet as needed. Students are still bound by the WRDSB's Responsible Use Policy (see section 7 below) and are encouraged to keep a close eye on valuables they bring to school. The school is not responsible for lost, stolen or damaged personal devices.

## Galt Collegiate Plagiarism Guidelines

**Plagiarism** is defined as stealing the thoughts, the images, or the writings of others and presenting them as your own. The following definition is adapted from the Merriam-Webster Collegiate Dictionary:  
To plagiarize:

- (a) to steal and pass off as one's own words, images, ideas or data of another
- (b) to present as one's own the idea or product derived from an existing source.

Plagiarism includes the following practices:

1. Whenever you **quote directly** from another source without acknowledging (by the use of quotation marks or other means such as indentation and single spacing of a long direct quotation, or simply stating that the text is verbatim) that the words used are not your own, you commit plagiarism.
2. Whenever you **quote someone else's material directly** and fail to use quotation marks, you commit plagiarism, even if you footnote the source. The basic point is that the words are not your own and you must indicate that that is the case. Documentation without quotation marks does not indicate that the words are the words of someone else.
3. Whenever you **buy or borrow an essay** from someone else and submit that essay as your own work, you commit plagiarism.
4. Whenever you present a **loose paraphrase of someone else's work** without acknowledgment, you are also guilty of plagiarism. To acknowledge loose paraphrasing, in research and essay work,

use a footnote, which states that you are paraphrasing. Of course, you may state this in the text of the paper.

5. Whenever you use in your work (whether a written essay, a term paper, or an oral presentation) the **ideas, the analysis, or the framework of someone else** without acknowledging the source, you commit plagiarism, even if you do not use exactly the same words or phrases as your unacknowledged source. To avoid plagiarism, state that you are using the ideas, the analysis, or the framework of someone else.
6. Plagiarism on assignments, projects, homework, tests or exams includes **copying another student's work** and submitting it as your own, allowing another student to copy your work, or collaborating excessively with another student.
7. In academic work, it is customary to **acknowledge, in writing, all sources of help**. We thus require that, for each assignment or project submitted, you write (and sign) an acknowledgment of help received, which includes the names of the people (if any) who proofread, edited or contributed to your work.

Students suspected of plagiarism are responsible for producing their sources, if requested by a teacher or administrator. Please see the "Plagiarism and Cheating" section of this handbook (Part 3) for the consequences of plagiarizing.

## **Administrative Procedure 4070: Responsible Use Procedure for Information, Communication and Collaboration Technologies (for any individual or group utilizing WRDSB technology)**

### **1. Preamble**

1.1 The Responsible Use Procedure for Information, Communication, and Collaboration Technologies (RUP) outlines expectations related to the responsible use of Waterloo Region District School Board information, communication and collaboration technologies, and accompanying resources, including emergent technologies.

1.2 Expectations in the RUP align with the Board's Character Development initiative concerning general conduct across the system. Character Development is the positive social and emotional development of students that is modeled by all staff, and is a key element in fostering a positive, inclusive system and school climate. All technology, information, and resources, and their use, must clearly support these Board goals.

1.3 It is reasonable to expect that all individuals or groups who use Board technology (includes but is not limited to: staff, trustees, students, parents/guardians, labour groups, volunteers) understand and comply with the expectations outlined in the RUP. As a Board procedure, the RUP does not require individual or group signatures to indicate acceptance or compliance.

1.4 To achieve system awareness, the Board will ensure a web link to the RUP is incorporated in all Board, Education Centre department, and school websites, and on the sign-in page of WaterWorks; the Board's email system for staff and students. Additionally, September student information packages will include a reference to the RUP.

1.5 The Waterloo Region District School Board believes that the benefits of access to information, communication, and collaboration technologies and resources far exceed the disadvantages. Abuse of these services however, may lead to an individual's privileges being revoked. Misuse may be subject to disciplinary action and possibly civil or criminal action. Infractions of the RUP will be handled in a

manner comparable to non-technology infractions that follow established Board policies and procedures related to staff conduct and student discipline.

1.6 Canada's anti-spam legislation prohibits the sending of commercial electronic messages (CEMs) that encourage recipients to participate in a commercial activity, even if it is not-for-profit, unless they have the recipient's prior consent. Examples of CEMs include emails or text messages to inform parents and community members of promotions, advertising or offers for the sale of such things as student photograph packages, field trips, fun fairs, pizza or hot dog days, yearbooks or fundraising events. More information can be found at <http://staff.wrdsb.ca/casl/>.

## **2. Digital Citizenship**

2.1 The Waterloo Region District School Board strives to model and teach the safe, legal, ethical and responsible use of information, technology and resources, and expects all users to embrace the following conditions or facets of being a digital citizen:

- respect yourself;
- protect yourself;
- respect others;
- protect others;
- respect intellectual and technological property;
- protect intellectual and technological property.

2.2 Individuals are responsible for supporting personally-owned devices. As digital citizens, this includes, but is not limited to:

- knowing how to activate Wi-Fi on their devices and connect to a wireless service;
- maintaining virus and malware protection on personally-owned equipment;
- enabling personal firewall settings on personally-owned laptops and/or netbooks;
- disabling any internet sharing settings that would interfere with other users;
- operating in a manner consistent with Character Development and Digital Citizenship goals.

## **3. Access**

3.1 The Waterloo Region District School Board believes that individuals benefit from access to information and communication technologies for collaboration and discussion. The Board, by providing access, recognizes the potential to support curriculum and student learning expectations in order to promote educational excellence.

3.2 Technology users should have opportunities to:

- access internal, local, national, and international sources of information;
- collaborate and communicate across the Board and with local and global communities;
- develop knowledge and skills that will be useful throughout their lives

3.3 All equipment, information/data, and resources owned by the Board, regardless of the location, must be used for the purpose of carrying out the mandate of the Board.

3.3.1 It is at the sole discretion of the Board to decide who is given access to Board equipment, information/data, and resources, and who retains, and who is denied access.

3.3.2 The Board has the right to access user content on any Board system, or confiscate devices at the Board's discretion. Reasons for these actions may include, but are not limited to:

- engaging in technical maintenance, repair and management;
- meeting legal requirements to produce records;
- ensuring continuity of work processes;
- improving business processes and managing productivity;
- preventing misconduct and ensuring compliance with the law.

#### **4. Responsibilities**

4.1 The Waterloo Region District School Board will make every effort to protect users of Board technology from misuse and abuse, and will take reasonable steps to ensure information, communication and collaboration technologies are used only for purposes consistent with the Board's corporate and learning expectations and Character Development and Digital Citizenship goals.

4.2 Staff are responsible for role modeling. In particular, teaching staff are responsible for the ongoing development of students and the review of the rules and responsibilities of being a digital citizen with them.

4.2.1 Staff also provide protection, by restricting access (within the technical limitations of products) to material that has no business or educational value or is inappropriate, such as material deemed to be racist, pornographic, dangerous or obscene.

4.2.2 Staff ensure a level of privacy and protection for all users (note that this level of privacy does not preclude the fact that approved support and administrative personnel may access mail, data, and software on systems).

4.2.3 Staff ensure a level of security by taking the steps to prevent electronic trespassing.

4.2.4 Staff ensure guidelines for the selection of appropriate equipment, learning resources and services are followed, and are in accordance with current Board policies and procedures.

4.3 Supervisors in schools, sites and departments are responsible for ensuring the RUP is available in its entirety in prominent locations and in at least two of the following:

- student handbook;
- staff handbook;
- parent handbook;
- code of conduct or behavior guidelines;
- school or department newsletter
- school website.

4.4 Additionally, supervisors provide, as appropriate and available, access to information, communication and collaboration technologies and resources and monitor these services for appropriate use and behavior within their site/department.

4.4.1 Supervisors deal with abuse of privileges in a manner consistent with the Board's existing staff conduct and student discipline policies and procedures.

4.5 Individual users of information, communication and collaboration technologies and resources, must guard against inappropriate, unethical and illegal activity and are responsible for:

- understanding and adhering to the Board's Character Development, Digital Citizenship and RUP goals;
- promoting the acceptable use of information, communication and collaboration technologies and resources;
- using all Board services, devices, and applications responsibly and for administrative and curricular purposes only, within the framework and standards set by the Board;
- only sending commercial electronic messages using Board-approved tools and only to individuals who have provided their expressed consent to receive such messages;
- protecting the integrity of their account usernames and passwords (includes devices such as Smartphones) – this involves changing default passwords;
- all content held within their accounts;
- protecting the integrity and safety of their content by ensuring current Board security measures and practices are followed;

- protecting equipment assigned to them from theft or damage and adhering to rules of hardware etiquette promoted by the Board;
- respecting the integrity and security of the Board's corporate (wired) network by using only approved and appropriately configured devices that are deployed by Information Technology Services.

## **5. Infractions of the RUP**

5.1 The Waterloo Region District School Board believes that individuals benefit from access to communication and collaboration services and resources and computer technology. Adults, whether they are staff or students over the age of eighteen are responsible for their own use of these services. Parent(s) and/or guardian(s) are responsible for encouraging students under age eighteen in the appropriate use of technology in the school.

5.2 Violating the RUP may result in:

- restricted network access and/or access to computer technology;
- loss of network access and/or access to computer technology;
- suspension and/or expulsion;
- fines
- civil or criminal charges.

5.3 Consequences for RUP infractions are determined by the supervisor, as they deem appropriate, using the applicable Board policy or procedure and/or involving:

- Information Technology Services staff to gather forensic evidence;
- the appropriate law enforcement agency if the infraction is deemed to be criminal.

5.4 To address incidents of inappropriate use of technology, supervisors and teachers should apply the strategies of:

- education;
- progressive discipline;
- early and on-going intervention strategies;
- restorative justice;
- character development and digital citizenship.

## **6. Requesting ITS Assistance for Infractions**

6.1 The Board's Network and Data Security Analyst (519-570-0003, ext. 4595) is contacted:

- if an infraction of the RUP is suspected and staff at the site require assistance in collecting material evidence or identifying the scope of the incident;
- in situations where Board technology infrastructure has been compromised or there is a major threat to students and staff or the system.

In these cases, supervisors or teachers should restrict access to those computers/devices and files related to the incident.

6.2 The Network and Data Security Analyst will involve and inform other Information Technology Services staff and supervisors as required. The most current version of this procedure is located at: <http://www.wrdsb.ca/rup>

**7. Violations of the RUP**

Inappropriate conduct includes, but is not limited to, the types of activities listed on the following pages. The chart outlines a series of incidents which contravene the RUP – the incident; the code of conduct violated; and the equivalent non-technology situation.

<b>Incident</b>	<b>Code Violation</b>	<b>Equivalence</b>
Using Board technological property for any illegal activity, including hacking.	Respect Property	Theft
Placing unlawful information such as hate literature on the Board’s technological property or distributing it via the system	Respect Others	Bullying
Plagiarism or copyright violation.	Respect Property	Plagiarism Theft
Developing or accessing programs that harass others, infiltrate a computer system or alter the software components of a system	Respect Property Respect Others	Bullying Moral Tone of the School
Degrading or disrupting equipment or system/network performance of a WRDSB or other systems (e.g., introducing a virus, attaching personally owned or non-approved, non-standard devices to the network)	Respect Property	Vandalism
Vandalizing equipment or the data of other users (e.g., opening up the equipment, changing data)	Respect Property Respect Others	Vandalism
Sending messages that introduce a computer virus and are likely to result in the loss of a recipient’s work or in the disruption of the system/network.	Respect Property Respect Others	Vandalism
Sending “chain letters” or global messages or other types of communications which would cause congestion (spamming) of the system	Respect Property Respect Others	Vandalism
Purchasing an item other than the approved Board standard	Respect Property	Not following board procedures
Attaching personally owned or non-approved non-standard devices to the corporate network	Respect Property	Not following board procedures

**Inappropriate personal use, such as but not limited to:**

<b>Incident</b>	<b>Code Violation</b>	<b>Equivalence</b>
Downloading files that are not for educational purposes (e.g., games, movies and music)	Respect Property	Theft Copyright infringement Inappropriate personal use

Using Board technological property for personal, political, financial or commercial gain	Respect Property	Inappropriate personal use Business conduct violation
Using Board technological property to offer or provide goods or services or to advertise products	Respect Property	Inappropriate personal use Business conduct violation
Using Board technological property to conduct political campaigns or advocate for or against candidates involved in municipal, provincial or federal elections	Respect Property	Inappropriate personal use Business conduct violation

**Abuses of privacy and personal information, such as but not limited to:**

<b>Incident</b>	<b>Code Violation</b>	<b>Equivalence</b>
Invading the privacy of individuals, harassing others or personally attacking others with harmful intent	Respect Others Protect Yourself	Bullying Risk to safety
Using Board technological property to give out personal information such as home addresses, telephone numbers or credit card numbers	Respect Others Protect Yourself	Sharing locker combinations
Sharing or using others' access codes, account numbers, passwords and other authorizations which have been assigned to them.	Respect Others Protect Others	Sharing locker combinations
Accessing email services which allow users to maintain anonymity	Respect Others Protect Others	Spreading rumors

**Abusive behavior and defamatory activities, such as but not limited to:**

<b>Incident</b>	<b>Code Violation</b>	<b>Equivalence</b>
Downloading or posting inappropriate comments, defamatory remarks or pictures about the Board, or its schools, students, or staff.	Respect Others	Bullying Inappropriate behavior Moral tone of the school
Using abusive, offensive, degrading or objectionable language in public or private messages.	Respect Others	Bullying Inappropriate behavior Moral tone of the school

Establishing or accessing websites, links, postings or email messages which may imply a connection to the Board and are criminal, degrading, defamatory or inappropriate	Respect others Respect Property	Bullying Inappropriate behavior Moral tone of the school
Sending or receiving messages and/or images that are inconsistent with the Board's curriculum and conduct procedures. These include messages and/or images which are racist, pornographic, dangerous, and obscene, or contain threats of violence.	Respect others	Bullying Inappropriate behavior Moral tone of the school
Posting anonymous messages	Respect others	Spreading rumors

**Circumventing security and integrity of technology, such as but not limited to:**

<b>Incident</b>	<b>Code violation</b>	<b>Equivalence</b>
Gaining unauthorized access to resources, files, programs, other computer systems or technological entities through electronic trespassing	Respect others Respect property	Trespassing
Deliberately bypassing or attempting to bypass security provisions implemented by the Board (e.g., content filter, firewall, etc)	Respect property	Inappropriate behavior
Installing unauthorized, non-Board approved operating systems	Respect property	Inappropriate behavior
Installing tools intended to circumvent security measures (e.g., password hackers, network "sniffers")	Respect property	Vandalism





## **Acting responsibly in a digital world, I will act with integrity.**

### **Respect Yourself**

- I will respect myself through my actions.
- I will ensure the privacy of my own information.

### **Protect Yourself**

- I will not post information that will put me at risk.
- I will report any attacks or inappropriate behavior directed at me.
- I will protect my passwords, accounts and resources.

### **Respect Others**

- I will show respect for others.
- I will not use electronic media to insult, bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will not access other people's personal spaces or areas.

### **Protect Others**

- I will protect others by reporting abuses and not forwarding inappropriate communications or materials.

### **Respect Property (Intellectual and Technological)**

- I will verify the accuracy of the information.
- I will request permission to use resources and cite all references to websites, books, media, etc.
- I will use Board technological property only for legal activities.
- I will not disrupt the activity of Board equipment
- I will not violate the security of Board equipment.

### **Protect Property (Intellectual and Technological)**

- I will purchase my music and media and will refrain from distributing media in a manner that violates licensing.

I understand that failing to follow this code will include consequences consistent with the school's code of behaviour and the WRDSB Responsible Use Procedure (RUP).



## **Student Captains**

Halle Nunes and Katie Johnson

## **WRDSB Basic Extra-Curricular Athletic Costs**

### **Assumptions:**

1. Basic Fees are set at approximately 60% of the actual cost of each respective sport with school fundraising covering the remainder.
2. Basic Fees are only for WCSSAA-sanctioned sports.
3. The coach will advise of team basic fees that include (as applicable) officials, transportation, field / facility rentals, and basic equipment.
4. Basic Fees are based upon WCSSAA regular season schedules.
5. Costs for extra play (exhibition and tournament games) will be borne by the students involved.
6. Costs for Advanced Play (CWOSSA): School will cover entry fees and transportation only; additional costs will be borne by the students.
7. Costs for Advanced Play (OFSAA): School will cover entry fees, participation fees, official banquet costs and transportation (up to a predetermined limit depending upon destination); additional costs including accommodation will be borne by the students.
8. Students / families requiring financial assistance should contact any staff member who will ensure that the student(s)' needs are addressed in an appropriate, sensitive and confidential manner.
9. Basic Fees are subject to change as deemed necessary.
10. Payment of fees and purchase of a student card is required for eligibility in WCSSAA sports.

**“Home of the Ghosts”**