

# Cairine Wilson Secondary School

## Online Student Handbook



### Cairine Wilson Secondary School Mission Statement

We raise our students to be critical thinkers, to strive for academic excellence, and to be lifelong learners. We also raise our students to be citizens of the world which means they are helping those who are less fortunate with service and leadership, being compassionate, seeking justice and living with integrity.

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The items below and their contents are in line with OCDSB policies and procedures and are subject to change with any changes to the policies. Any discrepancies that arise, the Admin will follow the appropriate OCDSB policy and procedure as it is written.

## **Code of Conduct, Expectations, and Safe Schools**

A positive School Climate exists when all members of the Cairine Wilson Community feel safe, accepted, and valued upholding social justice and the human rights and dignity of each person. Every member of the Cairine Wilson school community has the right to learn and work in a safe environment, free of harassment, bullying and, to be treated with courtesy and respect. Harassment of any kind (physical, sexual, psychological, verbal, or written, and including threats, intimidation, bullying, roughhousing, and fighting) will not be tolerated. If you feel that you are being bullied or harassed, please talk to a trusted adult - teacher, guidance counsellor, educational assistant or your Vice-Principal.

The entire Cairine Wilson school community is committed to providing a safe and comfortable learning environment for all students and staff. We believe that for this to happen, it is the responsibility of each person to encourage the development of attitudes and values which foster respect.

### **School Community Obligation**

All members of the school community have an obligation to act in situations involving inappropriate behaviour:

- If it is safe and wise to do so, and one has the skills to intervene, one should do their best to discourage, prevent or stop the inappropriate behaviour;
- If it is not safe and wise to intervene, one should leave the area and seek staff assistance immediately.

Staff and students can work together to maintain a safe environment for learning.

### **Expectations**

Students should remember that during classes, in assemblies, at lunch hour, on field trips and at sporting activities, they represent our school. Expectations are that students will conduct themselves in accordance with the policies and procedures of the school.

It is the right of all students to be safe and to feel safe when at school, or while involved in school activities. To that end, there is no tolerance for:

- Physical, verbal, written, sexual or psychological abuse - including on social media;
- Bullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or other attribute;
- Deliberate degradation of individual or Ottawa-Carleton District School Board property.

Consequences for these types of behaviour will be dealt with according to the student discipline policy as set out by the [Ministry of Education](#) and the OCDSB ([OCDSB Code of Conduct](#) & [OCDSB Safe Schools Policy](#)).

## Assessment and Evaluation Policy (Cairine Wilson SS)

The Cairine Wilson Secondary School Assessment and Evaluation Policy is aligned with OCDSB [Policy](#) and [Procedure](#), as well as [Ontario Ministry of Education Policy](#).

### Assessing and Evaluating Incomplete, Missing, or Plagiarized Work

It is the responsibility of the student to complete all assigned work, to be present for assessments and evaluations (including tests, quizzes, performances, essays, labs, exams, summatives, etc.), and to be prepared for and to attend assigned presentations and summative evaluations. When the student knows that they will be absent for any assessment or evaluation, they are expected to make arrangements with the teacher **before the due date**.

**For an expected long-term absence**, Parents/guardians must fill out this [“Notice of extended absence form”](#) and submit it to the main office.

In the event that a student fails to hand in an assignment or misses a test, evaluation or presentation, the following steps will be taken:

#### Late or Incomplete Assignments

- If an assignment is late or incomplete, the parent/guardian will be informed and the student will be provided with a [second opportunity](#). Note that a second opportunity is provided to help students deal with exceptional circumstances such as illness or emergencies. This may be a different assignment.
- If a student regularly misses deadlines, an academic improvement plan may be implemented through Student Success and VP

#### Missed Evaluations

- Parents/guardians need to communicate with the classroom teacher or the Main Office in advance of a student’s absence from an evaluation
- If this has not occurred, the teacher will contact home to discuss an alternate arrangement
- Late and missed assignments/evaluations will be reflected in the Learning Skills section of the report card, as well as in comments.
- When major evaluations are missed or incomplete, this will be reflected as **“incomplete” on the evidence record which will jeopardize the credit.**
- Note that a second opportunity for tests and presentations is provided to help students deal with exceptional circumstances such as illness or emergencies. Student may be referred to Student Success or their Vice Principal if work completion is an issue or patterns of missing deadlines and evaluations emerge during the semester

### **Absence of Evidence**

- A mark of “incomplete” will be recorded on the student’s evidence record to represent the absence of evidence after a student has been given opportunities to complete an evaluation and display understanding of overall expectations.

### **Exams and Summative Evaluations**

- A legitimate absence is one resulting from student illness or a family emergency.
- The teacher will inform the parent/guardian, as well as the department head and vice principal, about a late or missed summative evaluation.
- Where formal evaluations are held, students are required to be present.
- Exams are scheduled for the end of January and the end of June each year. Summative evaluations are administered towards the end of the course. Vacation and work commitments should not be made at these times in order for you to meet your school obligations.

### **Academic Integrity**

- In keeping with the expectations outlined in the OCDSB Character Development Program, all students are expected to produce and take credit for their own work. Fraudulent work is of no value and provides no evidence of a student’s learning.
- Fraudulent work includes, but is not limited to, copying someone else’s work, cheating, citing references incorrectly, using online translators, and handing in the same assignment for more than one course.
- A student’s parent/guardian will be contacted in such cases and all fraudulent work submitted will be documented and archived.
- Academic dishonesty will have a behavioural consequence. Students who submit fraudulent work may be referred to their VP where they will participate in a workshop on academic integrity.
- Upon completion of the workshop, the VP will issue a notice that the student must take back to their subject teacher.
- Students will then have an opportunity to redo the original assignment or complete an alternate task, based on a due date negotiated with the subject teacher.

### **Dress Code**

All students have the right to express themselves in school through their choice of clothing, hair styles, jewellery, and accessories.

While a student’s style is their choice, we want to keep school a place where everyone can feel comfortable.

In April 2022, the OCDSB Board of Trustees approved updates to the [Safe Schools Policies](#), which includes the updated [School District Code of Conduct](#) (that contains a section on dress code). The process to update these policies began in 2019 and included consultations with students, families, staff and community members on a variety of issues, including dress code.

The new student dress code applies to all schools. All students have the right to express themselves through their dress without fear of body shaming, bias, or discrimination.

See our [dress code poster](#) for a brief look at what our dress code includes and what it doesn't.

For more detailed information, you can read the full [dress code procedure PR 628 SCO - Student Dress Code](#).

## Substance Abuse/Smoking/Vaping

Smoking/vaping and consumption of drugs or alcohol is forbidden at any time, on any school premises, on buses or at any school/athletic event. Students will be consequenced in accordance with the [OCDSB policy](#).

Smoking/vaping at any school event or activity is strictly forbidden, regardless of location.

Counselling with our addictions counsellor is encouraged for those trying to quit. Please talk to a trusted adult (coach, guidance counsellor, Vice Principal) for a referral to counselling services.

## Technology

Cairine Wilson provides a high level of technological support for our students. Students must not eat or drink in the computer labs. If computers and other technology are mishandled or damaged by students, they will be liable for the repairs and/or replacement costs. An abbreviated version of the Ottawa-Carleton District School Board Policy and Procedure regarding Appropriate Use of Technology follows:

### 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 full investigation and necessary action will be taken.

### **Consequences of Misuse**

If a user violates or fails to adhere to this procedure, one or more of the following consequences may occur:

- suspension or cancellation of use of access privileges;
- payment for damages and repairs;
- discipline under other appropriate Board policies, including suspension, expulsion,
- exclusion or termination of employment; or
- civil or criminal liability under other applicable laws.

### **Cell Phones**

- CW students are expected to display cell phone etiquette (manners) on school grounds and during school-related functions. Such etiquette requires that students use their cell phones respectfully, at respectful times and in respectful places in order to be considerate of others.
- As with other electronic devices that may be connected to the school internet network, students' access to this network with their own cell phones must follow OCDSB policy and procedure regarding [acceptable use of technology](#).
- Students are advised that cell phones may be used outside of class time as long as the use does not interfere with the learning and working environment of others. It is not acceptable for students to use cell phones in any capacity during assemblies and detentions.
- There may be occasions when it is appropriate for students to use certain cell phone functions during class time, and **staff will make this clear to students. Staff direction on this matter must be respected.**

## Lockers

- Lockers are the property of the Ottawa-Carleton District School Board. They are on loan to students and must be properly maintained.
- Lockers are assigned at the beginning of the school year.
- You can't just pick a locker anywhere!
- **You may use only the one locker registered to you.**
- You can't change lockers without permission from the Vice-Principal.
- Lockers are not to be shared.
- Only combination locks are permitted. Keep your locker combination to yourself.
- Locks are available in the Main Office for \$10.00.
- Students must clear out their lockers at the end of the school year; if not, valuables left behind will be donated to a local charity.
- A search of lockers by School or District Administration is lawful at any time, without notifying the occupant, if there is reasonable cause to do so.
- The school cannot assume any responsibility for items kept in student lockers. If you bring valuable items to school, you do so at your own risk. It doesn't happen very often but sometimes locker theft does happen. If this should occur, report the incident to the Main Office as soon as possible.

## Field Trips and other “Out-of-School” Activities

In order to go on a field trip, you must return a signed field trip form to your teacher before the trip date. If this is not done, you can't go on the trip! If you are away on field trips or other school-sponsored activities you are expected to complete all work missed from scheduled classes. Notify your teachers in advance of the activity so that arrangements can be made for tests and assignments.

Students are expected to return to full time attendance at school immediately following a field trip. Students must travel to and from school authorized activities using school approved modes of transportation. Students are not permitted to drive themselves or other students to such activities.

**As field trips are a privilege, be aware that due to poor attendance, poor academic performance or for behavioural reasons, students can be notified that they are not eligible to attend field trips or sporting events.**