



COLONEL BY SECONDARY SCHOOL

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Student Agenda 2021-2022

This agenda belongs to:

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PRINCIPAL'S MESSAGE

Welcome to a new school year at Colonel By Secondary School. A caring, dedicated, professional staff focused on students and student learning is here to teach, guide, and support you in your learning. We recognize that last year presented many challenges related to the COVID-19 pandemic. Students and their families had to respond to an evolving set of expectations and requirements designed to protect the health and safety of the Colonel By community. While we expect to see many of last year's restrictions lifted for the new year, we will still need to rely upon collaboration, resilience and ethical decision-making to ensure a safe and comfortable learning environment is created for all of us. I am confident that the strength of character for which CB is famous, will serve us well this year!

Our Cougar Character Values identified by our school community are: *courage, respect, individuality, integrity* and *loyalty*. We expect students to develop and demonstrate these traits daily. We are committed to the development of a range of skills and characteristics in our learners that will make them effective, compassionate members of 21st Century society. This commitment is reflected in our support of the OCDSB's Exit Outcomes as outlined inside the cover of this student planner.

This planner is a valuable resource that provides you with important school information, policies, procedures, and expectations for the coming year. It is an educational tool to help you stay organized, manage your time more effectively, and to keep track of your homework, assignments, marks and important dates. Stay up to date with school events by monitoring your OCDSB email address and your Managebac account. Our school website is an excellent resource as well.

At Colonel By, we offer you the opportunity to grow and to develop to your potential as well as to be contributing members of the community. We provide you with challenging programs. We offer you strong academic, athletic, and arts programs. We encourage you to participate in our extra-curricular activities, which include teams, clubs, and civic engagement. It is through our interests that we find our futures!

Encourage your parents/guardians to visit our school, to meet with your teachers and the administration, to attend athletic events, school productions and concerts. We also encourage all parents and guardians to join our School Council.

I wish you a successful year ahead!

Steve Spidell, Principal

COLONEL BY SS MISSION STATEMENT

Colonel By Secondary School is a caring community committed to helping our students thrive as responsible, productive members of society by promoting:

- an attitude of mutual respect, support and courtesy for all;
- a spirit of life-long learning;
- the achievement of personal and academic excellence;
- a stimulating and challenging learning environment.

QUOD INCEPIMUS CONFICIEMUS: WHAT WE HAVE BEGUN, WE SHALL FINISH

ONTARIO GRADUATION REQUIREMENTS – ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)
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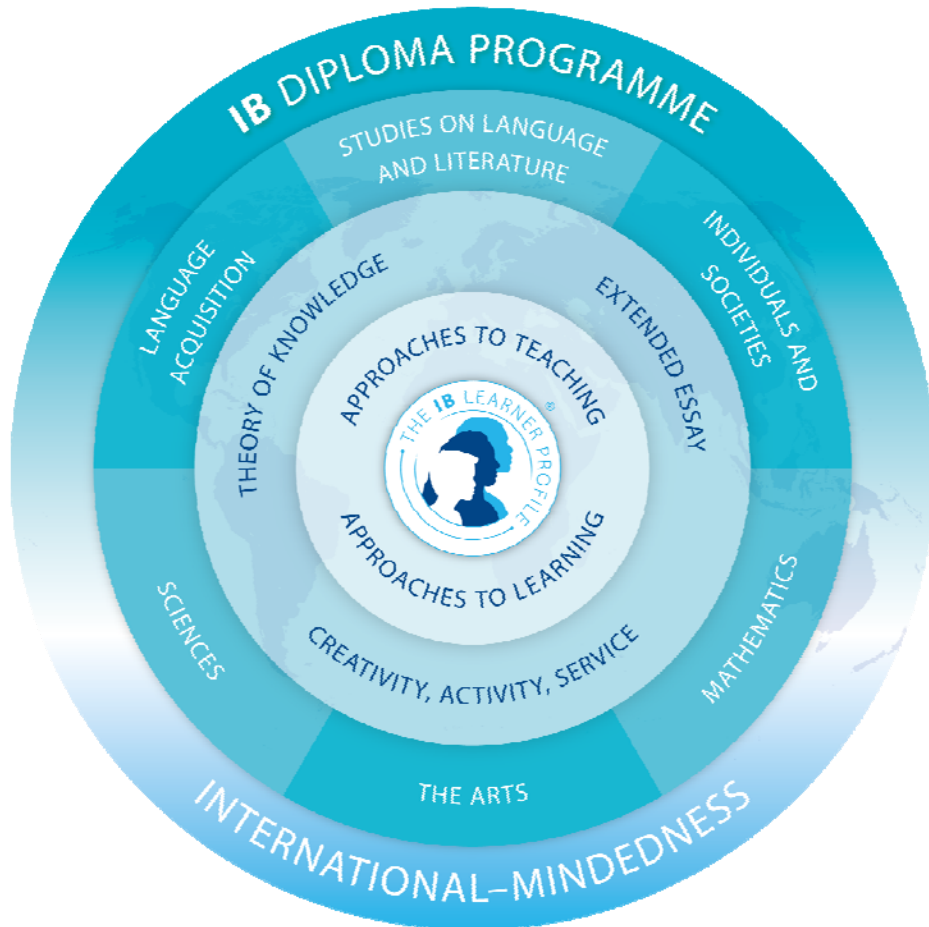
COMPULSORY CREDITS (TOTAL OF 18)	
4 credits in English (1 credit per grade)	
<ul style="list-style-type: none"> The Ontario Secondary School Literacy Course (OSSLC) may be used to meet either the Grade 11 or the Grade 12 English compulsory credit requirement. The Grade 11 Contemporary Aboriginal Voices course may be used to meet the Grade 11 English compulsory credit requirement. For English language learners, the requirement may be met through earning a maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD); the fourth credit must be a Grade 12 compulsory English course. 	
3 credits in mathematics (at least 1 credit in Grade 11 or 12)	
2 credits in science	
1 credit in the arts	
<ul style="list-style-type: none"> The Grade 9 Expressing Aboriginal Cultures course may be used to meet the compulsory credit requirement in the arts. 	
1 credit in Canadian geography (Grade 9)	
1 credit in Canadian history (grade 10)	
1 credit in French as a second language	
<ul style="list-style-type: none"> Students who have taken Native languages in place of French as a second language in elementary school may use a Level 1 or 2 Native language course to meet the compulsory credit requirement for French as a second language. 	
1 credit in health and physical education	
0.5 credit in career studies	
0.5 credit in civics	
3 additional credits, consisting of 1 credit from each of the following groups:	
<ul style="list-style-type: none"> 1 (Group 1*) English (including the Ontario Secondary School Literacy Course), French as a second language, classical languages, international languages, Native languages, Canadian & World Studies, First Nations, Métis, and Inuit Studies, social sciences and humanities, guidance and career education, cooperative education. 1 (Group 2*) French as a second language, the arts, business studies, health and physical education, cooperative education. 1 (Group 3*) French as a second language, Science (grade 11 or 12), computer studies, technological education, cooperative education. <i>plus</i> 12 optional credits Successful completion of the Ontario Secondary School Literacy Test (OSSLT), or equivalent a minimum of 40 hours of community involvement. 	
<p>*Note: The following conditions apply to selections from Group 1, 2 and 3:</p> <ul style="list-style-type: none"> A maximum of 2 credits in French as a second language may count as additional compulsory credits, 1 credit from Group 1, and 1 credit from either Group 2 or Group 3. A maximum of 2 credits in cooperative education may count as additional compulsory credits, selected from any of Groups 1, 2, or 3. 	
OPTIONAL CREDITS (TOTAL OF 12)	

INTERNATIONAL BACCALAUREATE DIPLOMA REQUIREMENTS

The IB Program requires a student to select courses in the six groups. To obtain an IB Diploma, candidates must successfully complete a course and write an international examination in each of these areas of study in their final two years of secondary school. Students study courses from each of the groups for a period of two years. Of the six courses, three and not more than four are to be taken at the "Higher Level" and the remainder at the "Standard Level". At Colonel By, preparation for the IB Diploma begins in grade 9 and grade 10 through an enriched and accelerated course of studies in the six subject areas.

Over the course of the two-year programme, students:

- study six subjects chosen from each of the six subject groups;
- complete an extended essay;
- follow a Theory of Knowledge course (TOK);
- participate in creativity, activity, service (CAS).



EXPECTATIONS AND RESPONSIBILITIES

To provide a means for implementing the Colonel By mission statement, these Expectations and Responsibilities have been developed by a partnership of students, parents and staff. They provide a guideline and a reference for the partners within the Colonel By community for determining responsible behavior. Their purpose is to promote a positive learning environment for the achievement of personal academic excellence.

1) STUDENTS EXPECT THAT...

- Parents and staff will act as positive role models.
- Treatment of students and their concerns will be consistent, fair and courteous.
- Students will be able to work in a school atmosphere which is safe, courteous, orderly, and conducive to their learning.
- Teachers will maintain proper order and behaviour management in their classrooms and encourage students to do their best work.
- Teaching staff will be accessible to students for extra help.

STUDENTS SHOULD...

- Attend school regularly and punctually.
- Be prepared for all classes by bringing required material, completing homework and assignments.
- Be responsible for any work missed in classes due to absence.
- Develop self-discipline and show courtesy through language and actions toward all people.
- Resolve interpersonal conflicts and difficulties through discussions with the other person or through seeking assistance from school staff.
- Show respect for school property and the personal belongings of others.
- Dress in a manner appropriate to a learning environment.
- Participate in the learning process and be active learners.

2) STAFF EXPECT THAT...

- They will have the respect and cooperation of students and parents in the performance of their duties.
- Students will attend classes regularly and on time, with assigned tasks completed, and with appropriate materials (texts, electronic device, notebook, pen, etc.).
- Students will be present for all evaluations on the date established by the teacher.
- Students will behave appropriately on school property and at school activities, so as to enhance the learning of others and to respect their rights.

STAFF SHOULD...

- Establish and maintain a courteous, orderly learning environment in the school.
- Communicate information about student progress, attendance, and behaviour to students, parents and administration in a timely manner.
- Present themselves as role models in establishing a positive tone in the school.
- Treat students fairly and consistently.

3) PARENTS AND GUARDIANS EXPECT THAT...

- Staff will act as positive role models for students.
- Staff will implement the school Expectations and Responsibilities fairly and consistently.
- Students will attend and do their best.
- Staff will maintain open communication with the home throughout the academic year.
- Administration will exhibit leadership, provide support and monitor instruction in the school.

PARENTS AND GUARDIANS SHOULD...

- Act as positive role models for their student.
- Maintain regular communication with their student and with teachers about school matters.
- Ensure that their student attends school regularly and on time and completes all evaluations and assignments by the established due dates.
- Provide a suitable environment for regular homework and ensure that their student completes school assignments and prepares for the next day's work.
- Attempt to attend school events and meetings and give constructive input and support for the school.
- Encourage respect for CB Expectations and Responsibilities.



COUGAR CHARACTER

Introduction: What is *Character*?

Character is who we really are at our core and is shaped by our values, experiences, and ideals. Often we learn about true character when we have to deal with hardship or trial. **Character is the foundation of our identity.** Like the foundation of a building, much depends on character. If our character is strong and stable in spite of the pressures we face, then the structure of our lives can endure the elements of existence.

Elements of Character

The following have been selected by Colonel By students, staff, parents and guardians as our *Cougar Character Values*.

- **Courage:** The strength to move forward and take action in spite of adversity
- **Respect:** Demonstrating an appreciation of the worth of yourself and others.
- **Individuality:** Discovering, becoming and being who you most want to be, in spite of pressures to please and fit in with others.
- **Integrity:** Living your beliefs by doing what you say, and saying what you do. Being true to yourself and to others.
- **Loyalty:** Honouring and defending those close to you.

By integrating these values into our personal development, and by recognizing the relationships among them, Colonel By Cougars exemplify character.

ACADEMIC AND BEHAVIOUR POLICIES
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ASSESSMENT AND EVALUATION POLICY

The primary purpose of assessment is to help students learn. It is a continuous process of gathering information about student learning and performance. Evaluation is the process of judging the quality of the student work based on established criteria, and the assigning of a value to represent that quality. In determining a term or final grade, teachers will use their professional judgment based on the student's most consistent level of achievement with special consideration to more recent evidence of overall expectations. Students must be at the centre of responsibility in their own learning, and developing this sense of responsibility is a key goal for our staff.

Colonel By's Assessment and Evaluation Policy is consistent with the policies and procedures of the Ministry of Education and the OCDSB. At the beginning of a course, teachers will provide students with information about how the Policy will be implemented in their class.

Students' responsibilities in the assessment and evaluation process include:

- Attending all classes regularly and punctually;
- Completing and submitting course requirements on or before the due date;
- Ensuring that work submitted is their own work;
- Meeting with teachers to obtain any missed work and/or assignments following an absence;
- Communicating with teachers well in advance when there is going to be a planned excused absence that will interfere with any form of assessment or evaluation.

In order for teachers to evaluate and report on student achievement, at set times throughout the year teachers will require students to display achievement of the overall expectations; this may take the form of in-class evaluations and/or work the students will take home and complete over a designated period of time. In either case, for evaluations to have legitimacy, integrity, and maximize student success, timelines and due dates must be followed and respected.

When due dates are not met, the teacher will communicate this to students and parents and an additional opportunity to submit missed work will be given. A contract will be drawn up by the teacher, shared with the student's family, to assist with the submission of outstanding assignment(s). If students do not complete the outstanding work within the agreed timeframe following the original due date or fail to submit the missing assignment and/or the teacher is considering mark deduction, the teacher will communicate with SST team, and the school administration in order to maintain professional collaboration and consistent school-wide practices. If the new deadline is not honoured, students may receive a mark of zero representing the absence of evidence of learning.

When students know in advance that they will be away for a test (e.g. field trip, school sports, medical appointment), they are expected to tell their teacher before the test date. Students who miss a test for any reason must provide a note from a parent/guardian stating the reason for the absence and stating that the parent/guardian is aware of the missed test. Parents will be contacted when students miss a test without notice.

LATE AND MISSED ASSIGNMENTS

Guiding Document: OCDSB Procedure 584.CUR Assessment, Evaluation and Reporting of Student Achievement

“Students are expected to submit assigned tasks within the timeframe specified by the teacher.”

“To promote the timely submission of assignments, teachers will use a repertoire of proactive strategies.”

FIRST OPPORTUNITY	FIRST OPPORTUNITY Was the task completed within the timeframe specified by the teacher?	YES	⇒	⇒	Achievement recorded on Evidence Record.
	NO ↓				
	Does the teacher have sufficient evidence of the student's achievement of the same expectations from previously-completed task(s)?	YES	⇒	⇒	Evaluation data from previously-completed task(s) is recorded on Evidence Record.
	NO ↓				↗ Marks may be deducted. Mark deduction (if utilized) will not result in a percentage grade that, in the professional judgment of the teacher, misrepresents the student's actual achievement.
SECOND OPPORTUNITY	SECOND OPPORTUNITY Parents/guardians notified of missed task. A placeholder of “R” is assigned for the grade. Within a reasonable amount of time, student will be provided an additional opportunity to complete the same task or an alternate task (teacher's discretion) that covers the same expectations. ↓				
	Was the SECOND OPPORTUNITY completed?	YES	⇒	⇒	Achievement recorded on Evidence Record.
	NO ↗				
THIRD OPPORTUNITY	Considering the individual circumstances, teacher may consider a THIRD OPPORTUNITY to demonstrate learning. If YES ⇒				THIRD OPPORTUNITY Within a reasonable time, student referred to Student Success Teacher to complete the same task or an alternate task (teacher discretion) that covers the same expectations.
	If NO ↓				
	Parent/Guardian notified. A mark of “R-” is recorded on the Evidence Record.	⇐ NO		Was the task completed? YES ⇒	Achievement recorded on Evidence Record.

ACADEMIC INTEGRITY

Evidence of one's own learning through demonstration of responsibility, honesty, trust, and respect, is valued at Colonel By. Academic fraud is the act of presenting another person's work as one's own and is considered a serious academic offence. **Any student who commits academic fraud does not demonstrate evidence of learning** and will not receive academic credit for that work. Work that is plagiarized or is not the student's original material will not be included among the evaluation evidence that is considered for grading purposes. The student will be given an additional opportunity to demonstrate achievement of the task's expectations by redoing the original work or completing alternate equivalent work as determined by the teacher.

FINAL EVALUATIONS

- All students are required to write formal examinations and/or complete Final Evaluation tasks as determined by their classroom teacher.
- It is important to note that, in the rare case, should a student miss an examination or final evaluation deemed legitimate by the Principal, and supported by documentation such as a medical certificate, the student will be required to complete the missed evaluation or its equivalent, **at a later date**.
- Students and parents should not make plans that will conflict with the examination period. Final evaluation and examination dates are clearly indicated on the school calendar, in the student planner, and on the school website.

STUDENT SUCCESS INITIATIVES

Student Success Room (Room 114)

- Open every day during regular school hours
- Room will be available on occasions before and after school
- schedule will be posted in September

Opportunity Room (Room 234) and Drop-In Tutors

- Open every day at lunch as a designated work space for all students
- Printing services are available (colour and black-and-white)
- The O.R. is staffed with student tutors who are available every day on a drop in basis

After School Assistance Program (ASAP)

- Attendance may occur on a volunteer basis or a student may be recommended by a teacher should he/she be concerned about a student's progress in a particular course.
- schedule will be posted in September

Time Management and Study Skills Workshops

- These are offered throughout the school year at lunch in the O.R.
- Attendance may occur on a volunteer basis or may be recommended by a teacher should they be concerned about a student's progress in a particular course

The purpose of these programs is to provide the time and support necessary for you to achieve academic success during your time at Colonel By. If you have any questions or would like further information, please see Colonel By's Student Success Team or visit our Student Services office.

ATTENDANCE

Regular attendance on the part of students is vital to the process of learning and is crucial for academic success. Participation is an integral part of each course. It is the student's responsibility to attend all classes and to be on time to all classes. Irregular attendance will result in missed class work, difficulty with future assignments, poor marks, and often, failure.

Absences from School

If students are absent from school and under the age of 18, parents or guardians are to email us at **cbattendance@ocdsb.ca** indicating the student's name and grade, and stating a reason for the absence. Students are responsible for all work missed during an absence regardless of the reason. If students have missed an evaluation during an absence, they must contact the teacher of the course to make appropriate arrangements regarding make-up tests or extensions, following school policy. **As a general rule, when students return from an absence, they should be prepared to immediately write any missed test or submit any due assignment.**

Excused Absences

Excused absences include legitimate illness (documentation may be required), a religious observance, compassionate leave or participation in a school-sanctioned activity. School administration will determine if an absence may be excused, based upon the information provided by the parent or guardian. All absences not called in by a parent or guardian must be verified by a note that should include the following information: the date on which the note was written; the reason for the absence; the date(s) of the absence; the signature of the parent or guardian (student, if over 18). Students who miss a test or other formal evaluation for any reason must provide a note that includes a statement from the parent indicating that they are aware of the missed evaluation. This note must be presented at the Main Office. If a parent/guardian signs a student out of class/school, students are expected to leave the building at the time of the sign-out and upon return, sign in at the main office.

Signing In and Out

The school day begins at 9:15 AM. Students who have a legitimate reason for arriving at school after classes have begun must sign in at the office with appropriate documentation and proceed to the class in session. Students are expected to sign out in the Main Office if it is necessary to leave the school early, during the day, whether it be at lunch or during class time. A note must be presented. Students over 18 are also expected to provide a written reason for leaving school. If there is no note, a member of the office staff or the Vice-Principal will contact parents/guardians, if it is necessary to leave school before the end of the day (i.e. at lunch or during the day). Unexcused absences will result in consequences applied by the teacher and referred to the Vice-Principal.

Lates

It is the student's responsibility to come to school on time. The school day begins at 9:15 am. Students who arrive late to school must sign in at the main office before proceeding to class. Students who fail to sign in will be interviewed by the Vice-Principal and consequences may be applied. Students are expected to be on time for all classes. Students who are habitually late do a disservice to themselves, to other students, to their teachers, and interfere with the learning process of students.

Colonel By students and teachers seek to respect the rules of the school which are meant to defend the learning and personal needs of each member of the Colonel By community. While students are personally responsible for their own behaviour, the teachers and administration of the school favour working with the parents/guardians to address persistent breaches of school rules.

Arriving late to school and class detracts from an individual student's school success, as well as being disruptive to classes.

- Students arriving late to class are expected not to disrupt the class when entering.
- Students who are frequently late for class with legitimate reasons are expected to discuss these reasons with their teacher and seek a practical resolution to the problem.
- Students who are persistently late to class without a legitimate reason will be referred to a Vice-Principal. Further consequences may be determined by the administration.

If the student arrives late for no acceptable reason after the end of first period, the first class will be considered a skip.

Students who sign their own notes

Students who are 18 years of age and older must accept a greater degree of responsibility concerning their education and conduct at school. This responsibility includes the signing of notes, course selection contracts, and other routine school documents. Students who sign their own notes should be aware that the reasons which justify absenteeism do not change. Students who sign their own notes may be required to provide third-party verification to justify their absence (e.g. medical certificate). Students who are 18 years of age and older who wish the school to communicate with their parents/guardians need to see their Vice-Principal and sign a letter authorizing this communication. We encourage this communication.

EXAMINATIONS

Final examinations generally take place at the end of June and a schedule will be shared with students in the spring. Every student must write final evaluations as set by their teacher. All inquiries about examinations should be directed to the Vice-Principal. Vacations, appointments, or other activities must not be scheduled during this time. Any student absent from an examination will receive a notation of "zero evidence" unless a medical certificate or other legitimate document is validated by the Vice-Principal.

OCDSB VIOLENCE FREE POLICY

It is important that students, staff and official visitors feel welcome and safe when on school property. The staff and school administration will react promptly to concerns regarding safety and security. Acts of violence, including assault, threats or intimidation and harassment will not be tolerated and will be treated seriously and dealt with promptly, according to OCDSB policy and procedure.

OCDSB HARASSMENT and RESPECTFUL WORKPLACE POLICY

Under the Ontario Human Rights Code discrimination and harassment are prohibited by law. Harassment is conduct or comments by an individual that they knew or ought reasonably to have known would be unwelcome and inappropriate or otherwise offensive. Harassment of any kind will be addressed not only because it threatens basic human rights, but also because of its impact on our society. Students should seek the assistance of a teacher or administrator if any form of harassment occurs. Harassment may be sexual, racial and ethno-cultural, homophobic or personal. Harassment may take the following forms: verbal, environmental, physical, psychological or abuse of authority. Any form of harassment will be dealt with promptly and appropriately. Board policy states that all board employees are entitled to a workplace in which staff members are treated with respect and dignity, in a harassment free working environment.

COLONEL BY SECONDARY SCHOOL STUDENT CODE OF CONDUCT

The Code of Conduct as set down by the Ministry of Education is designed to create a safe and comfortable learning environment based upon respect for self, for others and for property. The provincial standards of behaviour apply to all school related activities on or off school property. The Colonel By Secondary School Code of Conduct reflects the OCDSB (P.125.SCO) and the Ministry of Education Codes of Conduct. Students, staff, and parents are expected to maintain a co-operative relationship in an atmosphere of mutual respect within a safe, comfortable, productive learning environment. The school is responsible for setting the standards for courteous and respectful behaviour and for enforcing these standards in such a way as to develop and appreciation of their value.

All members of the school community are expected to follow Ministry of Education Standards of Behaviour: *Respect, Civility, and Responsible Citizenship*:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people as well as 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 or identity, 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;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in a position of authority;
- Respect the needs of others to work in an environment that is conducive to learning and teaching;
- Not swear at a teacher or another person in a position of authority.

DRESS CODE

All students and staff are expected to dress appropriately for an environment that encourages self and peer respect, learning, work, professionalism, and common sense. Students are expected to be neat, clean, and appropriately dressed at all times. A good guideline would be clothing suitable for an office workplace and an educational setting. Dressing in a way that staff and administration feel detracts from the learning environment or causes other members of the community to feel unreasonably uncomfortable, will result in parent/guardian contact and an expectation of a change of attire (e.g. school t-shirt).

In compliance with the Government of Ontario's Code of Conduct and the Policies and Procedures of the OCDSB (P.014.SCO) the following is considered inappropriate dress for a school setting and is not permitted at Colonel By Secondary School:

- Sexually explicit or revealing dress;
- Clothing with words or graphics that are racist, sexist, profane or demeaning to another person;
- Clothing with words or graphics that advocate violence, or harm to self or others;
- Clothing with words or graphics that advocate the consumption of alcohol or drugs; and,
- Clothing that is recognized by the OCDSB Safe Schools Committee to be associated with gang membership.

OCDSB Procedure PR.622.IT [May 2013] Attachment 7 - 20 - PR.622.IT

Appropriate Use of Technology – Abbreviated Version

The District recognizes the benefits that technology can bring to support student learning. The District supports and encourages responsible use of technology through the nine principles of digital citizenship. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment are required to know and abide by the District's Appropriate Use of Technology Policy (P.100.IT) and Procedure (PR.622.IT) to ensure that all technology is being used in a safe, legal and responsible manner.

Learning and Technology Plan

The Ottawa-Carleton District School Board's Learning and Instructional Technology plan will ensure that the District's schools are connected and relevant. The District expects that its students will be able to access educational resources online and engage in learning through wireless networks.

Digital Citizenship

Students will use technology for educational purposes only. By accessing the Internet while on District property or by logging in with a District login, students accept all terms and conditions of the appropriate use of technology policy and procedure. Students will demonstrate appropriate online conduct and manners. Students must follow security procedures and use District virus scanning software. Although the District uses a content filter, students may encounter inappropriate material. Students are required to report any inappropriate use of email, data or unauthorized technology or data to a teacher or administrator immediately. Information created on the District's network may be accessed and is subject to review. Users will refrain from improper/unethical use of technology, including computer hacking, cyber-bullying, and sending or receiving offensive pictures or materials. The Internet must not be used for any purpose that violates the school's Code of Conduct or the Municipal Freedom of Information and Protection of Privacy Act.

Personal Device Use

The District encourages the use of personally owned devices such as laptops, handheld devices or peripheral devices, in the District's learning or work environment under the terms and conditions of use outlined in the District's procedure. Personal devices may not be used to record audio or video of people unless the user has been given express written permission to do so. The school's Code of Conduct will apply to all electronic use as will the consequences. Personally owned devices used inappropriately to access/produce or share unlawful materials will result in an investigation and follow-up action.

COMPUTERS AND INTERNET USE

Using the Board Internet service is a privilege, not a right. Internet use must support educational classroom activities. At the time of registration, all students must sign a Technology Policy Agreement based upon board procedure PR.611.IT. The key points are listed below:

- Students will not transmit, relay or receive information or materials that are inappropriate or unlawful;
- The school has the right to monitor all electronic communication;
- Students will exercise extreme caution about revealing personal information to others;
- Users will not share passwords or gain unauthorized access to information resources;
- Students will familiarize themselves with and respect copyright laws and licensing agreements.

COMPUTER MISUSE AND CONSEQUENCES OF MISUSE

If any of the above conditions or any other conditions contained in the policy agreement are violated, the following consequences may occur:

- Suspension or cancellation of user access privileges;
- Payments for damages and repairs;
- Discipline under other appropriate Board policies, including suspension or expulsion;
- Civil or criminal liability under other applicable laws.

Should an infraction occur, Board and/or school network administration may immediately revoke user privileges at any time. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the board's computer network and all related services.

STUDENT ACTIVITIES

STUDENT COUNCIL

The Student Council Co-Presidents will normally be elected by the student body in May of the previous school year and will be approved by the Principal.

Student Council is an elected body responsible for planning and directing extra-curricular activities in the school. Its purpose is to promote school spirit, represent the student body to the staff and the administration, foster and aid extracurricular activities, and represent the student body in administrative matters.

By seeking and obtaining elected positions, Student Council members are held and should hold themselves to the highest student standards based on CB's Cougar Values.

The Colonel By SS Student Council consists of the following positions:

a) Executive (Inner Council): Co-Presidents (2), Secretary, Treasurer, Public Affairs Officer, and Spirit Events Coordinators (2).

b) Voting Members (Council): Two grade nine, two grade ten, two grade eleven, and two grade twelve representatives.

The election of the Executive normally takes place in May, while the elections of the grade representatives normally take place in October.

The Student Council meets once per cycle in open session to discuss student activities. All students are welcome to attend. Remember, it is your Student Council; the Council represents you.

SCHOOL RELATED ACTIVITIES

The privilege of representing Colonel By Secondary School in any school related activity, must be earned by being a student in good standing. Academic standing, attendance record, behavioural history and work ethic will play a major role in making this determination. Students who participate in activities such as Student Council, teams, clubs and field trips represent Colonel By SS and are expected to act in a way that reflects favourably on the school and its students. Students should conduct themselves at all times with honour and dignity, and present themselves as positive role models to younger children and to their fellow students.

Students involved in school-related activities should:

- Be students "in good standing". Academic achievement, attendance records and behavioural history will form the basis of this judgment. Students should maintain good attendance, be on time, and demonstrate effort and academic achievement in all classes.
- Pay activity fees prior to participation. If there is a difficulty in the payment of fees, the matter will be referred to the administration and treated confidentially.
- Attend all classes up to the designated dismissal time on the day of the activity.
- Be responsible for all work, tests and assignments missed while participating in an activity. Students involved in extended activities must notify subject teachers of the absence in advance of the activity;

complete all required tasks in each subject; and meet deadlines for such tasks as determined by the subject teacher.

- Obtain signed consent forms from parents or guardians and/or permission from teachers well in advance of the school activity.
- Refrain totally from the use of alcohol and drugs, otherwise forfeit the privilege of attending any school-related activities for the rest of the year.
- Behave in a respectful, non-violent manner.
- Use appropriate language at all times.
- Respect and obey any additional rules and expectations for school-related activities being held at off-campus locations or facilities.

The administration reserves the right to refuse admission to field trips and extended school activities on the basis of marks, absences, lates, or behaviour.

SCHOOL DANCES AND EVENTS POLICY

Colonel By's Student Council and the school administration will continue to plan for successful school dances. The following guidelines adhere to the Board's policy on school dances:

- Admission to evening dances will be by advance ticket sales only. The tickets are not sold at the door, nor will entry be given to students without a ticket.
- Dances are for the enjoyment of current Colonel By students only. No outside guests.
- All students must show current Colonel By student identification at the door.
- Doors will be open from 7:00 pm to 8:30 pm, with **no admission after 8:30 pm.** Dances end at 10:00 pm.
- Students will not be allowed to re-enter the building after exiting the building.
- Lockers and hallways are out of bounds during a dance.
- All coats and bags are to be checked with our coatcheck service. Valuables are to be left at home. Colonel By cannot accept responsibility for students' property.
- Dances take place in a smoke-, drug-, vape- and alcohol-free environment.

Failure to adhere to these conditions will result in parents being called and the student sent home in the care of a parent/guardian. Additional consequences will apply in accordance with Board policy.

Dances held off school property are neither supervised, supported, nor sanctioned by Colonel By SS.

COLONEL BY ATHLETICS

You are encouraged to be a part of one of the largest and one of the most successful interscholastic programs in Ottawa. To be eligible for interscholastic sports, students must be born on or after Jan 1, 2003, and have entered grade nine no earlier than September 2017. In addition, student-athletes need to meet specific academic requirements as set out by the National Capital Secondary School Athletic Association (NCSSAA) and must be eligible under the OFSAA Transfer Policy. **All grade 10-12 students new to Colonel By must see the Athletic Director to apply for athletic eligibility.** All student-athletes must abide by the Colonel By SS and NCSSAA Codes of Behaviour.

Fees are levied to offset the cost of equipment, league entry, transportation, teacher coverage, uniforms, etc. and vary by team. Other fees may be charged for tournaments, team clothing, etc. Team fees will be set annually by the Athletic Director and will be communicated to students and parents/guardians by the coach(es).

CB Major Athletic Awards

Major award winners are selected annually by a committee composed of teacher-coaches and chaired by an administrator. Student-athletes are nominated for these awards by their coaches. A consistent demonstration of Cougar Character and good citizenship, both in school and while participating as a student-athlete, is a requirement to receive any of the Athletic Department's major awards. For additional information, please contact the Athletic Director.

CB Athletic Letters

Colonel By Athletics offers Athletic Letters to graduating students who have contributed significantly to the program, based on the points system described below. To apply for a letter, students are to submit: a) A letter (1-2 pages) stating, "What CB Athletics Meant To Me." and b) A table specifying the points earned per year. This application is due to the Athletic Director by the date posted each May. Late applications will not be considered.

Option 1 - Athletics Letter - Student-athletes must earn 40 points based on the points system below.

Participation on an interscholastic, non-championship team - 3 points

- If a team sport, and is a Conference finalist or NCSSAA semi-finalist - add 1 point
- If a team sport, and is a Conference champion or NCSSAA finalist - add 2 points
- If a team sport, and is NCSSAA champion - add 3 points
- If a team sport, and finishes in the top 4 at OFSAA - add 4 points
- If an individual sport, but the team wins a Conference title - add 2 points
- If an individual sport, but the team wins an NCSSAA title - add 3 points
- If an individual sport, and the individual finishes top 5 at Conf. - add 1 point
- If an individual sport, and the individual finishes top 5 at NCSSAA - add 2 points
- If an individual sport, and the individual qualifies for OFSAA - add 2 points
- If an individual sport, and the individual finishes top 5 at OFSAA - add 3 points
- If an individual sport, and the individual finishes top 3 at OFSAA - add 4 points
- Participation on a club team (i.e. ultimate, midget volleyball) - 2 points.

Note - A student may only claim bonus points once per team. For example, if they participated in track and field and finished 5th in javelin at the NCSSAA meet and 4th in the 100 m at the East Conference meet, they would claim 5 points total for track that year.

Option 2 - Leadership Letter - Student-athletes must earn a minimum of 32 points based on the points system below.

- i) A minimum of 13 points from the *Athletics Letter* point system described above.
- ii) A minimum of 4 and a maximum of 8 *Intramural Points* as described below:
 - Intramural lunch activity (2-3 week duration) - 0.5 points
 - Intramural lunch activity (4-5 week duration) - 1 point
 - Ski Club - 1 point
 - Relay for Life - 0.5 points
- iii) A minimum of 8 *Leadership Points* as described below:
 - Team manager - 2 points
 - Minor official for an entire season - 1 point
 - Minor official for a tournament - 0.5 points
 - Student-assistant-coach - 3 points
 - Student-coach - 5 points
 - Player-coach - 3 points

SCHOOL CLUBS

Students are encouraged to participate in the extra-curricular life of the school by joining one or more clubs that are of interest to them. Each year, club staff advisors must review their commitment to supervise prior to any meeting taking place. Administration reserves the right to determine suitability of clubs and proposed events based on the needs of the school.

Colonel By has a strong history of offering a wide variety of student clubs. School clubs change from year to year; therefore, students are to watch and listen for announcements giving details about club meetings and events.

All clubs wishing to coordinate school wide events must fill in the appropriate documentation, attend organizational meetings with their staff advisor, and meet all required deadlines. Such measures ensure a greater likelihood that the club's events will meet with success. Information regarding the coordination of school wide events can be collected from the main office. Afternoon/evening events are subject to additional supervision criteria that must be met in advance of any approval of the event.

New clubs may only be started with the approval of the school administration. Each club must have a staff advisor.

Volunteers may at times be invited to support clubs/teams. To be eligible to volunteer at Colonel By, community volunteers are screened through ONFE/OCDSB and matched with the school. This requirement must be in consultation with the Administration. Administration reserves the right to limit volunteers.

SCHOOL OPERATIONS

ADVERTISING

Circulation or distribution on school premises of posters, circulars, flyers, newspapers, etc. from the community will be determined by the Administration.

Posters must not be placed on doors or windows for safety reasons. All approved posters must be signed by a VP prior to posting on approved notice boards only. To protect painted and glass surfaces, masking tape must be used. Posters applied with other materials (ex. Scotch tape, staples) will be removed.

Students are encouraged to advertise and promote their activities on CougarVision by having their teacher-supervisor email Mr. Baird.

ASSEMBLIES

Assemblies are staged occasionally to convey important information to students and staff, to enhance learning opportunities and to promote school pride, a sense of community and Cougar spirit. Attendance at assemblies is mandatory. Students are expected to behave in a mature respectful manner in all assemblies, at all times.

In order to ensure successful assemblies, students are to follow the following instructions:

- Go quickly and directly to assigned area and remain seated until the presentation has officially ended.
- Out of respect for the performers, do not leave the venue during a presentation. If needed, use the washroom before going to the assembly.
- Listen and focus on the speaker and presentations. Show appropriate, positive appreciation by applauding and cheering at the appropriate times.
- Food and drinks are not to be brought into the venue during an assembly.
- Backpacks/school bags are to remain in lockers or secured in classrooms during assemblies.

ELECTRONIC DEVICES

Smart phones and other devices (ex. smart watches, tablets, music devices, etc.) may be used at the discretion of the teacher. Communication devices fulfill parents' need to keep in touch with their children; however, this can not be at the expense of establishing an appropriate educational environment. Parents/Guardians needing to contact their children during the instructional day should call the main office at 613-745-9411 and their child will be notified of the call. Emergency calls should also go through the Main Office as we need to ensure the safety and well-being of the students.

Access to wireless networks is available throughout the school. Students may bring and use their personal laptop/tablet/device at school. However, we do advise students to guard their valuables. The school is not responsible for lost or missing electronics. Students who bring smart phones or electronic devices to school do so at their own risk. Theft and loss should be reported to the Main Office as soon as possible.

Electronic devices such as smart phones, smart watches, tablets, laptops, and iPods are very useful tools. However, students must not allow these devices to interfere with the learning process. Devices may only be used when specifically approved by the supervising teacher. All devices are subject to the Appropriate Use agreement. Before entering an assembly, students must turn off cell phones and other communication devices, and keep the devices powered off and out of sight during a presentation.

Using an application (e.g. calculator app) on a smart phone, iPod, or other such device must be pre-approved by the classroom teacher. The teacher determines the use of above mentioned devices in their classroom.

Should the use of personal devices interfere with the teaching and learning process, a staff member will direct the student to a Vice-Principal. It is expected that students will respectfully comply. Disrespect to staff and the learning environment will be reported to parents and addressed by the Vice-Principal with behavioural consequences. Subsequent issues may result in the student losing the privilege of using the device on school property. Progressive discipline will apply.

Laser Pointers and Drones: For safety reasons, and in compliance with legislation, students are not permitted to have laser pointers or drones anywhere on school property (OCDSB policy).

COMMENCEMENT

At the end of June each year, the Principal and staff of Colonel By SS extend an invitation to students, parents and invited guests, to attend the June Commencement Exercises. This event recognizes and celebrates the achievements of the graduating students of Colonel By SS. This is the only activity sanctioned by the school. All other activities including the grad dinner, prom, and any grad trip are non-school sanctioned activities, and therefore not supervised or organized by school staff. Students who participate in non-sanctioned activities do so at their own risk.

COURSE LOAD

Students in grades 9, 10, 11 will take a full course load of eight credits per year. Students in grade 12 are expected to be full-time students and take no less than 6 courses. In exceptional circumstances, a grade 11 student may take fewer than 8 courses. Students who have one or more regular unassigned periods are expected to supervise their own study. The Learning Commons is usually available for quiet study purposes. Students are not to loiter in the halls or in any way disturb the learning process of others.

FIELD TRIPS

Field trips are an enriching part of the educational program. Since subject teachers plan field trips to fulfil course objectives and enhance learning opportunities, field trip participation is strongly encouraged. Frequently, there are costs associated with a field trip. If students are unable to cover the cost, they are expected to speak privately with their subject teacher, guidance counsellor, or Vice-Principal well in advance of the field trip to obtain support. Generally speaking, students participating in field trips are expected to travel with their class and teacher to and from the field trip destination. Students may not leave the field trip location on their own and should not be picked up by parents/guardians. In very exceptional circumstances, students in grade 11 or 12 may receive special permission from the Vice-Principal to travel with parents/guardians to or from the field trip.

FIRE DRILL

Colonel By SS will hold six fire drills during the school year, as required by law. In the event of a fire or fire drill, students must follow the directions for leaving the building safely. Having left the building, students are to remain in an area clear of the building and all roadways, as directed by their teacher. Students must remain on school property unless otherwise directed by school staff.

FOOD DELIVERY SERVICES

Students may take advantage of food delivery services (ex. UberEATS, Skip the Dishes, etc.) outside of class time. The following expectations will help to ensure a safe and respectful learning space for everyone at Colonel By:

- Access to school property by delivery services is at the discretion of the Administration.
- Drivers must obey all posted parking rules.
- Students must meet drivers at the Main Office. Under no circumstances should a driver be instructed to deliver to any other part of the school.
- Students must not leave class to accept a food delivery.
- The Main Office will not be responsible for food deliveries.
- Students who cannot use food delivery services responsibly may lose the privilege of using them at school.

LIBRARY LEARNING COMMONS

The Colonel By Library Learning Commons prides itself on being a warm, welcoming environment for students to use for work as well as leisure activities. We are pleased to provide help with any aspect of your research, including formulating a thesis, researching your topic, synthesizing your arguments or creating the perfect bibliography. We are also an excellent source of leisure reading materials; provide a huge selection of current fiction and teen fiction, have a DVD collection and provide access to e-books for students. The library includes lendable technology in the form of iPad minis and Chromebooks for students' use.

Our library is based on the Learning Commons model, which encourages collaboration among students, staff, and administration. We attempt to provide a flexible working space for all to use, and encourage students to let us know how we can be of assistance. All grade nine classes are given an orientation in September. If you need help, just ask! You may also access the following services from home: Colonel By Library website (just google it!), and the Library Twitter account @ColByLibrary for news, books, and films.

Our print collection is regularly being updated, and students can access our catalogue from any location. We have recently invested in electronic copies of many new reference texts, and plan to increase this collection to include fiction as well as non-fiction e-books. Students will be able to download these resources onto their mobile devices as they require them.

Hours of Operation: 8:30 a.m. to 4:00 p.m.

Photocopies: \$0.10 per page (black-and-white); \$0.25 per page (colour)

Fines: \$0.25 per day on overdue materials

Our library provides so much more than just a space to study or read. We host speakers, run poetry slams and special events. We have literature circles and book clubs. We share treats and generally attempt to become an enjoyable destination in your day!

LOCKERS & LOCKS

Lockers are the property of the Ottawa-Carleton District School Board (OCDSB) and are provided by the school as a convenience to students. Neither the school nor OCDSB assumes responsibility for loss or theft from lockers.

At the beginning of the school year, each grade 9 student will be assigned a locker by the school. Students in grades 10, 11, and 12 may request the use of a locker. Lockers are assigned to students for the safe-keeping of books and personal items. Students are responsible for the contents, condition, and appearance of the locker loaned to them for use during the year.

Students are not to change lockers or share lockers. Only combination locks are to be used. The combination and locker must be registered with the Main Office. Unregistered locks will be cut and the locker's contents removed.

It is strongly recommended that:

- Students should buy a good lock. Cheap locks can be easily broken.
- Students should not give their combination to other students for any reason.
- Students should leave items of sentimental value at home.
- Students should not leave money or valuables in the locker.

LOCKDOWN EXERCISES

As part of the OCDSB Safe School procedures, Colonel By SS will hold at least two lockdown exercises each year. A lockdown is designated to provide students and staff with a secure area to go in emergency situations other than fire. During a lockdown exercise students shall follow the instructions given by staff. Students will be reminded of all current procedures at the assemblies in September. At regular intervals, procedures will also be reviewed with students through classroom teachers.

LOST AND FOUND

Any article found in the school should be brought to the main office where lost items can also be claimed. If an article is stolen, the student should complete a theft report form in the main office.

MEDICAL EMERGENCIES

In the event of a medical emergency involving a student at school, measures will be taken to ensure that the student receives appropriate first aid. Every effort will be made to contact the parent immediately, but if parental or designated emergency contact fails, the administration will take such action as is deemed appropriate. Parents and students must ensure that the school is aware of medical conditions of students. Also, the name and phone number of an emergency contact must be provided to the school, to be kept on file.

All students who are ill and wish to go home must first sign out in the main office. Students under 18 years of age will require parent/guardian permission prior to leaving the school.

PARKING

Parking and driving on school property is a privilege. Students may park their vehicles only in the student designated area, the parking spaces closest to Ogilvie Road. Students must register their vehicle at the start of the year and obtain a parking pass from the Vice-Principal. Applications are available in the main office. Students are not to park in the teachers' parking area. Students are expected to drive slowly

and carefully on school property. Students who do not abide by these rules will lose the privilege of bringing a vehicle onto school property.

PERFUMES, COLOGNE, SCENTS

Many students and staff have sensitivities to perfumes, cologne and other scents. Students must refrain from the use of these products to ensure that members of the Colonel By SS school community are not adversely affected by the scents.

PERSONAL PROPERTY

Students are advised to leave valuables at home and not to leave valuables or money in their lockers, nor in their clothing in the change rooms. Students are advised not to bring more money than is necessary to school. If a student must bring a large sum of money to school, safekeeping is available in the main office. The school cannot accept responsibility for lost or stolen items, including textbooks, laptops, etc. To prevent theft, all items of value should be inscribed with the student's name.

PRAYER ROOM

Each year, a room will be identified for prayer and quiet reflection. This room will be accessible to students before school, at lunch, and after school. Students who would like to access this room should contact their Guidance Counsellor for information.

SCHOOL COUNCIL

The School Council is a volunteer group of members of the school community including parents, students, teachers, school administration, support staff, and community representatives who are dedicated to enhancing the public education of students at Colonel By Secondary School. School Council usually meets monthly in the Library Learning Commons. All parents are welcome and encouraged to attend. Through its activities the Council provides additional opportunities for parents and the community to be more directly involved in providing advice to the administration of the school. For meeting information, please visit the School Council website under the Contact tab on the school website.

RECREATION

Recreational/transportation items (ex. skateboards, rollerblades, hoverboards, bicycles, scooters, etc.) must not be used inside the school building, or on the school grounds. All equipment must be stored in lockers at all times during the instructional day. Bicycles should be attached to the bike racks provided outside the school.

SMOKING and VAPING

The Ottawa-Carleton District School Board and Colonel By SS discourage smoking and vaping by students and employees. The recreational use of cannabis is legalized, but there are limits and regulations. Youth under 19 are not allowed to buy or consume, possess any amount, share with anyone, and/or grow or harvest plants. If a student or employee chooses to use these products, they must do so off school property. Smoking is permitted on the city sidewalk away from the school. This is a Board ruling and Provincial law for all schools in Ontario. Anyone who smokes or vapes on school property is subject to penalties including suspension and/or a fine. As part of their duty to maintain order and discipline in schools, Principals and Vice-Principals may search board property (ex. desk, locker) at any time. If there are reasonable grounds to suspect a breach of the code of conduct has occurred and that a student is in

possession of a hazardous substance, then a Principal or Vice-Principal may search a student's personal property.

STUDENT IDENTIFICATION / PHOTO ID

Early in the school year, students will have their photographs taken to provide students with school photo identification. The school photo ID may be used to enter school dance and other school events and activities. It is required to access materials in the Library Learning Commons and serves as proof to access student discounts in the larger community.

VOLUNTARY STUDENT ACTIVITY FEE

The voluntary student activity fee is \$35.00. This fee is used to provide a student planner (grade 9 students), picture ID to students, support Students Council activities, interscholastic and intramural sports activities organized for all students, and to fund awards or special events such as motivational assemblies for students.

COMMENCEMENT FEE

Commencement fee for graduating students is \$35.00. This is a cost recovery fee to purchase graduation caps and gowns as well as venue and event costs. Each gown is individually sized and has a commemorative cap tassel with the graduating year.

YEARBOOK

The yearbook must be ordered in advance and is available for purchase at a cost of \$62.00. Ordering early ensures access to lifelong memories of your time at Colonel By! Financial assistance is available for students who have difficulty paying school fees. Students should speak with their guidance counsellor or Vice Principal.

TEXTBOOKS

Students are provided textbooks on a loan basis. Students are expected to take care of these books as they are school property. Students must return the books in a reasonable condition or pay the assessed replacement value of the book. Students must return the numbered book issued to them. Students who lose textbooks should check with the lost and found in the Main Office. Responsibility for a lost textbook is assigned to the person to whom the textbook was issued.

THEFT AND VANDALISM

Students must take pride in their school and respect the building and grounds of Colonel By SS. Vandalism and theft of property belonging to the school, staff, or fellow students is not permitted and will be addressed by the Vice-Principal. Students who have been victimized by such acts or are aware of such acts should immediately report the situation to the main office. Theft reports are available in the Main Office. Students who become aware of such activities within the school should report this information to a staff member in order to safeguard Colonel By SS's safe and secure learning environment.

TIMETABLE CHANGES

The school schedule is based on student course requests made during course selection in February. If a student needs changes due to a switch in level or program, they must see a guidance counsellor. Any changes are based on a priority sequence: graduation requirements, conflicts, missing course, summer school, or on-line course completion and changes in university/college pathways will be addressed first.

Provided there is space available, changes to optional courses will only be considered once the above timetable changes have been resolved. Parent/guardian consent is required for all course changes.

Any change of timetable must be initiated through the Student Services Department. In the case of dropping a course, there is a definite process that must be followed. Students must continue to follow their timetable until the course change is completed officially and confirmed with an updated timetable. Course changes are not always possible.

The deadline for timetable changes will be announced in September and will be posted on the school website. The deadline for withdrawing from a senior level course so that it does not appear on the student transcript is five school days following the distribution of the February report card. Courses dropped after this date will remain on the transcript.

VIDEO / SECURITY CAMERA SURVEILLANCE

Security cameras are in operation at Colonel By for the safety of students, staff, and others and to protect OCDSB property. Information is collected by the OCDSB under the authority of the Municipal Freedom of Information and Protection or Privacy Act. For information, contact the school office or the Manager of Communications and Information Services, 613-721-1820.

VISITORS

Visitors must immediately report to the Main Office. A visitor must have permission from the school administration to be on the property and a visitor pass will be issued. Persons who do not comply with this rule will be treated as intruders and may be charged under the Trespass to Property Act. Students are at school to study, to participate in classes, to interact with their classmates, and to participate in extra curricular student activities. Students may not invite friends, relatives, or observers to visit classes or the school or to enter the school for social reasons. No external guests are permitted during instructional time.

STUDENT AWARDS

Listed below are a few of the awards available to Colonel By Secondary School students. All graduating students are encouraged to apply for scholarships/bursaries. Most of these awards listed below are presented at Commencement to students who have achieved an OSSD and are not returning to Colonel By SS. Awards for grades 9 to 11 students are presented at the Fall Awards event.

Governor General's Academic Medal
Lieutenant Governor's Community Volunteer Award
Ontario Principal's Council Award for Student Leadership
CB Principal's Award
CB Vice-Principal's Award
Ottawa-Carleton District School Board Silver Medal
Colonel By Secondary School Honour Society
Ontario Scholar Award

A number of memorial awards, subject awards, and staff awards are also presented to graduating students. Please see Student Services for application procedures no later than the end of April.

A list of available awards, eligibility criteria and application information will be published annually by the Student Services Department.