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Oshawa, Ontario  
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Principal: J. Thomas  
Vice-Principals: M. Lee & J. White



**R.S. McLAUGHLIN C.V.I.**  
Telephone: 905-728-9407  
Fax: 905-436-9541

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**FORTIS ET FIDUS - STRONG AND LOYAL**

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**Principal's Message**

Our goal at R.S. McLaughlin C.V.I. is to create a culture of high expectations, in which we believe that all students can learn to their full potential. Furthermore, we will offer programs that enhance rather than limit student choice and opportunity based on student interest and the "vision" of the Durham District School Board, which is to "Ignite Learning." In the tradition of Fortis et Fidus—Strong and Loyal—we will continue to forge ahead preparing our 21<sup>st</sup> Century learners to be academically competitive on a global scale.

This Agenda provides valuable information related to school academic and co-curricular events, guidance and library resources, and planning and organizational guides for daily assessments. This agenda will become an indispensable tool for success at school. It will also help in managing your time and developing your organization skills, which are important in becoming successful at the secondary level. When regular attendance is combined with high quality school work, the results will be the successful completion of your courses this year.

R.S. McLaughlin C.V.I. promotes a culture of respect through character education programming at school and equitable and inclusive practices and policies. This agenda contains general information, the Ontario Schools Code of Conduct, and the school code of conduct. These items provide the framework for maintaining a safe and engaging learning environment for staff and students at M.C.V.I.

As Principal, I look forward to working collaboratively with students, staff, parents, guardians, and community partners, placing the highest priority on the academic achievement, character education, and social development of the students, in a healthy, safe and secure environment.

On behalf of the staff of R.S. McLaughlin C.V.I., I would like to welcome you to the 2018-2019 school year.

Have a successful and enjoyable school year! Ayez une année scolaire agréable et remplie de succès!

Joyce Thomas

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***This Student Agenda and Code of Conduct belong to:***

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Name: \_\_\_\_\_ HRM: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

**FORTIS ET FIDUS-STRONG AND LOYAL**

Visit our website @ <http://www.ddsb.ca/school/rsmclaughlin/Pages/default.aspx>

# R.S. McLaughlin C.V.I.



## Department Heads

<i>Department</i>	<i>Teacher</i>
The Arts	M. Rockbrune
Business	P. Rivoire
Canadian and World Studies	J. Rook
English	A. Ainscough
Guidance and Career Education	D. Flintoff
Health and Physical Education	J. Cliff
Mathematics	A. Desrochers
Moderns	D. Edwards
Science	W. Blackmore
Special Education	M. Brown
Social Sciences and Humanities	S. Seto
Technological Education	A. Campbell

### **Vice-Principal Contact**

**(By Student Last Name)**

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A to L – M. Lee  
M to Z – J. White

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## **IMPORTANT SCHOOL INFORMATION**

Information about the school's procedures, rules and services is included in this section. If you require further information or assistance, do not hesitate to ask a staff member or inquire at the office. Please make sure that the office has an accurate record of your address, your parents'/guardians' places of business and phone numbers.

### **ACCIDENTS**

Any accidents that occur in the class, no matter how minor they might seem, must be reported to the teacher in charge. If an accident occurs outside of the classroom, it should be reported to the office. It is necessary to have written reports on file. Forms are available at the reception desk in the office.

### **COMMUNITY INVOLVEMENT**

Every student must complete 40 hours of community involvement in order to graduate. This requirement serves to promote community values by helping students to understand how they can make a positive difference within the community, increasing student awareness of community needs and developing in students a positive self-image and a greater sense of identity within the community. An information manual outlining the rules and eligible activities is available to all students and parents in the Guidance Office. It must be emphasized that students are not to use power tools or power equipment during their volunteer placements.

### **FREEDOM OF INFORMATION**

The Freedom of Information Act permits the school to contact parents/guardians regarding attendance and academic progress as dictated under the Education Act, regardless of age. Students 18 years of age or older must have signed approval from the administration and their parents/guardians to write their notes for personal absences.

## **FULL DISCLOSURE**

All grade 11 and 12 students will be subject to a full disclosure policy. All courses still on the student's timetable 5 days after the issue of the provincial report card in each semester will be recorded on the student's transcript, whether or not the course has been completed successfully. This information will be available to community colleges and universities for them to consider when making admission and scholarship decisions. Parents and students who have further questions about this policy should contact a guidance counsellor.

## **INSURANCE**

The Durham District School Board makes student accident insurance coverage available through an approved insurance company. Parents are responsible for acquiring this insurance.

## **THE TIMETABLE**

The timetable at R.S. McLaughlin C.V.I. provides four time blocks with a common lunch. Students in grades 9 to 11 will have a full timetable (Four courses each semester).

### **DAY SCHEDULE**

<b>WEEK ONE</b>	<b>TIME</b>	<b>WEEK</b>
Period 1	8:40 a.m. to 9:55 a.m.	Period 2
Announcements	9:55 a.m. to 10:00 a.m.	Week One
Announce	10:00 a.m. to 10:05 a.m.	Week Two
Period 2	10:05 a.m. to 11:20 a.m.	Period 1
Lunch	11:20 a.m. to 12:10 p.m.	Lunch
Period 3	12:10 p.m. to 1:25 p.m.	Period 4
Period 4	1:30 p.m. to 2:45 p.m.	Period 3

## **EXTRACURRICULAR PROGRAMMING**

All students participating in extracurricular activities after school must be supervised by a school staff member at all times. In order to maintain school safety and security, all other students must leave the school and school grounds at the end of the instructional day.

## SCHOOL RESOURCES

### ACADEMIC RESOURCE

#### Questions:

- Where can I go for a quiet place to work?
- Is there somewhere that I can work before school, at lunch and after school?
- Where can I find a computer and printer that I can use?
- I need extra help, is there someone that can sit down and help me?
- My binder is a mess. What can I do?
- My IEP says that I can have extra time for my tests, where do I go for this?

Answer: Academic Resource

Academic Resource (Room 231) is an alternative work space for all students. If you would like to come during class time, please have your teacher contact the A.R. room or staff to ensure we have a workspace available. Drop by some time and we will give you a tour. We're always open!

### COMPUTER LABS AND NETWORK

#### SECONDARY SCHOOL ACCEPTABLE AND SAFE USE PROCEDURE

The Durham District School Board is pleased to provide you with access to a variety of computing technology. Computing technology in Durham is provided for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation.

Please review this procedure with your parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

### Acceptable Use

- Students will not engage in cyber communications that cause someone to fear for his or her safety.
- Students will use the computing technology as prescribed or approved by their teacher.
- Students will not engage in Cyber-bullying, visiting unacceptable sites, and/or illegal activity.
- Students will not engage in posting writing on the Internet that is designed to insult or injure a person's reputation.
- The use of recording devices (Audio/Video) is not permitted, unless approved by the school.
- Students will accurately cite information from the Internet.
- Students will not plagiarize.
- Students will abide by copyright laws. Students will not download and share copyrighted materials without the copyright holder's permission.
- Students will not share passwords or data or misrepresent their identity.
- Students will report all instances of hardware damage or changes to the desktop or operating system immediately.

### Safe Use

- Students will not post personal information about themselves or others. This information includes last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.
- Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made. Students will seek help from principals, teachers and parents when victimized by Cyber-bullying. Students will report Cyber-bullying concerns to principals, teachers and parents.

### Appropriate Use

- Students will be polite.
- Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
- Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
- Students will not use the computing technology in ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.
- Students will assume that all communications received are private and confidential and will not disseminate them without permission



from the original author. Students will not collect or distribute personally identifiable information about others on the Internet.

#### Reliability/Accuracy

- While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing technologies, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

#### Recourse for Abuse/Misuse

- Students who do not follow this procedure AND those rules provided by their teachers and their school's Student Code of Behaviour will have their computing technology privileges suspended pending review.
- Students are reminded that the board Student Code of Conduct states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, or engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour, Safe School Act, and Provincial Code of Conduct. Legal recourse may also be applied for criminal activities.

## **THE GUIDANCE DEPARTMENT**

The Guidance Department and staff at McLaughlin function to help students know and appreciate themselves, relate effectively to others, develop appropriate educational plans and explore career alternatives. A balance of teaching and counselling is used to achieve these aims.

Secondary school counsellors are teachers with additional training in listening to and clarifying student concerns, individually or in groups. Guidance staff coordinates and plans appropriate placement for students with special needs and recommends procedures for course selection by students. The counsellor works with the student to set goals, determine priorities and evaluate unique educational, vocational and personal objectives. This helps a student to clarify the present situation and to establish a tentative plan and a way to accomplish the plan. The process may also involve the counsellor providing students with specific career information.

Parents of secondary school students are invited to initiate discussion with counsellors and teachers for the purposes of gaining information and discussing their child's abilities and attitudes as they relate to educational and vocational planning. This frequently involves explaining the secondary school programme as it relates to their child and making the parent aware of referral services outside the school.

Additional services offered to students include:

- grade 9 orientation programme;
- information seminars about university and college programmes;
- course selections, i.e.: level presentation;
- making applications to post-secondary institutions, summer school, night school or arranging home instruction for students absent due to a long term illness;
- providing resource materials, including pamphlets and calendars about careers and post-secondary institutions;
- providing information on community services, such as family counselling and financial aid.

### **SCHOOL SOCIAL WORKER AND PSYCHOLOGIST**

Our school social worker and psychologist are able to offer individual and family counselling on a limited basis. Students under 18 require parental permission.

### **LIBRARY**

The library is open daily from 8:10 a.m. until 3:10 p.m. The library is an instructional area. Students are expected to follow the guidelines set out in the Code of Conduct when using library facilities. Students on spare are required to bring school work to complete; to sign-in upon arrival in the library; and to work quietly to avoid disrupting other students. **Computer use is NOT guaranteed.**

Sign out privileges are not to be used to work on school assignments in the library. If you are signed out, you must be off school property.

Students must have a note from their classroom teacher if they would like to work in the library during class time.

## Research Resources:

At R.S. McLaughlin.C.V.I., we subscribe to the following on-line databases so you can be sure the information you use for your research papers is accurate, up-to-date and reliable. To access these sites, go to the school website, select the departments TAB, and then the Resource Centre TAB. Follow on to ON-LINE resources.

School Website:

<http://www.ddsb.ca/school/rsmclaughlin/Pages/default.aspx>

### SIRS Social Researcher:

User I.D. 49-14012  
Password: bigchalk

### Learn 360:

User I.D.: durham  
Password: research12

### eLibrary:

User I.D.: 49-14012  
Password: bigchalk

### DDSB Databases:

User I.D.: durham  
Password: research12

### Ebooks:

User I.D.: McLaughlin  
Password: library

### Career Cruising:

User I.D.: durham  
Password: 10290

### E-STAT:

User I.D.: durham  
Password: stat04on

### OER IB:

User I.D.: durhamstudent  
Password: oerbs

### Encyclopedia Universalis

User I.D.: durham  
Password: research12

### World Book Online

User I.D.: McLaughlin  
Password: library

From the Resource Centre toolbar, students may also access materials to support the essay writing process and the citing/ referencing process under the Essay Writing and Citation Style Guides TAB.

Follow MCVI Library on Twitter for book news, special event updates, links to research resources, OSSLT help and more.

## ONTARIO SCHOOLS CODE OF CONDUCT

### INTRODUCTION

The Code of Conduct for R.S. McLaughlin was developed by staff, parents and students and was established following the Ontario Schools Code of Conduct as amended by Bill 212 in February 2008, and the applicable policies, regulations, and procedures of the Durham District School Board.

The Code of Conduct for R.S. McLaughlin is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education, the Durham District School Board or school administration.

### **RATIONALE (*Ontario Schools Code of Conduct*)**

Bill 212 prescribes certain rights, standards, expectations and consequences. The Codes of Conduct for the Durham District School Board and R.S. McLaughlin reflect provincial policy.

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 and to 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 the safety of others or one's self at risk.

The *Ontario Schools Code of Conduct* sets clear provincial standards of behavior. Bill 212 sets clear provincial standards of behaviour. It specifies the 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 parents, guardians, volunteers and staff members involved in the publicly-funded school system, whether they are on school property, on school buses or at school-authorized events or activities.

## **GUIDING PRINCIPLES (*Ontario Schools Code of Conduct*)**

The Durham District School Board and R.S. McLaughlin C.V.I. support the provincial guiding principles and endorse recognition, acceptance and sensitivity toward ethnocultural diversity.

- All participants involved in the publicly funded school system—students, parents or guardians, volunteers, teachers and other staff members—are included in the *Ontario Schools Code of Conduct* whether they are on school property, on school buses or at school-authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol, intoxicants and illegal drugs are addictive and present a health hazard. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. (As well, smoking in school buildings and on school property is prohibited by law.)
- The Durham District School Board does not tolerate the use or abuse of alcohol, illegal drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board policy and regulations.
- Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- Recognition, acceptance of, and sensitivity toward ethnocultural diversity are expectations of and within the school community.

## **ROLES AND RESPONSIBILITIES (*Ontario Schools Code of Conduct*)**

The Durham District School Board and R.S. McLaughlin C.V.I. accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students, parents, and other members of the public who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

**Principals**, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone under their authority accountable for their behaviour and actions;
- empowering students to be positive leaders in their school community;
- communicating regularly and meaningfully with all members of their school community.

**Teachers and School Staff**, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibilities of citizenship.

**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 himself or 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.

**Parents** play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child;
- demonstrate respect for all students, staff and parents.

**Police and Community Members** are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

#### **STANDARDS OF BEHAVIOUR** ***(Ontario Schools Code of Conduct)***

The Durham District School Board and R.S. McLaughlin C.V.I. support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

#### **RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP**

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, for example, 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;
- 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 positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

## **SAFETY**

**Weapons** - All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

**Alcohol, Intoxicants and Drugs** - All school members must:

- not be in possession of, or under the influence of, or provide others with intoxicants, alcohol or illegal drugs.

**Aggression** - All school members must:

- not engage in bullying behaviours;
- not commit sexual assaults;
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

**All school members must:**

- not traffic weapons or illegal drugs;
- not commit robbery;
- not engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- not commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

## **CONCLUSION**

When staff, students and families work together, a positive and productive learning environment is established at R.S. McLaughlin CVI where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.



<p style="text-align: center;"><b>CODE OF CONDUCT AT R.S. MCLAUGHLIN C.V.I.</b></p>
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**ANNOUNCEMENTS/Opening Exercises**

Students are expected to quietly stand at attention for the National Anthem and a Moment of Reflection. Students must give their complete attention to general announcements. Daily announcements are posted on the bulletin board outside of the main office.

**ASSEMBLIES**

Performers and guests are to be treated in a polite and respectful manner at all times. Students who fail to do so will lose the privilege of attending special school sponsored functions and activities.

**ASSESSMENT AND EVALUATION FOR STUDENT ACHIEVEMENT**

Student evaluation is a consolidation of marks from a variety of assessment tasks: tests, projects, assignments, examinations, etc. Department evaluation procedures shall be distributed to each student in each course during the first week in each semester, and will include an explanation of all methods of evaluation, the weighting of marks assigned to each method, how marks are calculated, and the school's late and/or missed test and assignment policy.

It is the student's responsibility to review school and subject department assessment and evaluation policies/procedures carefully. It is each student's responsibility to complete all assessment opportunity tasks (projects, essays, assignments, presentations, etc.) by the due date assigned by the teacher.

If the student is unable to complete a task due to insufficient knowledge or skills, it is the student's responsibility to seek assistance from the teacher well in advance of the due date for the task.

If the student does not submit or complete assigned tasks by the due date (please note some due dates cannot be changed, for example, end of unit or term mark reporting deadlines), the work may not be assessed/evaluated and a mark penalty may be imposed, as per the *Growing Success* document.

**If a student is absent, it remains the student's responsibility to complete all assessment tasks, and to 'catch up' on all missed classroom work.**

If the student is absent due to illness, family emergency, legal matter, etc., he/she must provide a dated excuse of absence (e.g. Doctor's note, parent/guardian note) in order to submit the assignment or write a missed test upon the date of return. Under extenuating circumstances, the student may be able to negotiate with the teacher a further due date.

If the student is absent due to an approved school activity, it is the student's responsibility to contact each of his/her subject teachers prior to the date(s), and to negotiate with the teacher the due date(s) of all assessment tasks.

If the student is absent as a result of a suspension, it is the student's responsibility to hand in all assignments on the scheduled due date and to make arrangements to collect work assigned during their suspension so that it can be handed in on the scheduled due date. If a student misses a test, it is the student's responsibility to discuss an alternate date or assignment with the teacher.

## **ATTENDANCE**

Students are expected to attend all classes, which includes homeroom. **Good attendance is essential for academic success.** As well, the development of critical thinking skills, group interaction, and good work habits depend upon regular attendance of all students. For students under the age of 18, the Board's Attendance Counsellor may be contacted if truancy persists.

**Failure to attend classes and/or homeroom may result in progressive consequences that may lead to suspension.**

<b>Number of Skips</b>	<b>Consequences</b>
<b>1 &amp; 2</b>	<b>Warning</b>
<b>3 to 6</b>	<b>Detention, Parental Contact</b>
<b>7 +</b>	<b>Suspension @ VP Discretion</b>

**Students who are over 18 and skip classes may be required to withdraw from school.**

## 1. Absences

When a student has been absent from school, a phone call, paper note, or attendance record change in our Safe Arrival Program is required. Absences are acceptable only if they are for valid reasons. As examples, illness, medical appointment, or attendance at a funeral are considered legitimate reasons for absence. Babysitting, working, vacation, "mixing-up spares", "sleeping in" and "working on another important class assignment" are NOT acceptable reasons.

Regular attendance and punctuality are essential for student success. Attendance is taken in each subject class and in homeroom. Students are expected to be in their seats, and ready to work before the bell rings to begin classes. If a student knows ahead of time that he/she will be missing a class, then the work should be obtained ahead of time. The Ministry of Education requires there be a minimum of 110 instructional hours per subject in order for a credit to be granted. School policy and procedures may be summarized as follows:

If you are absent from school, have your parent/guardian can access our Safe Arrival Program through our website or call the school to report an absence (905-728-9407).

Consequences for students who are truant or skip classes will include: interviews, parental contact, loss of class marks, detention, and formal suspension.

A student who is truant or skips a class on the day of a test or assignment that is due will receive a mark of zero.

## 2. Punctuality

Students are expected to be on time for all classes and school functions. **Punctuality is expected in careers and personal relationships. Punctuality shows consideration of others. If students are late, they inconvenience others and disrupt learning.**

Number of Lates	Consequences Interventions
1 - 4	No charge
5 +	Contact Home
8+	Interview with the V.P., contact home, detention and possible suspension.

### **3. Sign In / Sign Outs**

Occasionally, you may need to leave the building for an appointment. Although we ask you to schedule your appointments outside regular class time, we do recognize that this is not always possible. In those cases, please use the Safe Arrival Program to record absences prior to the appointment date. Once our school day has started, the Safe Arrival System cannot be accessed for that day and a phone call or a note will have to be made or given to the office. .Students may bring a note from your parents or guardians requesting for early excusal. This note should be presented to the office receptionist, before classes and in advance of the time that you wish to leave. If you have forgotten your note, report to the receptionist and she will advise you as to the proper procedure. If you must leave, and a parent or guardian cannot be contacted, you must consult with a Vice-Principal. Failure to do so may result in detentions or possible suspensions being assigned.

If you are returning to school from an appointment, co-op, spare or a part-day absence, you must report to the office to sign-in.

**Sign out privileges are not to be used to work on school assignments in the library, or attend school games etc. If you are signed out you must be off school property. NOTE: Students moving from one class to another, including homeroom, must not leave the school building unless going to a portable.**

### **4. Note Writing Privileges**

If you are eighteen years of age or older, you may apply for note writing and sign-out privileges. See the attendance secretary for details. If misused, this privilege may be revoked.

### **5. Extended Absences (Non-Medical)**

Extended absences from school decrease a student's learning opportunities, and performance. Participation in classroom activities is crucial for student learning and understanding. If a student is absent for an extended period of time, it becomes increasingly difficult for him or her to capture missed classroom experiences. In addition, extended absences are unfair to a student's peers when team members are working on co-operative projects/presentations.

Nonetheless, parents have the legal right to withdraw their children for short periods, if they accept the responsibility for supervising the prompt completion of work missed. Parents / guardians **MUST NOTIFY** an administrator of a planned extended absence, as per the Ministry of Education guidelines, at least two weeks prior to the absence (i.e. family vacation) and fill out an Extended Absence Form (available in the office). The form must be completed by the student, parent / guardian, and subject teachers. It is expected that any work assigned must be completed before the extended absence, unless otherwise stated by the subject teacher. It must be noted that some classroom experiences missed due to elective extended absences cannot be simulated out of the classroom, and a loss of process marks may result.

**PLEASE DO NOT PLAN VACATIONS DURING EXAMINATION PERIODS.**

**Parents / Guardians are advised to consult the school calendar prior to scheduling holidays.**

Examination dates are fixed on the school calendar. Exams cannot be rescheduled to accommodate travel, work schedules or personal activities.

**BACKPACKS**

Backpacks, large bags and purses are banned from all instructional areas. Backpacks and large bags are not to be brought to the cafeteria during lunch hour. Students are to leave their backpacks and large bags in their lockers, not in the halls or stairwells.

**BICYCLES**

Bicycles may be ridden to school and can be locked and stored in the bike rack at the front of the school. Please be advised that the school is not responsible for lost or stolen items.

## **BULLYING / CYBER-BULLYING**

Bullying / cyber-bullying is a behaviour that is unsolicited and allows one person or one group to gain power over another. Intimidation is a key component of bullying resulting in verbal, physical, sexual and / or psychological harassment of the victim or victims and bystanders. This intimidation places the victim(s) in an inferior position creating isolation, alienation, insecurity, fear and helplessness. These conditions are often created by using demeaning language, teasing, name calling, threatening (physical or otherwise), spreading rumours, gossiping, using gestures, pushing, shoving, tripping, hitting and intruding on personal space to inflict harm (physical or otherwise) on the victim. Students who are involved in bullying other students will face suspension and/ or expulsion, as per the Safe Schools Act of Ontario. Police will likely be called to investigate and conduct a formal incident report.

## **BUSES**

Students are responsible to the Principal for their behaviour on school buses. Riding a school bus is a privilege. The school Code of Conduct will be applied to students on buses. Students may lose their privilege to ride on a school bus if their conduct is unsatisfactory.

Please note the new bus lane at the front of the school may not be used by Parents/Guardians at any time. The lanes that exist will not be able to accommodate the flow of traffic from both the buses and cars dropping off students. In order to ensure the safety of everyone, it is vital that this lane be reserved for buses only. Anyone who is dropping off/picking up a student is asked to use the school parking lot on the south side of the school. Please use caution and appropriate speed when navigating through the parking lot.

## **CAFETERIA**

The use of the cafeteria is a privilege. Students should not block the food serving area. Food purchased in the cafeteria must be eaten either in the cafeteria, on the first floor to the blue doors, or outside at the back of the school. Students will clean up after themselves and return their chairs to the perimeter when they are finished eating.

## **CLUBS**

If you want to join a club or try out for a team, listen to the announcements, watch for postings around the school, and talk to staff advisors, including your homeroom teacher. Most clubs begin in the fall, while the athletics program continues throughout the year. You must have paid your student activity fee in order to participate in a club or on a team. Some activities, such as athletic teams, require additional participation fees and/or deposits to cover the cost of uniforms, equipment or tournaments.

## **COMMUNICATION DEVICES**

Cellular devices (e.g.: cell phones, iPod's and other web-enabled devices) are permitted before school, at lunch and after school only; The use of computers and personal electronic devices in any instructional area requires teacher authorization. Students who fail to receive such authorization will face disciplinary action and risk losing their technology privileges at R. S. McLaughlin; Students who use technology for purposes that fall outside lesson directive (e.g. text messaging) will have in-class privileges suspended indefinitely and will be subject to an office referral.

The following consequences will apply for improper use of technology:

1 <sup>st</sup> Offence	Staff member is to be given the device and it will be left in the office for collection at the end of the school day. A report is filed.
2 <sup>nd</sup> Offence	The device will be held in the office until a parent collects it. A report is filed.
3 <sup>rd</sup> offence	1 day suspension may be applied at the discretion of the V.P. A report is filed.

Further offences will result in progressive disciplinary actions, including longer suspensions.

## **COMPUTER USE AT M.C.V.I.**

In conjunction with the D.D.S.B.'s Secondary School Acceptable and Safe Use Procedure, students are not permitted to play games on computers and are not permitted to use "chat/message" services or e-mail for non-school related purposes.

The school has a number of computers and computer labs which are accessible to students, but require a user identification and password. Students should store their current work on the file server with a backup

copy on their own media. Students must complete the Acceptable and Safe Use Form and the Wireless MCVI Policy Form before accessing the Internet on any school computer. Students who violate the school computer agreement and / or breach network security may face loss of network privileges, suspension, expulsion, and legal action.

All digital devices such as laptops, netbooks, ebooks, iPads etc. must adhere to computer use guidelines when they are used at R.S. McLaughlin. These items may only be connected to the school through our wireless network.

#### Computer Classroom Acceptable Use Policy

All users of the school computer network must follow the following guidelines:

- The Internet will be used in support of education, research and information consistent with the goals of R.S. McLaughlin and only under supervision of a teacher. Users may be monitored to ensure proper use.
- The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.
- Student computer time may be limited to ensure that all students have sufficient access to the network.
- No food or drink allowed in computer labs and library
- Printing allowed only with teacher permission. M.C.V.I. uses the Papercut Printing Program. Teachers will explain procedures.
- Report any damaged computer equipment to your teacher immediately before using. Students are not permitted to repair school equipment.
- Students will not use the Internet to send or receive messages that are inconsistent with R.S. McLaughlin's student code of conduct; including messages that are inflammatory, harassing, sexist, racist, contain obscene or pornographic material.
- Students must use their own accounts to log in. Students cannot share their account passwords, and are responsible for all activities related to their accounts.



- Social networks, email, chat, and other messaging systems are not allowed, unless under direct teacher supervision for educational purposes only.
- Games are not allowed.
- Students will ensure that all material uploaded does not violate anyone's intellectual property and that all source material is acknowledged.
- Loading any software that is not already present and installed by school staff is strictly prohibited. Students may not create any software unless necessary for a school project under teacher supervision. Such projects may be subject to Principal approval.
- Circumventing any network security settings, website blocking, account access, or network vandalism will result in revoked computer privileges, suspension, expulsion, and legal action.
- Network vandalism includes, but is not limited to, physical damage to computers, peripherals, and data that is stored or transmitted.
- Network security settings includes, but is not limited to, program access restrictions, file and folder restrictions, Internet proxy sites, or any other program / site that affects normal educational computer use.
- If a student violates any security policy accidentally, they MUST report the incident to the teacher IMMEDIATELY.
- Use of school network resources allowed only with a completed Network Access Agreement. This must be signed by the student, parent / guardian, and returned to the main office. Any questions about any of the above should be directed to a teacher.

#### Recourse for Abuse / Misuse

Students who do not follow this procedure AND those rules provided by their teachers and the Student Code of Conduct will have their computer and information technology privileges suspended pending review, which could result in suspension/expulsion and/or legal action.

## **COURSE ENHANCEMENT FEES**

Students must purchase their own personal school supplies such as a combination lock, binders, pens, paper, etc. Other items such as physical education clothing, and other resources for selected courses may be requested for enhanced course programming. Enhanced course funding requests are due within the first two weeks of the course. Certain courses may require a materials fee to cover the cost of projects or activities i.e. social sciences, technological education, physical education, etc.

## **DANCE POLICY**

### Tickets

- Students absent from class(es) on the day of the dance will be denied admission to the dance.
- Maximum of 350 numbered tickets sold.
- Students must present their student card when purchasing tickets and at the door or no entry will be permitted.
- NO TICKET SALES at the door and no ticket refunds for any reason.
- 50 maximum guest passes permitted (when applicable).
- Guests must be approved by Administration.
- Guests must present their student cards, or other ID if not a student of MCVI
- Dance times will be 7 p.m. to 10 p.m.
- Outer garments/purses (coats, etc.) are to be removed and stored at the coat check upon entry.
- All students will be searched for contraband.

### Behaviour and Security

- Unnecessary physical contact is not acceptable.
- Prior consumption of alcohol intoxicants or drugs possession of such substances is subject to school policy.
- Lockers are out of bounds.
- Students who leave the school building will not be readmitted.
- If the event is off school property, all vehicles arriving at the event may be searched.

The consequences of these misbehaviours will include removal from the event, suspension from school and suspension from all social events for the remainder of the school year including the Grad Ball. There will be no refunds of ticket purchases for dances and Grad Ball. The use and / or possession of alcohol intoxicants or drugs may also result in police involvement.

### Ceilidh

- Traditionally, this is an MCVI family party.
- Tickets will only be sold to MCVI students.
- No other guests allowed.
- No ticket refunds.

### Graduation Ball (Prom)

Attendance at the Graduation Ball is a privilege, not a right. Students may be denied the privilege of attending any dance, including Prom, for inappropriate behaviour at school, poor attendance, failing to serve detentions and any other behaviour deemed as unacceptable. The decision to approve / deny a guest pass is not subject to appeal. Students are responsible for the behaviour of their guests.

### **DETENTIONS**

Students are expected to be on time, bring books and materials, use the time productively and remain for the entire detention. Detentions are served in room 105 at 11:27 a.m. Students are not to talk, eat, or use electronic devices. A detention is expected to be served the day it is assigned. If a detention is missed due to absence from school for an acceptable reason, the detention is automatically rescheduled for the next day. It is the student's responsibility to monitor detentions that need to be served. Missing office detentions will lead to suspension.

### **DRESS CODE**

Students are expected to comply with the following dress code:

- Clothing (and/or accessories) considered to be offensive and which depicts or promotes racism, sexism, violence, tobacco, alcohol, illegal drugs, gang activity, and stupidity are not permitted.
- Students may not wear gaping shirts with inadequate coverage around the arms holes.
- Students may not wear shirts that reveal the midriff.
- Undergarments must not be visible.
- Footwear must be worn at all times.
- Coats and jackets must not be taken to class.
- Contact lenses must be monochromatic (not novelty lenses).
- Sunglasses are not to be worn in the school.
- Decorative mouth gear of any kind, such as a teeth grill, is not to be worn in the school.
- Pajamas or see through clothing must not be worn.

- Dog collars, spikes, chains or excessive weight worn as jewelry, or wallet chains are not permitted.
- Head wear, beachwear, or clothing which is distracting or offensive in nature is not permitted.
- Hats, bandanas, and hoods are not permitted unless specifically required by a classroom situation (tech workshop, cooking, etc.) or by a student's religious beliefs.
- Shirts must be worn in Physical Education classes and at all practices and games for athletic teams.

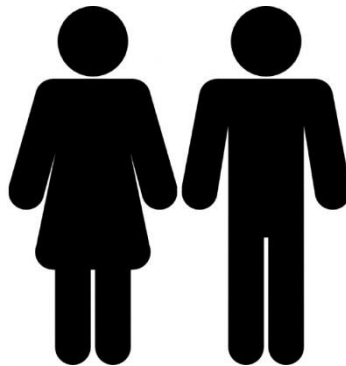
Students who do not comply with a teacher's request to adhere to the dress code will be referred to the office. Students who persistently violate the dress code may be suspended.

**R.S. McLAUGHLIN C.V.I.  
DRESS CODE**

**NO HATS  
NO BANDANAS  
NO HOODS**

**NO EXPOSED  
UNDERWEAR,  
CHEST OR  
BUTTOCKS**

**CLOTHING FREE OF  
INAPPROPRIATE  
LOGOS, SLOGANS,  
PHRASES &  
PICTURES**



**NO CHAINS, STUDS,  
DOG COLLARS OR  
SPIKES**

**MIDRIFF/  
TORSO MUST  
BE COVERED**

<http://getdrawings.com/img/silhouette-man-woman-9.jpg>

## **EXAMINATIONS / SUMMATIVE ASSIGNMENTS**

Final course evaluations are compulsory. Students absent from a final evaluation (e.g. examination) will receive a mark of zero unless prior permission of the appropriate Vice-Principal/Principal is obtained, or a medical certificate is submitted to the office within 24 hours. The medical certificate must state specifically that the student was not able to attend at the time of the evaluation. The exam may be rescheduled by the appropriate Vice-Principal.

***Parents/Guardians are advised to consult the school calendar prior to scheduling holidays.***

*Examination dates are fixed on the school calendar. Exams cannot be rescheduled to accommodate travel or work schedules.*

## **FIELD TRIPS**

When on a field trip / sports event, students are “ambassadors” of MCVI and are expected to conduct themselves in a manner which promotes a positive image of this school and its students. Specifically, students are expected to comply with the Code of Conduct and School Bus Regulations. Students may be denied the privilege of going on trips for such reasons as unacceptable behaviour on a previous trip or poor attendance. Students must be present for the regular school day and attend classes to participate on the day of the event. Students are to notify, in advance, the teachers of subjects they will be missing while on the trip. It is the student’s responsibility to complete the work assigned and keep up-to-date in the classes missed. Alternate arrangements with the teacher are to be made if the trip is on a day on which there is a test or an assignment due. If a student misses a trip, money paid may not be refunded.

## **FIRE ALARMS**

When the fire alarm sounds, follow the fire exit instructions posted in your classroom. Walk quickly from the building with your teacher - do not run! Move to the back of the school, and remain on the back field, away from the pavement or move to the front of the school and remain on the sidewalk until you are instructed by your teacher to re-enter the building.

## **FOOD AND DRINK**

Food and drinks are not permitted in the halls, except in the area outside the cafeteria on the first floor (lower level) during the lunch hour. Students are not to leave classes to purchase food and / or drinks from the vending machines or the cafeteria. Students who purchase food outside the school, such as Pizza Pizza, Chinese Food, Subway, etc., in nearby establishments are not permitted to bring the food back into the school. Food purchased in this manner must be eaten at the establishment of purchase or elsewhere. This includes beverages from Tim Horton's, Starbucks, etc. Students will be asked to comply or asked to report directly to the cafeteria with their food purchases to maintain a clean school environment. Water is the only drink allowed in classrooms. Eating at the front of the school, including in the smoking area, is not permitted. Students are permitted to eat and drink in the cafeteria, in the designated area on the first floor, or outside at the back of the school. As a consequence of littering or eating outside the designated areas, students may have their food confiscated with no payment being given for the items taken. They may also be assigned clean-up duty or detentions.

## **GAMBLING**

Gambling is prohibited on school property and in sight of the school, including the bus shelter and church properties and will result in suspension.

## **“GOOD NEIGHBOUR POLICY”**

As a result of complaints from our immediate neighbours, including the church, the senior centre, local plaza businesses and home owners, we have a “Good Neighbour Policy”. This policy includes the following: students are not to loiter in the area of the church, senior centre, entrances at business and adjacent parking lots of the church and senior centre. Students are to be respectful of patrons who visit these establishments. Students are asked not to skateboard on church property, their parking lots or at the plazas. We ask that you be mindful and not litter while on any properties.

Parents are asked NOT to use the driveways of the church or the north end of the school by the technical area, to drop off or pick up students at any time.

## **HALLS**

Students are not to be in the halls during class time. Students who do not have a scheduled class should go to the cafeteria or resource centre. Students are not to obstruct traffic in the hallways or stairways at any time. Students are not permitted to play musical instruments or sound systems, including electronic devices such as cell phones in the hallways at any time. Headphones must be used. Attached speakers are not permitted.

## **HARASSMENT**

If another student threatens you, ridicules you, or is abusive to you in a racist, violent, sexual, or demeaning manner, tell a teacher, guidance counsellor or the Vice-Principal immediately. Harassment only stops when you speak up for your rights. Students who harass other students will face suspension and / or expulsion, and police will likely be contacted.

## **HOMEWORK**

Homework is an extension of classroom activities, and is expected to be completed outside class time. Homework is intended to reinforce and help students review content and skills presented in class, practice skills, and introduce new topics. Students in grades 9 and 10 are expected to complete an average of 1 - 1 ½ hours each night. Students in grades 11 and 12 should complete an average of 2 - 3 hours per night. The parents' role in the early years of high school is to:

- provide a suitable environment for studying
- read and discuss homework on a regular basis
- follow up on assigned homework
- support the school if there is a problem

Interactive math homework help for grade 7 – 10 can be found on-line at [www.homeworkhelp.ilc.org](http://www.homeworkhelp.ilc.org) from Sunday to Thursday, 5:30 p.m. – 9:30 p.m.

## **HONOUR ROLL**

Students qualify for the honour roll by achieving an average of 80% in day school courses. In grades 9, 10, and 11, all eight courses are included in the average. In grade 12, the best six courses are included in the average. Students with fewer than 3 courses in a semester do not qualify for the honour roll.

## **LASER POINTERS, FIRECRACKERS, SNOWBALLS, AND OTHER NUISANCE ITEMS**

Dangerous objects, including snowballs, firecrackers, hand-held laser pointers, cigarette lighters, etc. must not be used on school property, and will be confiscated. Students will be suspended if they have threatened the safety of others through the use of these objects. Hackey sacks can only be used on the back field.

## **LITTERING**

Students are not to litter at any time. One goal at MCVI is to work with our community to maintain a clean and safe environment. Students are encouraged to respect the property surrounding MCVI. Students found littering may be required to perform community service.

## **LOCK DOWN AND/OR HOLD AND SECURE PROCEDURES**

If you hear the following announcement:

***“Attention all staff and students. The school is in a Lock Down and/or Hold and Secure situation. All students should report immediately to the nearest supervised area. All teachers lock your doors,”*** you should go to the nearest classroom, identify yourself to the teacher, and stay there until a second announcement indicates that the Lock Down and/or Hold and Secure procedure is over. You must follow all instructions given to you by **any** school staff member. On the advice of local policing authorities, **CELL PHONE USE IS PROHIBITED** during a lock down and/or hold and secure situation, as it interferes with police communications.

## **LOCKS AND LOCKERS**

Students are assigned a locker, which will be theirs to use for the duration of their high school career. Sharing lockers, switching lockers or using an unassigned locker will not be permitted. Lockers must be secured with a Dudley combination lock and a record of the combination must be on file in the office. Approved locks are available at the school office. Students who fail to meet these requirements will have their locks removed at their expense. Students are not to write on or damage lockers. Students will be held responsible for graffiti or damages.

The locker continues to be the property of the Durham District School Board, for the school year, and not the property of the student. Lockers are to be used to store school related materials and authorized personal



items such as outer garments, footwear, grooming aids and a lunch. Students are solely responsible for the contents of their lockers.

Administration has the authority to search personal property and lockers. The right to search is established to assist Principals and Vice-Principals in providing for the safety and welfare of students and staff by the authority of the Education Act. Principals have the right to seize contraband material. The contraband material will be removed from the locker and held by an Administrator for evidence in disciplinary proceedings and will be turned over to law enforcement officials.

Please note that lockers are to be emptied of all contents and the locks removed by the end of the day of the last formal scheduled examination in June. At this point locks will be taken off and contents removed.

### **LOST AND FOUND**

If you have lost an item, check with the main office or library resource centre.

### **OFFICE REFERRALS**

Students sent to the office must complete an office referral sheet. Depending on the circumstances, students sent to the office may be assigned detentions, or community service, or may be suspended. If you are sent to the office or if you choose to leave a classroom on your own and you do not report to the office, you will be suspended for opposition to authority.

### **OFF-SITE INCIDENTS**

According to Bill 212 (Progressive Discipline and School Safety), if an incident that happens off school property, including in cyberspace, has a connection to the school and implications for the learning / working environment, the administration may apply appropriate disciplinary actions.

### **OPPOSITION TO AUTHORITY**

If you argue or swear with a staff member and/or show disrespect to a staff member's authority, (e.g. ignoring a request to follow school rules), you will be referred to the Vice-Principal. Refusal to give a teacher or staff member your first and last name, or giving a false name when requested, will result in a referral to the Vice-Principal.

## **PARKING**

Parking for students is very limited. It should be remembered that parking is a privilege. Only authorized vehicles are permitted to be parked on school property. Students must apply for a parking permit at the school office in order to park on school property. Parking permits will be sold for \$5.00 each will be distributed on a first-come, first-served basis. Cars must be parked in designated parking spots only (the south area along the fence as indicated by the signage and the 2 most easterly rows adjacent to the east sidewalk area). No student may park in a staff-designated spot. Parking in the circular driveway is prohibited. Cars parked in fire routes or the circular driveway will be towed. Do not park around the perimeter of the lot since it impedes traffic flow and prevents emergency vehicles easy access. Speeding in the parking lot is a safety hazard that could result in a serious injury. Students who fail to drive in a responsible and safe manner will have their parking privileges revoked and may be subject to further disciplinary action. Drivers must adhere to the posted entrance / exit designations. Students are not permitted to sit on or in vehicles, eat, smoke or "relax" in or on parked vehicles. Illegally parked cars will be tagged/towed at the owner's expense.

## **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices are permitted in instructional areas under direct teacher supervision, and the office. They can only be used before the first bell, during lunchtime, or after school. For the safety and security of the student and others around him/her, it is expected that the volume on your personal listening device is low, in order to be able to hear instructions being given out. You must also not walk around with your headphones/earbuds not inserted in your ear with the music on. This kind of continued disturbance will result in your device being confiscated.

**The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.**

## **PLAGIARISM**

### **What is it?**

Plagiarism is the taking of someone else's information, ideas, or opinions and presenting them as if they are your own.

Examples:

1. Cutting and pasting information directly from the Internet.
2. Copying from books, magazines, or other print sources without references.
3. Using facts and/or figures without references.
4. Using computer graphics, programming code, audio or video clips without references.
5. Copying work belonging to another student.

**Remember: Paraphrasing (putting information into your own words) also requires referencing.**

### **How do I prevent it?**

1. Follow good research techniques:
2. Take point form notes.
3. Reference all information within your assignment by using parenthetical documentation.
4. Include a separate page of work cited or reference list.

To avoid plagiarism, you must properly reference the information you use. When researching, write down all vital referencing information so that you will be prepared when it is time to submit your assignment. Depending on the course, you will be expected to follow MLA, APA, CSE, or Chicago referencing guidelines. If you are unsure of the format required, check with your teacher. On the school website, there are links to PDF files containing current sample entries for APA and CSE Reference Lists, Chicago Style Bibliographies and MLA Works Cited Pages, found under the Library tab: Essay Writing and Citation Style Guides.

### **Electronic Plagiarism Program**

R.S. McLaughlin is attempting to be proactive in eliminating plagiarism and maintaining the academic integrity at the school. Parents and students are notified that the school may use an electronic plagiarism prevention service such as turnitin.com to check for originality and proper citation of sources. Staff of R.S. McLaughlin may investigate student work manually as well. R.S. McLaughlin will work within the guidelines and duties of Provincial and Durham District School Board policies.

Plagiarism and/or cheating will result in a mark of zero. Teachers will notify administration, and parent/guardian of the student, and the incident will be recorded.

### **PREPARATION FOR LEARNING**

Students are expected to attend all classes with required materials and assignments completed. Success in school is a direct result of consistent and adequate preparation. Preparation of homework and assignments is a sign that students can accept responsibility and work independently. A student who arrives for class without required materials, homework or assignments completed will be required to correct the situation with the teacher.

Detentions may be assigned by teachers for neglect of duty. Continued neglect of responsibilities will result in home contact and / or an interview with the Vice-Principal and subsequent school consequences.

### **PRIVACY**

Students may not record, either audio or visual, or photograph other students or staff unless supervised by a teacher and permission has been given by the appropriate legal persons. Students may not post photos or comments about others to the Internet.

### **RELIGIOUS ACCOMMODATIONS**

The Durham District School Board and R.S. McLaughlin C.V.I. follow the "Guidelines and Procedures for the Accommodation of Religious Requirements Practices and Observances". This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the Canadian Charter of Rights and Freedoms and the Ontario Human Rights code.

This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises. This document is available for viewing at:

[www.ddsb.ca](http://www.ddsb.ca) (highlight "About Us" on the top menu bar, then select "Equity and Inclusive Education" in the left toolbar) or you may ask to review a copy at the school.

If you anticipate that you or your family might require religious accommodation at any point during the school year, we ask that you inform the administration at MCVI as early as possible, preferably at the start of the school year. Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations;
- Accommodation in, or exemption from, specific areas of the curriculum or other school activities;
- Religious attire;
- Modesty requirements in physical education;
- School opening and closing exercises;
- Prayer;
- Dietary requirements.

You are also welcome to speak to the school administration about unanticipated religious accommodation needs as they arise.

## **REPORT CARDS**

Report cards are distributed twice each semester. Parent-student-teacher conferences precede the Fall and Spring reports. In addition, credit endangered letters are issued in December and May to students whose low marks indicate a potential failure. These letters require a parent/guardian's signature to acknowledge receipt. Progress reports are in October and March.

Parents may request progress updates between report cards from subject teachers. Staff are always encouraged to make phone contacts with parents/guardians regarding student progress, and parents/guardians are encouraged to contact teachers when necessary.

Placement on R.S. McLaughlin's Honour Roll requires an average of 80% or better. Averages in Grades 9, 10 and 11 are based on a total of 8 credits while in Grade 12, Ontario Scholar standing is based on the top 6 regular day-school Grade 12 credits.

## **RESPECT FOR PROPERTY**

Students are expected to treat the school grounds, the school building, and everything in the school with respect. The staff and students of R.S. McLaughlin take pride in the building and property. The school is

maintained to be attractive for students and to enhance learning. Destruction of school property ultimately becomes a financial burden on the school and the community. Students will be expected to pay for damages done to school property or the personal property of others. Willful destruction of property may result in suspension, and/or expulsion, and/or prosecution.

### **RESPECT FOR STUDENTS AND STAFF**

Students are expected to be courteous and considerate in dealings with others. Students must comply with the expectations and directions given by the teacher. Harassment of others, in any form, is unacceptable. The use of profanity in class/school may result in a school suspension. Courtesy, consideration and cooperation help to create a pleasant and productive environment in which to live and work. Students are expected to treat others as they, themselves, expect to be treated. Public displays of affection offend some individuals and detract from the educational purpose of the school; therefore, students are to refrain from this type of display.

### **ROLLER BLADES, SKATEBOARDS AND SCOOTERS**

If you use roller blades or skateboards to travel to school, please stop at the sidewalk and remove roller blades and pick up skateboards and carry them into the building. These modes of transportation are not to be used on school property, at any time. If they are used on school property they will be confiscated. Repeat offences will result in progressive consequences.

### **SCHOOL NOTICES AND POSTERS**

All posters/ notices and their location in the school must be approved with a signature of a Vice-Principal or Principal. Bulletin boards and the cafeteria may be used for displaying approved names/posters. Only school-related/sponsored activities may be advertised. Bulletins and flyers may not be distributed to or around the school area including the smoking area. Students are responsible for the removal of the approved material they put up.

## **SERVICE DOG GUIDELINES**

1. Do speak to the owner/handler rather than the dog.
2. Don't touch the dog.
3. Do treat the owner/handler with sensitivity and respect.
4. Don't assume a napping service dog is off duty.
5. Don't assume service dogs never get to "just be dogs".
6. Don't feed the dog or offer her food.

**IF EVER OUR SCHOOL SERVICE DOG STARTS BARKING, IMMEDIATELY LET THE OFFICE KNOW. THIS IS AN INDICATION THAT THERE IS AN ISSUE AND THE DOG IS ALERTING OTHER PEOPLE TO GET HELP.**

**The office and Special Education Staff know about the safety protocol and will ensure that it is being followed.**

## **SCENT AWARENESS GUIDELINES**

For the comfort and safety of those with allergen sensitivity, MCVI is committed to safety, and perfume/cologne/body spray and other scented products are not to be used in the school. Please use sense with scents. If you are found abusing the use of these products, you may face consequences. Please note that no school or workplace can guarantee an allergen-free environment at all times.

## **SMART - Stop McLaughlin and Read Together**

For 20 minutes every Wednesday all staff and students participate in a school wide, uninterrupted, sustained silent reading program. Check the agenda calendar for SMART dates.

## **SMOKING AND TOBACCO PRODUCTS**

The Durham District School Board is responsible to work with the Tobacco Enforcement Officers to enforce the *Smoke-Free Ontario Act (SFOA)* and promote healthy lifestyle choices.

Smoking, use of tobacco, and associated devices, smoking equipment and electronic devices, that may contain tobacco products, or reasonably be perceived as containing tobacco products, are not permitted, by any person on school property at any time.

Smoking includes the carrying or holding of lighted cigars, cigarettes, pipes or any other lighted or electronic device. Examples may include but are not limited to E-cigarettes, herbal cigarettes, chew, snuff and snus.

Supplying tobacco to someone who is under 19 years of age is prohibited.

Students who do not comply with the expectations above will be referred to the office.

The Tobacco Enforcement Officer may be involved and has the authority to issue a summons that may result in fines.



# Check this out!



Giving or sharing a cigarette with anyone under 19 could cost you \$365.

Smoking/holding lighted tobacco anywhere on School property could cost you \$305.

This law is in effect 24 hours a day, 7 days a week, 365 days a year.

The Smoke-Free Ontario Act is part of the provincial Government's comprehensive tobacco control strategy to prevent youth from starting to smoke, help people quit smoking, and protect workers and the public from exposure to second-hand smoke.

For more information contact Environmental Help Line at 905-723-3818 ext. 2188 or Toll Free 1-888-777-9613




## SNOW DAYS

If there is a severe snowstorm, listen to your local radio stations for school closings and transportation information by 7:30 a.m.

KISS FM 92.5  
CHUM FM 104.5

680 AM  
CFRB AM 1010

KX96 6FM  
CHFI FM 98.1

## STUDENT CARDS

All students are provided with a laminated Student Card free of charge. This card provides a student agenda and allows the student to use the Internet and to use school lab computers to print a number of documents throughout the year.

Students who wish to participate on sports teams, clubs, school dances, the Prom, music, drama and other school related activities, are required to purchase a sticker to attach to their student card, at a cost of \$20.00.

## **STUDENT CRIMESTOPPERS**

A student who wishes to anonymously report information about a crime in the school may call the Durham Regional Crime Stoppers community telephone hotline @ **1-800-222-8477 (TIPS)**. This line is answered 24 hours a day, seven days a week. Crime Stoppers does not use call display. You never have to give your name. You never have to meet police, go to court or be hassled in any way. Callers may be eligible for a cash reward. Do the right thing, call Crime Stoppers and put a stop to crime in your school. It's your school – it's your call.

## **STUDENT COUNCIL**

Student Council provides a forum for student leadership in the school. Students are selected through an interview process to provide the student body with a voice in school decision making, and provide events and activities to promote student involvement. Student Council also sponsors many activities throughout the school year.

## **STUDY PERIODS**

Students with a minimum of twenty-four credits and in a position to graduate by the end of the current school year may apply to the Administration for one study period. If granted, students on a study period must report on time to the Cafeteria or Resource Centre, if available. If reporting to the Cafeteria, students must remain there for the period. If a teacher is supervising in the cafeteria, students must ask the teacher to go to the washroom or locker as they would in a classroom. Students should not be coming in and out of the Cafeteria just to use the Served. Students are not to wander the halls or be in any other location in the school building, grounds, or adjoining properties. This instruction includes areas where students congregate to smoke. Students may immediately leave the premises to go home and return on time for their next classes. Please note that if students choose to take a spare, they may lose opportunities for car insurance discounts, social services and pension funding, and some family benefits i.e. dental coverage.

## **SUBSTANCE ABUSE**

The Durham District School Board and R. S. McLaughlin C.V.I. do not tolerate the use or abuse of alcohol, illegal drugs and/or intoxicants within their jurisdictions and will respond accordingly as per Board Policy and Regulation. Students possessing, dispensing or under the influence of controlled or intoxicating substances that are not prescribed for medical purposes, will face suspension, expulsion, and/or criminal prosecution.

## **TELEPHONE**

The main office has a telephone which students may use when necessary. The phone sits on a counter in the main office, facing students as they enter. Students must ask to use the phone beforehand in order to ensure there is an empty line available. Students are to be polite and respectful with the secretarial staff at all times. Rude behaviour from students will be referred to a Vice-Principal for disciplinary follow-up.

## **TEXTBOOKS / LIBRARY BOOKS**

You are responsible for all textbooks and library books issued to you. You will be expected to pay for their replacement if they are lost and / or damaged. Failure to return texts and/or make proper restitution may result in timetables, report cards, transcripts, textbooks, and course changes to be withheld.

## **VALUABLES**

Students are discouraged from bringing anything valuable to school or on school sanctioned field trips, including technological devices, bicycles, etc. Do not leave valuable items such as jewelry or money in your locker or in the gym change rooms. Report thefts to a Vice-Principal immediately, and fill out a theft report. **R.S. McLaughlin C.V.I. and the Durham District School Board will not be responsible for lost or stolen property.**

## **VISITORS**

R.S. McLaughlin is private property. All visitors to the school must immediately report to the main office. Students are not permitted to have guests in the school or on school property unless previously arranged and approved by an administrator. Students must not have friends visit them during the school day. If guest speakers are arranged, please have them report to the main office upon arrival. Persons who are in the building without office permission are trespassing and in accordance with the Trespass Act, may be prosecuted.

## **WASHROOMS**

To avoid disrupting classes and missing valuable class time, you should use the washroom before school, during lunch hour, and between classes. In urgent cases, students may be excused at the teacher's discretion. Students must sign out and sign in using the teacher's log book to be excused from class. Students must be prepared to make up the time and/or work missed. Students who abuse the privilege of leaving class for washroom breaks will be referred to the office. R. S. McLaughlin follows a policy whereby students are not permitted out of the classroom during the first 20 minutes of class and the last 20 minutes of class. This policy supports a strong learning environment.

Please note that R.S. McLaughlin offers an All Gender washroom located on the first floor of the school, as well as All Abilities washrooms on each floor.

## IMPORTANT DATES FOR PARENTS/GUARDIANS

### SEMESTER 1:

Sept. 4	Grade 9 Student Start/Photos
Sept. 5	Classes begin
Sept. 6	Grade Assemblies
Sept. 12	Photo Day Grades 10 – 12
Sept. 14	Grade 9 Frosh Dance
Sept. 14	Last day for course changes
Sept. 19	SCC Meeting
Sept. 20	McLaughlin Mile
Sept. 22 to 24	
	Ontario University Fair – Toronto Metro Convention Centre
Sept. 27	College/Univ. Parents' Night
Sept. 28	Children's Watershed Festival
Oct. 8	Thanksgiving Holiday
Oct. 15	IEP's sent Home
Oct. 16	Math League Contest
Oct. 17	SCC Meeting 7 pm
Oct. 18	College Fair – P4- Café
Oct. 19	Progress Reports/AR Reports
Oct. 18	Ontario College Fair – Enercare Centre
Oct. 20	Progress Reports
Oct. 22	P.A. Day
Oct. 25	Parent/Teacher Interviews 1 to 3pm & 6 to 8pm
Oct. 25	Volunteer of Distinction Ceremony – 7:00 pm
Oct. 26	Photo Retake Day – A .M. only
Oct. 30	University Fair – All Day – Library
Nov. 2	Commencement 7:00 p.m.
Nov. 6	Civics Exams
Nov. 7	Term 2 of Civics and Careers
Nov. 9	Remembrance Day Services
Nov. 9	Junior Awards Assembly
Nov. 13	CNML Math Contest
Nov. 14	Gr. 9 Take a Student to Work
Nov. 14	Grade Eight Visit to M.C.V.I.
Nov. 15	Mid-Term Report Card Distribution
Nov. 16	P.A. Day
Nov. 21	S.C.C. Meeting – 7 pm
Nov. 26 – Dec 5	Grad Photos
Nov. 27	Credit Catch-up day
Dec. 4	Senior Drama Show - 7:00 p.m.
Dec. 5	Co-op Fair (Library) All Day
Dec. 6	Credit endangered notices
Dec 11	Math League Contest
Dec.13	Christmas Concert – 7:00 p.m.

## IMPORTANT DATES FOR PARENTS/GUARDIANS

### **SEMESTER 1: (Cont'd)**

Dec.19.....	Locker Clean Out
Dec. 20.....	Ceilidh (Semi-Formal)
Dec. 24 – Jan. 4.....	Winter Holidays
Jan. 7 .....	Classes resume
Jan. 8 .....	Math League Contest
Jan.16 .....	EQAO Math Test
Jan.16 .....	SCC Meeting – 7:00 pm
Jan.17 .....	Grade 8 Parents' Night 7:00 pm
Jan. 23 – Jan 28 .....	Formal Exams
Jan. 29 .....	Formal Exam Review AM
Jan. 29 .....	Credit Completion PM

## IMPORTANT DATES FOR PARENTS/GUARDIANS

### **SEMESTER 2:**

Jan. 31 .....	Semester Two Begins
Feb. 7 .....	Classes Resume
Feb. 7 .....	Semester 1 Report Card Distribution
Feb. 8 .....	Last day for course changes
Feb. 12 .....	CNML Math Contest
Feb. 14 .....	Grad Photo Day
Feb. 15 .....	P.A. Day
Feb.18.....	Family Day Holiday
Feb. 19 .....	OSSLT Practice Test
Feb.20.....	SCC Meeting 7:00 p.m.
Feb.20.....	One Act Play Festival – Rm 256
Feb. 21 .....	Black History Month Assembly
Feb. 26 .....	Waterloo Math Contests
Mar. 1 - 2.....	Binnféill Show
Mar. 6 .....	Locker Clean Out
Mar. 7 .....	Progress Report distribution
Mar. 8 - 15 .....	Spring Break
Mar. 18 .....	Classes resume
Mar. 18.....	Lunchtime Literacy Practice Sessions
Mar. 19 .....	CNML Math Contest
Mar. 21 .....	Parent/Teacher Interviews
.....	1:00 to 3:00 p.m. & 6:00 to 8:00 p.m.
Mar.27.....	EQAO OSSLT
Mar.29.....	Multicultural Show
April 4 .....	Self Defense - GYM
Apr.16 .....	Student Recognition Night at Sinclair
Apr. 16 .....	Civics Exam
April 17 .....	Theatre Talent Show 3 & 7 pm – Rm 256
Apr. 17 .....	Term 2 of Civics and Careers
Apr. 17 .....	SCC Meeting 7:00 p.m.
April 19.....	Good Friday
Apr.22 .....	Easter Monday
Apr. 25 .....	Mid-Term Report Card Distribution
Apr. 26 .....	P.A. Day
May 2 .....	Spring Music Concert – 7pm
May 4 .....	P.A. Day

## IMPORTANT DATES FOR PARENTS/GUARDIANS

### ***SEMESTER 2: (Cont'd)***

May 7 .....	Credit Catch Up Day
May 8 .....	Co-op Fair (Library) All Day
May 9 12 .....	Leadership Camp
May 15 .....	SCC Meeting – 7:00 P. M.
May 16 .....	Credit endangered notices
May 18 .....	PUP Day activities period 3 and 4
May 20 .....	Victoria Day Holiday
May 22 .....	Blood Drive
May 30 - 31 .....	Musical (Feeder School Performances)
June 2 .....	Musical Sunday Performance Matinee
June 3 & 4 .....	Musical Performances – 7:00 P. M.
June 7 .....	Grad Ball (Ajax Convention Centre)
June 12 .....	EQAO Math Test
June 11 .....	Athletic Banquet
June 13 .....	Locker Clean Out
June 19 – 24 .....	Formal Exams
June 25 .....	Exam Review & Credit Completion Day
June 26 .....	Promotion Meetings
June 27 & 28 .....	P. A. Day
July 1 .....	Canada Day Holiday
July 4 .....	Final Report Card Pick-Up