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1. RESPONSIBLE USE POLICY (RUP) – INFORMATION, COMMUNICATION & COLLABORATION TECHNOLOGIES

The Waterloo Region District School Board believes that students and staff should have opportunities to:

- access local, national and international sources of information;
- collaborate and communicate with both local and world communities;
- develop knowledge and skills that will be useful throughout their lives.

The Board, by providing access to telecommunication services and access to various forms of technology, recognizes the potential to support curriculum and student learning expectations in order to promote educational excellence.

The Board will make every effort to protect students and staff from misuse and abuse of these services and will take reasonable steps to ensure that they are used only for purposes consistent with the Board's learning expectations. Notwithstanding, misuse and abuse may occur. It is the responsibility of each user to guard continuously against inappropriate and/or illegal activity.

All equipment owned by the Board is purchased for the purpose of carrying out the mandate of the Board, regardless of the location of the equipment. The Board has the right to view email and other related documents at its discretion. It is at the sole discretion of the Board to decide who is given access, who retains access and who is denied access to telecommunication services.

The Board is responsible for:

- providing filtering protection, within its technical limitations, which will restrict access to material that has no educational value or is inappropriate, such as material deemed to be racist, pornographic, dangerous, or obscene;
- developing appropriate rules of conduct;
- supplying resources and training for all staff and students in the acceptable use of telecommunications services and computer technology;
- ensuring a level of privacy for all users; however, this level of privacy does not preclude the fact that people who operate and maintain the telecommunications system may access mail, data, and software on these systems;
- ensuring a level of security (e.g. taking steps to prevent electronic trespassing and identity theft).

Each school/site is responsible for:

- providing access to telecommunications services and computer technology, as appropriate and available, to all students and staff;
- monitoring the students' use of the telecommunications services for appropriate use and behaviour;
- dealing with student/staff abuse of privileges in a manner consistent with the school code of behaviour and this Acceptable Use Procedure.

Users of the telecommunications services and computer technology are responsible for:

- being prepared to use these services for curricular and administrative purposes;
- using the resources and technology ethically and in an appropriate manner;
- using the resources and technology legally;

- adhering to the procedures and/or rules of etiquette promoted by the school/site and in accordance with WRDSB policies and procedures;
- using the technology responsibly and adhering to the school code of conduct and the RUP.

Use of these telecommunications services and computer technology is a privilege, not a right. The service is provided to students to enhance their educational experience and to staff to assist them in the performance of their jobs. The privilege may be revoked for unacceptable conduct, and students or staff may be subject to disciplinary action. Abuse of the technology may also lead to civil and/or criminal action.

Unacceptable conduct includes the following:

- a) using Board technological property for any illegal activity, including hacking.
- b) using Board technological property for personal, political, financial or commercial gain.
- c) degrading or disrupting equipment or system/network performance of WRDSB or other systems (e.g. introducing a virus, attaching personally owned or non-approved, non-standard devices to the network).
- d) vandalizing equipment or the data of other users (e.g. opening up the equipment).
- e) gaining unauthorized access to resources, files, programs, other computer systems or technological entities (electronic trespassing).
- f) invading the privacy of individuals, harassing others or personally attacking others.
- g) sharing or using others' access codes, account numbers, passwords and other authorizations which have been assigned to them.
- h) posting anonymous messages.
- i) placing unlawful information on the Board's technological property or distributing it via the system (e.g. hate literature).
- j) using abusive, offensive, degrading or objectionable language in public or private messages.
- k) sending messages that are likely to result in the loss of a recipient's work or in the disruption of the system/network (e.g. a computer virus).
- l) sending "chain letters" or global messages or other types of communications which would cause congestion of the system (spamming).
- m) sending or receiving messages and/or images which are inconsistent with the Board's curriculum and conduct procedures. These include messages and/or images which are racist, pornographic, dangerous, obscene or contain threats of violence.
- n) plagiarism or copyright violation.
- o) misuse of peripheral computer equipment (scanners, digital cameras, etc.).
- p) accessing email services which allow a user to be identified as other than him/herself.
- q) deliberately bypassing or attempting to bypass security provisions implemented by the Board (content filter, firewall, etc.).
- r) establishing or accessing websites, links, postings or email messages, which have a connection to the School Board and are criminal, degrading, defamatory or inappropriate.
- s) downloading or posting inappropriate comments, defamatory remarks or pictures.
- t) installing unauthorized, non-standard (non-ITS approved) software or operating systems.
- u) developing or accessing programs that harass other users, infiltrate a computer system or alter the software components of a system.
- v) using Board technological property to give out personal information such as home addresses, telephone numbers or credit card numbers.
- w) using Board technological property to offer or provide goods or services or to advertise products.
- x) using Board technological property to conduct political campaigns or advocate for or against candidates involved in municipal, provincial or federal elections.

- y) downloading files that are not for educational purposes (e.g.games,MP3).
- z) The Board believes that students and staff benefit from access to telecommunications services and computer technology, in the form of information resources and opportunities for collaboration and discussion. The Board also believes that the benefits far exceed any disadvantages. Adults, whether staff or students over age 18, are responsible for their own use of in-school computer telecommunications and computer technology. Parents and/or guardians are responsible for encouraging students under age 18 in the appropriate use of technology in the school.

2. ACCIDENTS AND INSURANCE

If you sustain an injury while on school property, report the injury to your teacher **immediately**. The Main Office must also be informed of the accident or illness. Student insurance covering medical treatment or injuries is available at a nominal cost and is highly recommended for all students.

3. ALLERGIES

We have several students attending GRCI with severe allergies that can cause an Anaphylactic reaction. This can be life threatening. These students may have severe allergies to peanuts or tree nuts or other allergens. Prevention is the best approach. To this end we ask that you send your son/daughter to school with foods free from peanut or nut products.

If you have an EpiPen it must be on you at all times. New regulations on the management of information about students with severe allergies requires that parents inform the school about their son or daughter's allergy on the school's *Data Verification Form*. Those students will then be given a release form for the administration of an Epipen by school staff should it be necessary. This form must be completed by parents at the outset of each school year.

4. ATHLETES' CODE OF CONDUCT

WCSSAA SPORT SEASONS:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Boys' Volleyball, Football, Jr. Boys' Soccer, Girls' Basketball, Field Hockey, Sr. Tennis, Cross Country Running	Curling, Nordic Skiing, Alpine Skiing, Ice Hockey, Swimming, Boys' Basketball, Girls' Volleyball	Badminton, Rugby, Jr. Tennis, Track & Field, Sr. Boys' Soccer, Girls' Soccer, Golf

A student shall be eligible to participate in only ONE sport per season, with the exception of Badminton, Golf, Tennis and Nordic Skiing.

CONDUCT

Team players are selected to represent GRCI and are expected to conduct themselves as suitable ambassadors for our school at all times. It is a privilege to be on a GRCI team, not a right.

ACADEMICS

Players are expected to be conscientious students, and good citizens of the school. Students are responsible for work missed due to athletic games. All athletes in our school must be full-time students.

SPORTSMANSHIP

Good sportsmanship means showing respect in dealing with teammates, coaches, opposing teams, officials and spectators.

TRANSPORTATION

Athletes using bus or cab transportation are expected to adhere to the rules established by the driver or teacher in charge.

FEES / UNIFORMS

Students must purchase a Student Activity Card, and pay a sport specific fee as set by WCSSAA. A deposit may be required for the use of a school uniform. Team uniforms are to be worn for team activities only.

INJURIES: All injuries must be reported to the coach. If warranted, the coach will fill out a Risk Management Form. (available in the main office)

VALUABLES

Players are responsible for the safekeeping of their own valuables during practices, games and field trips.

DRUGS / ALCOHOL

Consumption of drugs or alcohol is forbidden on any school premises, and at any school sponsored event.

COMMITMENT

Once the commitment to a school team has been made, players are expected to follow through with their commitment to the team. Players who have been selected for a team may not leave that team to play on another during the same playing season.

Players leaving a team, after having been made eligible, may become ineligible for school competition from one year from the date they left the team.

Each individual student may present his/her case to a committee comprised of: Principal or Designate, Student Activity Director and Athletic Department Head, for a final decision.

Absences by an athlete from practices or games should be discussed with the Coach, if possible, beforehand or as soon after the absence as possible.

ATTENDANCE

Excessive absence from any course could lead to removal from a school team at the discretion of the coach and/or administration. In order to play on a specific game day, players must be in attendance at school and in class. Strict adherence to dismissal times is required to optimize use of class time and related successes.

NOTE: The Athletes' Code of Conduct has been constructed to assist players, coaches, and administration in making Grand River's Athletic Program rewarding for all those involved. Coaches may establish additional requirements, which will be provided to athletes at the beginning of the season. The rules contained in this code are to ensure respect and dedication for the Athletic Program and all athletes.

5. ATTENDANCE

Regular attendance is a key factor in the success of students at school. Our school will monitor student absenteeism and lates, and will engage parental support to help us with students' attendance problems. All students will have an attendance record for each class (subject based attendance). Parents are encouraged to monitor their students' attendance records.

a) AUTOMATIC HOME NOTIFICATION OF ABSENCE

Any time a student is marked absent from class, an automatic dialing system will notify that student's home. This call home will remind parents and students that this absence requires a phone call to the school (519) 576-5100 or a parental note as soon as the student returns to school.

b) TYPES OF STUDENT ABSENCES

- i. **School-Related Absences:** Those absences which occur as a result of a school activity such as sports, field trips, counseling appointments, etc. Prior to a field trip or sports activity student absences, will already be entered into our attendance records by the coach or teacher.
- ii. **Non School-Related Absences:** Illness, medical appointments and parental withdrawal require a parental signature or phone call for students not yet 18 years old.

c) VALIDATING STUDENT ABSENCES

All non-school related absences must be validated by a parent.

Please have your parents/guardian telephone (519) 576-5100 on the day of your absence by 2:30 p.m. Messages will be retrieved.

- i. Following the phone call, information regarding your absence will be provided to your classroom teachers the following morning to validate your absence.
- ii. If you have been absent and a phone call was not received before 2:30 pm, **a signed parent/guardian note may be brought to the appropriate attendance secretary the NEXT DAY that you return to school.**
- iii. The absence will be validated in the school computer system and the note will be signed/dated and returned to you. YOU will then be responsible for showing the note to classroom teachers to validate your absences.
- iv. Students should also be aware of the following:
 - v. Non-documented absences may result in a zero on tests, projects and/or assignments. Detentions may also be assigned.
 - vi. Students are responsible for completing work missed due to **ANY** absence. (In the event of a missed test or assignment, students should contact their subject teacher as soon as they return to school.)
 - vii. Students missing **15 or more classes** in a course will have their attendance and academic performance reviewed. A variety of actions may be taken to assist students in remedying their attendance problems.
 - viii. **Please note that long periods of absence due to illness require a medical certificate from a physician.**

d) LEAVING SCHOOL DURING THE DAY

All students (regardless of their age) leaving school during the school day **MUST SIGN OUT AT THE OFFICE.**

- i. Unless a note with parental signature or parental phone call has been received students under 18 must call a parent/guardian from the Main Office phone to get permission to leave.
- ii. Students under 16 wishing to sign out because of illness will not be excused from school unless we are able to contact a parent/guardian.
- iii. Students who leave the school for lunch and are unable to return to school in the afternoon must telephone the Main Office.
- iv. Appointments - Students are encouraged to make appointments after school hours. If appointments are made during the day, a signed note is required and the student must report to the office prior to leaving the school. Appointments should not be scheduled during assessments.

e) **PLANNED FAMILY ABSENCE**

Students who miss classes because of a family holiday, etc., must discuss the situation with their vice-principal and complete a Temporary Withdrawal Form (green sheet) at least one week in before the holiday etc (available in the Main Office). Students who know they will be absent from a test or assignment must speak to the teacher beforehand. If the absence is unexpected, speak to the teacher immediately upon returning to school.

6. BICYCLES

Bicycle racks are provided for students who bring their bikes to school. Students are advised to lock their bicycles. **The school and the Board accept no responsibility for bikes on school property.**

7. BULLETIN BOARDS AND POSTERS

Check the various bulletin boards around the school for information about events both at Grand River and other schools. Events taking place in the community are advertised at various times of the year on the bulletin boards. The permission of the Student Activities Director is needed if you wish to place a poster within the school announcing some event of interest to the student body.

8. CAFETORIUM AND CAFETERIA SERVICES

The cafetorium is a facility we all use. Please do your part in keeping it a clean and pleasant place. The cafetorium provides a variety of lunches each day for staff and students. Students may purchase milk, juice, sandwiches, salads, pizza, soup, etc., as well as a daily special. Costs are kept as low as possible. All proceeds from the cafetorium go directly back to student activities. As of Sept. 2011, the cafetorium will conform to the Provincial Healthy Schools Policy.

“KEEP BACKPACKS AND LARGE BAGS OR PURSES IN YOUR LOCKER DURING LUNCH. THEY ARE NOT ALLOWED IN THE SERVING LINE OF THE CAFETERIA”

9. CELL PHONES AND OTHER ELECTRONIC DEVICES

Many students at GRCI carry cell phones. It is important that they use them appropriately in a school environment. Cell phones **are to be put away and to be turned off** during all school instructional time including classes, assemblies, field trips etc. They are banned from examinations and tests. Students are not allowed to call out or textmessage during instructional times. If students are unable to use their cell phones in an appropriate manner, administration

may, at their discretion, confiscate them or ban a student from bringing them to school. Please Note: THE VIDEO COMPONENT OF A CELL PHONE MAY NOT BE USED ON SCHOOL PROPERTY. Please see Prohibited Items

10. COMMUNITY INVOLVEMENT GRADUATION REQUIREMENT

All students must complete 40 hours of community involvement activities as part of the requirements for the new Ontario Secondary School Diploma. The community involvement requirement's purpose is to encourage students to develop social responsibility, an appreciation of the various roles they can play in their communities and to help them develop a greater sense of belonging within their respective communities. The Community Involvement Manual and the Activity Tracking Record (available in the main office) are the WRDSB documents that were produced by representatives from education, volunteer agencies within the region, parents and school board trustees. We encourage students and their parents to examine both documents carefully. Information is also available at www.wrdsb.edu.on.ca. It is the responsibility of parents and students to search for an appropriate placement.

11. COURSE CHANGES

A commitment has been made once a student has selected a program of study. The school's organization revolves around responsible course selection. It is expected that students will remain in their selected courses for the duration of the year. Consideration is given, however, to students in levels of difficulty not matched to their ability and in some cases where educational or vocational plans will be directly enhanced by the course change. Course or level changes will need to be made at the start of each semester.

12. COURSE DROPS AND SPARES

Only students who have successfully completed 16 credits and have demonstrated good attendance and responsibility will be granted a spare for a dropped course ***See also Full Disclosure***

13. DETENTIONS

May be assigned by teachers, vice-principals or attendance secretaries for a variety of reasons (behaviour, lates, persistent neglect of duty, etc.) and are served with that particular teacher or in room 7-100 detentions which are served in **Room 7-100 last until 11:30 a.m.**

- students serving detentions must bring enough school work to keep them occupied for the entire detention. **No food, drink, electronic devices or talking is permitted.**
- failure to serve a detention can result in a series of escalating consequences, including suspension.

14. DRESS CODE

Students must be dressed in appropriate clothing and footwear at all times, keeping in mind they are dressing for school and learning. Students wearing inappropriate clothing and footwear will be asked to leave school and/or to change into more suitable attire. In response to our diverse population and respect for community standards, clothing choices must not communicate or infer offensive messages, inappropriate language or cause individuals to feel uncomfortable. Some specific dress guidelines include:

- Clothing with sexual, racist or offensive messages is not permitted.

- Clothing which is too short, too tight or considered immodest is not acceptable dress for learning.
- Bandanas and any clothing inferring affiliation with gangs are not acceptable.
- Jewelry or clothing that has spikes, studs, bullets or heavy chain linkages are not acceptable for the school environment.

15. EMERGENCY PROCEDURES

A. FIRE

Each room has a sign that indicates the closest exit in case of a fire. When the alarm rings, students should follow posted directions and move quickly and quietly to the nearest exit. Go quickly out of the building and stand well away from the building. Remain there until given instructions from administration. In certain special circumstances, staff may be asked to lead their students to an emergency evacuation site (Grand River Arena).

B. LOCKDOWN/HOLD AND SECURE/SHELTER IN PLACE

- a) **Lockdown** is used to secure the entire school due to a major incident or threat of school violence within the school, or in relation to the school.
- b) **Hold and Secure** is used to secure the school due to an ongoing situation outside and not related to the school.
- c) **Shelter in Place** is used for an environmental or weather related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. The following is a brief summary of what students and staff will do should they hear over the PA system **“This is a lockdown”**.

Any student or staff member located in an open area like hallways should proceed to the nearest safe location like a classroom.

- 1) Students and staff already in a classroom should remain there and do the following:
 - a. move to the safest area inside the classroom away from doors and windows.
 - b. lock doors and cover windows on doors.
 - c. leave exterior window coverings open.
 - d. consider it a serious situation and remain quiet and out of sight.
 - e. if the intruder is located outside the building, an announcement will be made to alert the staff to close curtains and turn off lights.
 - f. turn cell phones off.
 - g. refuse access to the room during a lockdown. Advise office if possible if a student is in the hallway.
 - h. police may access the classroom during the lockdown.
- 2) Students and staff located in gyms should move to the change rooms.
- 3) Students and staff in the cafeteria should move to teaching kitchen area.
- 4) Designated staff will alert students and staff playing in the fields to move to the arena.
- 5) Students in washrooms should stay there.

When the school is considered safe, a **“Lockdown is terminated”** message will be given over the P.A. indicating that staff and students are to resume regular activities.

C) TORNADO

A tornado warning means a tornado has been sighted, and persons must proceed at once to a designated safe area. Students are not to stop for personal property. They should:

- Proceed to the assigned designated safe areas posted in each room in the school.
- Once in a designated safe area, students are to assume the ‘Protective Position’: Face wall, Crouch on knees and elbows, Cover head with hands.

16. ASSESSMENT, EVALUATION & REPORTING

a) Tests, Assignments, and Projects

Late Assignments

Deadlines are important. They...

- prepare students for post-secondary education and the workforce;
- provide students an incentive and ensure fairness for those students who meet deadlines;
- help deter procrastination and teach time management;
- provide students with timely, useful feedback.

Please [click here](#) for more information regarding late and missed assignments.

The Due Date

This is the date on which you will be expected to hand in the assigned material. Any work NOT handed in on this date is LATE.

Late and Missed Assignments

b) Final Evaluation

Final Evaluation (worth 30% of the course grade) is a term that is applied to an evaluation that takes place towards the conclusion of a course. Secondary School policy requires it as a way to evaluate the range and level of student skills and knowledge in each course. It can be in the form of a portfolio, essay, demonstration, presentation, oral, examination and/or any other method as deemed appropriate to the course of study. (Consideration will be given to students who miss final evaluations or exams due to medically documented illness or bereavement. Such cases will be discussed with the appropriate vice-principal, but documentation **must** be provided.)

c) Examinations

Exams take place at the end of each semester. They may be all or part of the 30% Final Evaluation, as outlined under secondary school policy. Exams may be 1.5 to 2.5 hours in length. Schedules are handed out to students in advance of exams in order for students to resolve any conflicts that may occur. Students will be expected to write at the scheduled times. Students are NOT allowed to miss or re-schedule an exam or final evaluation of any sort because of a vacation/family trip or job.

(Consideration will be given to students who miss final evaluations or exams due to medically documented illness or bereavement. Such cases will be discussed with the appropriate vice-principal, but documentation **must** be provided.)

17. FEES (WRDSB POLICY)

- a) The basic cost of materials and activities for a course or program is provided through school operating budgets; therefore, no student is denied enrolment in any course because of inability to pay.
- b) Successful completion of a required course or credit is not dependant on the payment of any course fee by a student.
- c) Each school defines/determines the basic materials required for courses.
- d) All basic materials essential for the completion of the program are made available by the school at no cost to students.
- e) A course fee is only charged for supplies, services or activities that are considered enhancements to the program or course.

- f) Fundraising revenues are directed to supplies, services or activities that enhance program opportunities for students.
- g) Any charges for supplies, services or activities are reviewed with the school council before implementation and, at least, annually. The process used is open and transparent and requires accountability to the school community.

18. FIELD TRIPS AND OFF-CAMPUS TRIPS

Many courses at Grand River include visits to off-campus locations as part of their curriculum. Students are to be on their best behaviour and use the chance to learn something extra. All students are encouraged to participate in their subjects' field trips.

Note: Students who miss an evaluation or deadline because of another course's field trip are expected to notify the appropriate teacher **in advance** of the field trip, and are still responsible for making arrangements to catch up on all missed work. Students who choose not to participate in a field trip will be given an alternative assignment.

19. FOOD AND BEVERAGES

You are encouraged to eat in the cafeteria. Clean up your own mess by placing all your garbage and recyclables in the appropriate container. Water bottles are permitted in class – keep your brain hydrated. Continue to take pride in your school.

20. FULL DISCLOSURE FOR GRADES 11, 12

Students taking grade 11 or 12 courses have up to five instructional days after the first official report card date to drop a course in order for it NOT to appear on the transcript. A student has up to five instructional days after the first official report card date to drop a course in order for it NOT to appear on the transcript.

21. GRADE NINE ASSESSMENT OF MATHEMATICS EQAO

Grade nine students taking applied, or academic math must write this provincial assessment administered by EQAO. EQAO math takes place towards the end of semester in which the student is taking their math course. Certain components of this provincial assessment will be counted as the students' summative evaluation for their math course.

22. GUIDANCE SERVICES, CHILD & YOUTH WORKERS (CYW) AND CAREER CENTRE

Mission Statement: *The Grand River Collegiate Guidance Department will assist students to take personal responsibility for their education by facilitating programs in the area of student development, interpersonal development and career development in order to prepare them for challenges and opportunities in their lives.*

Objectives of the Guidance Department

- assist students to develop academic capabilities;
- assist students to develop career awareness;
- assist students to develop responsibility for their own learning;
- assist students to develop positive interpersonal relationships;
- assist teachers to understand conditions which affect the learning of individual students;
- assist parents to understand school objectives and to communicate with school personnel.

Students are assigned a counselor and CYW when they arrive at Grand River Collegiate. Counselors and CYW's are available to support students with interpersonal conflicts,

educational planning and career exploration. To make an appointment, students are asked to come to the Guidance and Career Centre or CYW office.

What To Do If You Are In Crisis

If you are facing any situation that is overwhelming for you; if you feel depressed or are considering suicide; if it is late at night and there is no one available to help you or anytime you need someone to talk to, please contact:

Kids Help Phone at 1-800-668-6868

or online at

<http://www.kidshelpphone.ca/Teens/Home.aspx>

You can talk to someone 24 hours a day about any crisis you may be facing. Your counselor is also available to guide you through difficult situations. Come to the Guidance or Child & Youth Worker Office and make an appointment to see your counselor or Child & Youth Worker.

23. HEALTH SERVICES

Our Public Health Nurse may be available during school hours on certain days for consultation. Students may make appointments by completing a form in the Guidance Department or calling the Regional Health Department. No medications of any kind are dispensed from the Health Office or the Main Office (e.g. aspirins).

24. LATE FOR CLASS

Students are responsible for being on time for all classes. If you are late, proceed directly to your class. Your late arrival will be recorded on the class bubble sheet. **DO NOT GO TO THE MAIN OFFICE FOR A LATE SLIP.**

You may be assigned a late detention or other consequences from your teacher or a late detention from the office. If lateness becomes chronic, students may be referred to the vice-principal.

25. LEARNING RESOURCE CENTRE

The Learning Resource Centre endeavours to meet the individual educational needs of students so that each student will experience academic and personal success.

The goals of the Learning Resource Centre are:

- to provide strategies and skills necessary for academic success;
- to enhance self-confidence;
- to assist students experiencing difficulties with language skills, such as listening, spelling and writing;
- to assist students experiencing difficulties with mathematics skills, such as computation and problem-solving;
- to develop Individual Education Plans for all exceptional students
- (These IEP's, with appropriate accommodations, are shared with staff.);
- to provide liaison among students, teachers, counselor administrators and parents.

The Centre is open for use by any student before and after school as well as during lunch hour. Learning Centre staff are available to help any student in the areas of reading, spelling, writing, math, study and organizational skills and examination preparation. If you would like assistance in any facet of learning, please speak to your teacher or counsellor or come to the Learning Centre.

26. LIBRARY

GRCI shares its library facility with the Grand River Stanley Park Community Library, a branch of the KPL.

Staff: Teacher Librarians: Mrs. D. Popplewell, Ms. J. Ruby
KPL Branch Manager: Mrs. C. Schnarr

Library Hours:

Monday – Thursday: 8:00 a.m. to 9:00 p.m. (September – May)
8:00 a.m. to 8:30 p.m. (June)

Friday: 8:00 a.m. to 5:30 p.m. (September – May)
8:00 a.m. to 5:00 p.m. (June)

Computer Lab Hours: The Computer Lab closes ½ hour before the Library closes.

Library Card: A KPL card is required to borrow any materials from the Library. This card is available to all students and staff free of charge. There is a \$2.00 charge to replace lost or stolen cards.

Borrowing Materials: Policies regarding loan periods, renewals and fines are available through the KPL website – www.kpl.org.

Use of the Library: The Grand River Stanley Park Community Library is a bright and spacious setting that includes study tables and comfortable seating, and is shared between students and members of the public. **AT ALL TIMES AND IN ALL AREAS**, students are asked to respect their community partners, keep the noise levels down and refrain from eating and socializing.

During the day: Students on spares have access to the Computer Lab and study area. Please ask the Teacher-Librarian on duty before using the “drum” area. When a class is scheduled into the Library, seating may be limited.

At lunch: Students have access to the Computer Lab and the study area. The “drum” area is reserved for members of the public. Please use the cafeteria for socializing and eating.

After school: Students will sign in with the KPL staff to use the Computer Lab after school. For monitoring purposes, only 12 work stations are assigned. After this point, a waiting list will be started. At the end of the school day, the doors to the school will be locked and students can access the Library through the public doors.

KPL Computers: During the day, student computer use is restricted to the KPL catalogue terminals. After school, students are welcome to use the KPL computers for Internet access.

Wireless: The library has a wireless router for students with portable devices.

27. LITERACY TEST (EQAO OSSLT)

All students who are working towards an Ontario Secondary School Diploma will be required to successfully complete the Ontario Secondary School Literacy test. This test is usually written in March or April of their grade 10 year. An altered schedule will be provided for that day.

28. LOCKERS

Lockers are assigned by the main office. Students needing locks should purchase them from the main office. Each student must use only the locker assigned to him/her and use a combination lock. It is expected that lockers will be kept clean and neat. We recommend that students avoid going to lockers between periods except before and after Phys. Ed. classes. We also recommend that you keep your lock combination confidential. **Lockers are the property of the Waterloo Region District School Board and can be entered at any time.** Students are required to have their lock combination on file in the Main Office.

29. LOST ARTICLES

Ask at the Main Office and check the Lost and Found in the main office. *NOTE: Students should never leave their personal possessions unattended in classrooms, gyms or outside. The Board does not cover loss of, or damage to, personal articles.*

30. NEIGHBOURING PROPERTIES

Students are asked to respect the property of our neighbours by not using the property as a “short-cut” or by loitering on or around the property.

31. ONTARIO CODE OF CONDUCT FOR STUDENTS

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards.

The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for him/herself, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Standards of Behaviour

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times and especially when there is disagreement;
- respect and treat others fairly regardless of their race, ancestry, place of origin, colour,
- ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Safe, Caring & Inclusive Schools:

The physical safety and emotional well-being of students is of paramount importance.

Suspensions ranging from one to 20 days may be given for the following:

Note: The police may also be contacted as per school/police protocol.

- committing a school act of vandalism that causes extensive damage
- possession of alcohol or illegal drugs
- swearing at a teacher or another person in a position of authority
- being under the influence of alcohol/drugs
- uttering threats to inflict bodily harm
- violation of internet acceptable use policy
- acts of vandalism or willful destruction
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others

Examples: fighting or other forms of physical assault; sexual, racial or other forms of harassment; improper language; bullying or intimidation; persistent disruptive behaviour in the classroom; continued failure to serve office detentions, forgery/cheating/plagiarism, habitual neglect of duty, opposition to authority, persistent truancy, smoking policy violation, theft, Bullying including Cyber bullying.

Suspensions Pending a Possible Recommendation for Expulsion shall be given for the following offences:

Note: The police **will** be contacted for all of the following offenses:

- physical assault causing bodily harm requiring medical treatment
- committing robbery
- committing sexual assault
- giving alcohol to a minor
- possession of a weapon; including, but not limited to, firearms
- trafficking weapons or illegal drugs
- using a weapon to cause or threaten bodily harm

32. OUT-OF-BOUNDS AREA

All teaching corridors are out of bounds during all teaching periods. Students on spares are not allowed in the halls including the tuck shop area. If you do not have a scheduled period, you must be in the cafetorium, the library, or off school property.

33. PARKING

Student parking is a privilege. Students are expected to park only in the student parking lot. (i.e. not at the arena, library, or in designated staff parking areas or fire routes). Students who park illegally may be ticketed or towed away and may ultimately lose their parking privilege. Students who drive carelessly or speed on or around school property may lose their parking privileges. The police may also be contacted.

34. PHYSICAL EDUCATION UNIFORMS

The uniform consists of an all-white T-shirt, or GRCI Phys.Ed. T-shirt, approved royal blue or navy athletic shorts or blue sweat pants, white socks and running shoes. Team shirts may **NOT** be worn. Uniforms may be purchased through the Phys. Ed. Department.

35. PLAGIARISM

Plagiarism is defined as the act of copying, re-producing, or paraphrasing portions of someone else's published or unpublished material and representing these portions as your own without acknowledging the appropriate source or without using appropriate citation techniques. This sort of deception also includes handing in the same assignment for more than one course without the permission of all teachers involved. A student is also committing plagiarism if he/she allows his/her work to be used by other students or if he/she paraphrases researched information without including a bibliography/works cited page. Students must learn, and adhere to, the conventions of citation. If there is any doubt about documentation, students must consult with their teacher. Plagiarism is wrong. Please [click here](#) for more information regarding plagiarism.

36. PRINT CREDITS

At GRCI the number of computer-generated pages printed out by students is tracked by a central monitoring system called P-Counter. Each student receives a standard allotment of printed sheets per year and additional sheets maybe purchased in the main office.

37. PROHIBITED ITEMS

The following items are not permitted on school property: firearms, knives of any kind, laser pointers, fire crackers, water guns of any kind, alcohol, prohibited substances, illegal drugs, etc. Chewing tobacco is a banned substance as well. Skateboards must not be used on school property and must be kept in the student's locker. Cell phones, pagers and any other electronic devices are to be kept out of sight, and powered off, in the classroom and must not disrupt the learning environment. Video cell phones are permitted in the building **BUT THE VIDEO COMPONENT MAY NOT BE USED ON SCHOOL PROPERTY.**

38. This item has been incorporated elsewhere in the document

39. REPORT CARDS

Report cards will be issued in November, February, April, and July. Check the school web site for specific dates.

40. SEXUAL HARASSMENT

The WRDSB and GRCI shall provide and maintain an environment in which employees, volunteers and students shall be free from sexual harassment of a verbal, visual, or physical nature; and shall ensure that all people associated with GRCI will conduct themselves at all times in a way that ensures that the school is free from sexual harassment.

41. SMOKING

The Smoke Free Ontario Act dictates that smoking is not permitted on school property, including in cars on school property. We expect students to use good judgement and consideration for our neighbours and community when smoking off school property. **Penalties for illegal smoking involve a series of escalating consequences which carry over from year to year and which include suspensions and fines levied by the local by-law enforcement officer.**

42. STUDENT ACTIVITIES

Academics + Activities = Excellence!

Our goal at Grand River is to offer a well-balanced program that gives every student a chance to grow to his/her potential. To accomplish this we feel that the work done in the classroom should be balanced with opportunities to participate in extra-curricular programs that cater to the particular interests of our students. The following section outlines the opportunities for our students to get involved in areas they already know and enjoy as well as to discover interesting new activities. Please feel free to contact us if you have ideas that you think will help us serve you. We're in the Activity Office.

NOTE: You must have a GRCI STUDENT CARD to participate in any school club, team or extra-curricular activity including dances.

Activity cards are the major source of income for the student activities program. Your support is important to its success. Students will also be charged a **STUDENT ACTIVITY FEE** for each club or ensemble that they participate in at Grand River Collegiate. These fees partially offset expenses like transportation and equipment incurred by the school to run these activities.

A. Leadership

Executive, Student Council, Grand River Intramural Network, Music Council, club leaders, team leadership.

B. Performing Arts

Major musicals, Dramafest, Remembrance Day production, The Big Show, Rock the River.

C. Publications

Sequoyah (yearbook), *Drumbeat* (newspaper), *Renegade Illustrated* (sports review).

D. Music

Choir, Honour Band, Concert Band, Jazz Choir, Symphony Orchestra, Senior Strings, Junior Strings, Senior Jazz Band, Junior Jazz Band, Oktoberfest Band, small ensembles.

E. Special Events

Dances, assemblies, motivational speakers, multimedia presentations, noon hour events, theme days, concerts, spirit assemblies, pep rallies, Semi-Formal Dance.

F. Clubs

Art & Poster, Debating, Chess, Jr & Sr Math teams, Poster Club, Federal/Provincial, Audio-Visual, ISCF (Alpha Ki Omega), DECA, People's Pride (GSA), Me to We, and Multi Issues Club.

G. Athletics

Badminton, track and field, volleyball (boys' and girls', Jr. & Sr.), hockey, field hockey, basketball (boys' and girls', Jr. & Sr), cross country running, downhill skiing, cross-country skiing, football (boys', Jr. & Sr.), curling (boys' and girls', novice, Jr. & Sr.), tennis (boys' and girls', Jr. & Sr.), soccer (boys' and girls', Jr.& Sr.), and rugby (boys' and girls').

Get Involved!

43. TEXTBOOKS

All textbooks are provided free of charge for all courses. Since textbooks are a major cost item for schools, we expect textbooks to be returned in good condition. Payment for lost/damaged textbooks must occur before exams are written or before report cards, transcripts and timetables are released. Textbooks will be collected during the last week of school or on the day of the subject exam/summative evaluation. Students are responsible for the textbook(s) they sign out. If a student turns in a textbook and the number does not match the number found on the textbook card he/she filled out in September, that student is still responsible for turning in the original textbook or paying to replace it. A charge may also be assessed if a textbook is handed in damaged.

44. VISITS TO GRCI AND OTHER SCHOOLS

All visitors to Grand River must sign in at the Main Office.

People who wish to visit GRCI must first report to the school's Main Office for permission from an administrator. Normally friends from other schools are not permitted to visit. Anyone who does not have permission is technically trespassing and could be charged by police. Students should not visit other schools during the school day. Those students who wish to visit other schools for valid reasons must first ask for permission in the Main Office of that school.

45. WEB SITES:

Our school web site, gri.wrdsb.edu.on.ca has school information about clubs, teams, the newsletter, course calendar and more.

Other relevant websites:

- Waterloo Region District School Board www.wrdsb.edu.on.ca
- WRDSB– Guidance and Career <http://guidance.wrdsb.edu.on.ca>
- Ministry of Education www.edu.gov.on.ca
- EQAO <http://eqaoweb.eqao.com>

46. WEIGHT & FITNESS FACILITIES

The weight and fitness rooms are available for students' personal use from 3:00 to 4:00 p.m. each regular school day, with a weight room membership. Introduction to weight training is obtained through physical education classes. Assistance with programs may be obtained from P.E. staff.