

Cornwall Collegiate and Vocational School

437 Sydney Street Cornwall ON K6H 3H9

Tel: 613-933-8360

Website: <http://ccvs.ucdsb.on.ca>



STUDENT/PARENT HANDBOOK 2011-2012

Respect Caring Honour

Principal: *Robert Currier*

Vice-Principals: *Trevor Wheeler and Lianne Chaput*

"Leading the community since 1806"

CCVS STAFF LIST 2011-12

Principal Robert Currier

Vice Principals Trevor Wheeler & Lianne Chaput

April Thompsom
Kimberly Aubry
Cleo Barners
Mary Belmare
Debi Bergeron
Adrian Black
Anita Bough
Nichole Bourget
Barry Brown
Aline Brush
Sylvie Campeau-Meunier
Betty Carter-Edwards
Trent Carter-Edwards
Hope Chambers
Sylvain Champagne
Paul Chisholm
Heather Churchill
John Campaglia
Brandon Coleman
Michael Conway
Michael Craig
Bob Degray
Norman Denney
Lorraine Driscoll
Darren Dugan
Michelle Edgar-Labelle
Fiona Frigault
Heather Grant
Joanne Garlough
Michelle Gauthier
Jeff Gibbs
Cathy Greig
David Haley
Dennis Henderson
Christine Hickey
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Sheryl Hubbard
Jackie St. John
Irene Jesmer
Swamp Kahontineh
Josip Kunipa
Heather Latreille

Jean-Francois Lefebvre
Mary MacDonald
Karen MacDougald
Bonnie MacPherson
Julia Main
Amanda Rohde-Marini
Robert Martin
Carrie-Lynn Masse
Robert McDonald
Scott McMaster
Sheilagh McNeil
Kim Merkle
Jim Mulville
Carol Periard
Fae Pinard
Michelle Piquette
Robert Porier
Gerry Poulin
Stuart Prevost
Rosanne Rasenburg
Kris Ross
Sandra Rourke
Cathy Schrader
Marie Schuler
Cynthia Schwartz
Pam Snyder
Genny St. Germain
Brenda Stewart
Sylvain St.Onge
Jennifer Suggars
Malgorzata Szlachcinska
Chad Thompson
Thelma Thompson
TJ Point
Heather Van de Glind
Michel Vinderhoeds
Todd Walker
Andrea Ward
Matthew Ware
Karen Wattie
Tom Whiteside
Jeffrey Wilson

Principal's Message

On behalf of the teaching staff, support staff and administration, I would like to welcome you to the 2011-12 school year at Cornwall Collegiate and Vocational School. With the move to a grade 7-12 school the facility has undergone a number of renovations in order to meet the needs of our diverse student population. The staff are excited about the changes and are looking forward to continuing the tradition of academic and extra-curricular excellence at CCVS.

We would like all of our parents and guardians to know that their child or children will receive an excellent education in a safe and caring learning environment where equity for all of our students is our priority. We encourage all of our students to get involved in the school and the many different extra-curricular activities that we have to offer them.

We will strive to keep you informed of all school activities and events throughout the year through our website, (<http://ccvs.ucdsb.on.ca>), monthly newsletters, calendars, special notices, phone calls home, emails and the local press. Two-way communication between the home and school is imperative to the success of all students. We encourage you to contact the school in regards to any inquiries or questions that you may have.

Mr. Robert Currier-Principal

MISSION

At CCVS, we are committed to guiding our youth along their individual learning pathways while developing citizens who are respectful, caring and honourable.

VALUES

Caring, Respect and Honour

VISION

Creating Futures, Leading and Learning for All

WE BELIEVE THAT:

1. People are our most important resource.
2. Everything we do should contribute to learning and the pursuit of personal excellence.
3. The acquisition of skills in all subject areas is fundamental.
4. Individual learning styles should be respected and accommodated.
5. All individuals have a right to learn and work in a safe and clean environment.
6. Physical and emotional well-being must be promoted.
7. The quality of life is enhanced by participation in a variety of cultural, artistic and physical experiences.
8. An understanding and appreciation for the natural environment and respect for its preservation must be promoted.
9. Cooperative partnerships and relationships foster mutual respect and contribute to the growth of the individual and the community.
10. Respect for diversity strengthens society.
11. Effective, open and honest communication is essential.
12. Individuals are responsible and accountable for their actions.
13. Education is a shared responsibility.

CCVS is committed to providing the resources needed to transform these fundamental beliefs into action within the context of growth, change, competing demands, fiscal responsibility and public accountability.

Parent/Student Handbook

Communication between parents, students, teachers and the community is very important. This handbook, for both parents and students, is provided as a source of general information about CCVS. Another communication tool is the internet. The school's website can be found at <http://ccvs.ucdsb.on.ca>. General school information, current events, the annual Course Calendar and extra-curricular activity information can be found on the website. A copy of this handbook will also be posted on the school website.

**Cornwall Collegiate and Vocational School
Bell Schedule**

Secondary		Elementary	
7:45-8:10 a.m.	Buses May Arrive	7:45-8:10 a.m.	Buses May Arrive
8:10-9:25 a.m.	Period 1	8:10-9:15 a.m.	Period 1
9:25-9:35 a.m.	Break	9:15-9:30 a.m.	Break
9:35-10:50 a.m.	Period 2	9:30-10:35 a.m.	Period 2
10:50-11:45 a.m.	Lunch	10:35-10:45 a.m.	Break
11:45-1:00 p.m.	Period 3	10:45-11:50 a.m.	Period 3
1:00-1:10 p.m.	Break	11:50-12:35 p.m.	Lunch
1:10-2:25 p.m.	Period 4	12:35-1:15 p.m.	Period 4
2:25 p.m.	Dismissal	1:15-1:20 p.m.	Break
2:33 p.m.	1 st wave of busing	1:20-2:25 p.m.	Period 5
2:40 p.m.	2 nd wave of busing	2:25 p.m.	Dismissal
		2:33 p.m.	1 st wave of busing
		2:40 p.m.	2 nd wave of busing

DAY ROTATION SECONDARY

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Day 1	Day 2	Day 3	Day 4	Day 1
8:10 - 9:25	1	2	3	4	1
9:35 - 10:50	2	1	4	3	2
11:45 – 1:00	3	4	1	2	3
1:10 - 2:25	4	3	2	1	4

PARTICIPATION IN ACTIVITIES

Participation by students in extra-curricular activities is a privilege. This privilege can be removed from students who are having problems with their attendance, their behaviour, and/or with their academic progress. An activity fee will be charged to students participating on school teams. Any student who misses part of the day prior to an extra-curricular event or on the day of the event will not be allowed to participate. CCVS has a Solid Citizen policy which governs participation in extra-curricular activities. This policy will be distributed to any student participating in an extra-curricular activity.

Some Activities Available to Students

Art Club	Sears Drama Festival	Math Contests
Active Student	Envirothon Team	Peer Tutoring
Basketball	Football	Robotics
Glee club	Glee Club	Rugby
Badminton	Guitar Club	School Reach Team
Band & Vocal Ensemble	Games Room	Stage Crew
Chalk a thon	Hockey	Student Council
Chess Club	Homework Club	Soccer
Computer Club	Interact Club	Softball
Concert & Junior Band	Lacrosse	Tennis
Cross Country Running	Leadership	Track and Field
Dance Troup	Library Club	Writers Club
Drama Group	Math Drop in Center	Yearbook

EVENTS

Achievement Awards	Inside Ride	Read-A-Thon
Arts Showcase	Motivational Speakers	School Spirit Assemblies
Band Exchange	Multicultural Events	Spring Carnival Day
Character Education	Open Houses	Talent Show
Citizenship Awards	Presentations	Theatre Troupes/Music

AWARDS

At C.C.V.S., students are recognized in all aspects of school life. We believe in rewarding students for their positive work ethic and strong moral character. Various awards that are given out annually include:

Principals Award	Athletic Award	Honour Roll Awards
Recognition Awards	Awards of Distinction	Character Always Awards
		Attendance Recognition

Upper Canada District School Board Policies (UCSDB)



Cornwall Collegiate and Vocational School students are expected to adhere to the UCSDB Safe Schools Policy. This policy will be enforced as well as the Anti-Racism and Sexual Discrimination Policy. All students regardless of race, colour, creed, physicality and abilities are treated with dignity and respect.

CODE OF CONDUCT

At CCVS, each student has a right to an education. To ensure that right and to promote a positive learning environment, the school has developed the following Code of Conduct.

The Code of Conduct clearly defines and emphasizes for students, parents/guardians and teachers the following:

- a sense of self-worth and self-discipline in students
- a partnership between the school and the home
- indicators of appropriate student behaviour
- a series of realistic and effective consequences or sanctions for inappropriate behaviour
- a caring and nurturing environment.

Student Responsibilities

- to seek education according to their particular needs, abilities and ambitions
- to respect each other's right to learn
- to make Cornwall Collegiate and Vocational School a positive place to learn
- to recognize and respect the rights of others (teachers, peers, and members of the community)
- to understand that individuals are responsible for their own actions, and that consequences may result
- to respect all students regardless of differences



Student Conduct

Students are to remember that their conduct and speech reflect on the reputation of the school. This is particularly true when they come in contact with the public. Respect and Courtesy are the hallmarks of a Cornwall Collegiate and Vocational student. Students are to show respect for their peers, their teachers and themselves. CCVS has a "hands off" policy, this means all students must keep their hands to themselves and not come in contact with other students. Roughhousing, bullying and fighting are not acceptable behaviour. Students involved in fighting and bullying will have the appropriate consequences imposed on them.

Grade 7 and 8 wing

Grade 9-12 students will not be permitted to access the 7 and 8 wing at any time throughout the school day unless granted permission by school staff.



Failure to Maintain the Code of Conduct:

When a student fails to maintain the Code of Conduct and inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. This action may take several forms, determined by the nature and seriousness of the situation. The school applies early and ongoing intervention strategies to help prevent inappropriate behaviours and provide students with appropriate supports. The range of interventions supports and consequences are developmentally appropriate and provide opportunities for the student to focus on improving their behaviour.

Dress Code

Students are to wear clothing that is neat, clean and appropriate for the school environment. Any clothing that promotes a lifestyle or an attitude that is contrary to a positive and safe learning environment is deemed to be inappropriate and cannot be worn.

- **Hats, hoods, caps, visors, bandanas, headbands or other non-religious headgear must be removed upon entry into the school.** Failure to remove such headgear may result in the item being confiscated for a period of time. Refusal to turn over the requested item will result in appropriate consequences.
- Clothing, accessories or items which promote or represent violence, tobacco, alcohol, drugs or any other form of prejudice, offensive language or sexual innuendo are not permitted.
- Shorts and skirts must extend sufficiently down the thigh (to approximately mid-thigh).
- Clothing that exposes midriff, underwear, cleavage, shoulders or a student's bare back is not allowed to be worn at CCVS.
- Heavy chains, along with wrist bands or neck bands with metal spikes or other questionable items which may pose a danger to others are not permitted.
- **Jackets, purses and backpacks are NOT permitted in classrooms or the library.**
- Sunglasses are not permitted in any classroom.
- Please note that a specific dress code pertaining to footwear, jewellery or clothing may be required in certain areas such as shops, gyms, and/or labs for safety reasons.
- Other clothing or accessories deemed to be inappropriate by the school administration. (Example: students are not allowed to wear sunglasses in the school.)

Students who do not adhere to the dress code will be asked to change or will be sent home.

Cornwall Collegiate and Vocational School Cellphone, Communication or Multi-Media Device Policy 2011-2012 School Year

In this era of technological innovation and advanced wireless communication, cell-phones, iPods, mp3 players and other communication and multi-media devices can play a large role in the everyday lives of teenagers and young adults. These devices should exist in our school without becoming a detriment to the improved learning of our students and a distraction to staff, students and the school community. In fact, they can be tools to enhance a positive and innovative learning environment when they are used in partnership with educational programs.

Classrooms/Auditorium/Changerooms

Cellphones/iPods/MP3players/handheld games/DVD players/2 way/walkie-talkies (communication or multi-media devices) are allowed to be operated in the classroom only when **the classroom teacher is using these device(s) for instructional purposes or as part of their curriculum. More explicitly - these devices must be kept off when in class unless the classroom teacher has given permission to use them as part of the classroom instruction.** During class time, if there is an emergency and a student needs to use a phone they may use the phone in the office.

If a student uses one of these devices in the classroom/gymnasium/changeroom etc. without consent from their teacher, the device will be confiscated and then taken to the main office for safekeeping.

Consequences

1. The **first time** a communication or multi-media device is confiscated it will be given back to the student at the end of the day. A record will be kept in the main office listing which students have had their device confiscated.
2. The **second time** a communication or multi-media device is confiscated, it will be held in the main office until such a time that a parent can collect it from the school administration. The policy will be reviewed by parents, student and school staff.
3. The **third time** a communication or multi-media device is confiscated, it will be held in the main office for one week. At that time a parent can collect it from the school administration.
4. The **fourth time** a communication or multi-media device is confiscated, it will be held in the main office for 2 weeks. A parent will be asked to collect the device from the school administration. The student will NOT be allowed to bring the device back to school for the remainder of the year. Progressive Discipline will be applied if further infractions take place regarding this issue.

Hallways and Cafeteria – ONLY locations allowed for limited use

Students may use communication or multi-media devices in the hallways and cafeteria before school, during breaks, at lunch or afterschool only.

1. Grades seven and eight students are **not allowed to talk** on a communication or multi-media device while in the school. Grades nine, ten, eleven and twelve students may use a communication or multi-media device while in school as long as they are respectful in the use of such devices; for example, do not disrupt the learning environment of others, continue to be on time for class, use it for emergency purposes only.
2. Texting, emailing, surfing the internet etc. is permitted on electronic devices while in the hallway or cafeteria before school, during breaks, at lunch or afterschool.
3. iPods/MP3players/handheld games (or similar devices) are allowed to be used in the hallway before school, during breaks, at lunch and afterschool.

Photographs and Recording Audio/Video

On CCVS property no one is allowed to record audio/video or take pictures of staff or students at any time or anywhere unless they have the permission of the Principal/Vice-Principal and all of the people in the photograph, video or sound recording. Taking a picture or recording someone without their permission could be an invasion of privacy and might lead to suspension, expulsion, criminal charges, or a civil lawsuit.

NOTE: If a student violates any policy stated above the device will be confiscated and the listed consequences will be followed.

Smoking and Tobacco

In our pursuit to encourage and promote healthy lifestyles, our Grade 7, 8 and 9 students will not be allowed to be in possession of tobacco at school at any time. If a student is found with tobacco in their possession it will be confiscated and disposed of by the school staff. Progressive Discipline will be applied. We discourage smoking by any CCVS student, however, if a grade 10, 11 or 12 student wishes to smoke tobacco products, they are permitted to do so **ONLY before school, at lunch or afterschool** in the designated area. If students are caught smoking on school property the Tobacco Enforcement officer may be contacted and consequences will be enforced.

Cars and Parking

Students must park and lock their cars in the CCVS parking lot. Cars parked in reserved parking areas will be towed. Expenses incurred as a result will be the responsibility of the owner.

The front of the school and the fifth street entrance are not intended for dropping off students, as these areas are used only by school buses and special transportation vehicles.

Unauthorized individuals choosing to use these areas may be ticketed or fined. Vehicles which are parked in the parking lot drive lane may be towed. Expenses incurred as the result of towing will be the responsibility of the owner. Vehicles are not to be parked on school property overnight.

Changes in Personal Information

All address changes and phone numbers need to be verified by a parent/guardian unless the student is living on their own. If a student is living on their own, documentation supporting the change of address of phone number will need to be provided to the school.

Evening/On-line Courses

CCVS students may register for evening/on-line courses subject to approval by the administration department which must occur before the course begins. Approval will be granted to students if the course they wish to take does not fit into their regular day timetable or if it is not offered during the current academic year. Approval will not be granted to students who have dropped the same course during the first semester to take a study period against the advice of their guidance counsellor.

Attendance in night school courses may jeopardize eligibility for CCVS bursaries and scholarships.

Weapons, Firecrackers, Matches, and Lighters

The possession and/or display of weapons and firecrackers on school property are strictly forbidden. Such possession would result in immediate suspension. The public display or use of lighters or matches on school property is prohibited. In the interest of student safety, water pistols and/or toy guns are not permitted on school property.

Skateboards/In-Lines Skates and Shoes with Wheels

Students are not permitted to use skateboards, in-line skates or “Heelys” on school property. Students with wheels built into the bottom of their shoes are to remove the wheels before entering school property.

Bikes on School Property

Students who live within biking distance of the school are welcome to bring their bike to school. As a safety precaution, students are reminded that wearing a certified bike helmet is a great piece of safety equipment to minimize the risk of head injury. Students are required to wear a bike helmet if they are riding their bike on school property, or taking part in a school related cycling activity.

Students are strongly encouraged to lock their bicycles to the bike rack that is located at the front entrance on Sydney Street. The school and UCDSB are not responsible for stolen or damaged personal property.

Damage to School Property

Students should report all damage of school property to the main office as soon as possible. Students are responsible for damages to or loss of school property and should expect to pay for repair or replacement (property, books and facilities).

Visitors

Cornwall Collegiate and Vocational School grounds and premises are for the use of registered students and staff. If a student wishes to bring a guest to the school, prior permission (at least one day) must be obtained from the Vice-Principal or Principal. A visitor's pass will be issued to visiting students. Visitors to the school, including parents, guardians, and former students are required to report to the main office to request a visitor's pass. Individuals who have a guest in the school are responsible for the behaviour of their guest.

Leaving School Property

Grade 7 and 8 students will not be allowed to leave the school premises during the day unless the student lives within walking distance of the school and is going home for lunch. In order for this to happen, parents are asked to send a signed note to the school at the beginning of the school year if their child will be going home for lunch. Grade 9-12 students are permitted to leave school property at lunch. However, if they are late a number of times coming back from lunch, this privilege could be taken away.

Lunch Time Boundaries

Grades 7 and 8

Grade 7 and 8 students are allowed in the upstairs hallways during the lunch hour only if they have been granted permission by a staff member. Otherwise they must eat their lunch in the cafeteria. They are allowed to access the following areas: cafeteria, library, coat of arms hallway or outside in the back field.

Grades 9-12

Grade 9-12 are not permitted to be upstairs between 11:05-11:35 a.m.

The grade 7 and 8 wing is **OUT of BOUNDS** to grade 9-12 students at all times. Grades 9-12 students will not be permitted to access the 7 and 8 wing at any time throughout the school day unless granted permission by school staff. Only students with spares following the break are allowed to leave the building or students going to their coop placement.

Stairways

For safety reasons, stairs are NOT to be used as a seating area or as an eating area.

Movement in Halls

During class time, students are to have a hall pass which has been issued to the student by the classroom teacher. All movement in the hall during class time is to be quiet, direct and purposeful.

Students are not allowed in the halls during the first 15 or last 15 minutes of each period.

Students on a study period are to report to the cafeteria or the library. Students may also make arrangements to work with teachers or access some of the support services during their study period.

Breaks

Grades 7 and 8

Grades 9 and 12

9:15-9:30 a.m.

9:25-9:35 a.m.

10:35-10:45 a.m.

1:00-1:10 p.m.

1:10-1:15 p.m.

Students are NOT allowed to go outside for any reason during these times.

Locks/Lockers

All students will be assigned a locker and students must use the combination lock that they are assigned by the school. If a lock that has not been issued by the school is found on a locker it will be removed, no questions asked. The Principal or Vice-Principal has the right to search any student's locker. Lockers are available to all students attending CCVS. Students are reminded that they are not to share the locker or their combination with any other student. The locker is to be kept clean at all times and should not be used to store valuables of any kind. CCVS and the Upper Canada District School Board are not responsible for lost or stolen articles.

Grades 7 and 8

Locks will be provided for grade 7 and 8 students free of charge. However, if a lock is lost or damaged, a replacement cost of 5.00 will be applied.

Grades 9-12

All grade 9-12 students will be expected to purchase locks from the office. They can be purchased for \$5.00. School issued locks are already on lockers.

Late Assignment Policy

CCVS continues to practice rigorous care in its attempt to encourage and cultivate punctual completion of class assignments and assessment tasks for all of our students. It is our belief that authentic and engaging learning tasks will help motivate students to hand work in on time. When students hand in work on time it enables them to receive feedback in a timely fashion. This feedback then allows them to seek assistance for areas that need improvement which in turn better prepares them for future summative assessments. In addition, a community of learners and a full pyramid of interventions are in place that will assist and encourage our students to be punctual with their submission of all assessments. The policy outlined below is designed to further encourage all students to continue to demonstrate responsibility, perseverance and respect with reference to the learning goals within CCVS. The Principal's discretion and the professional judgement of staff will be used in all special circumstances related to this policy.

Step #1 – one to seven days late

- Staff communicates with parents/guardians and to students indicating that the student's assessment task is late/incomplete.
- Staff communicates with parents/guardians and to students that the students should be attending the after school and noon-hour Homework Club until the assessment task(s) are completed and submitted.

Step #2 – eight to fifteen days late

- Student's assessment task receives a 10% deduction in grade.
- Student's name is forwarded to the Student Success Team.
- Student Success Team meets with the student to explore how the student can best be supported to achieve the learning goals.
- The Homework Club and teacher continue to serve as the prime resources to support students.

Step #3 – sixteen to twenty-one days late

- Student's assessment task receives a second 10% deduction in grade.
- Student Success Team continues to assist student.
- Administration confers with student.
- Student may be placed in SSU as a supervised study to complete work.
- If assessment task is not submitted to the teacher by day 21, the highest grade the task can receive is a level one. It is the teacher's discretion as to where within the level one continuum that the grade will fall.



Progressive Discipline and Promoting Positive Student Behaviour Policy at Cornwall Collegiate and Vocational School

The goal of this school policy is to support a safe learning and teaching environment in which every student can reach his or her full academic and character potential.

Cornwall Colligate and Vocational School will consistently take appropriate action to address behaviours that are contrary to the school code of conduct (in compliance to the Board and Provincial Codes of Conduct).

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and builds upon strategies that promote positive behaviours. When inappropriate behaviour occurs, our disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

The staff uses a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping our students to make good choices.

Promoting and Supporting Positive Student Behaviour:

CCVS acknowledges the need to provide a safe and caring school environment, maximizing the learning potential and ensuring a positive school climate for all members of the school community through the implementation of the following proactive, positive practices:

- Program modifications, accommodations
- Differentiated Instruction & Differentiated Assessment
- Student Success Programs and Strategies
- Specialized Class placement and individual timetabling
- Positive encouragement and reinforcement
- Encouraging students to engage in extra-curricular and school community activities
- Character Education
- Individual, peer and group counselling
- Conflict resolution
- Bullying and violence prevention programs
- School, Board and community support programs
- Use of Special Services Counsellor
- Meetings with Board Behaviourist

Factors Considered When Apply Progressive Discipline:

Disciplinary action and consequences will reflect consideration of a number of factors, including mitigating and other factors, specific to the student involved in the misbehaviour.

Mitigating Factors:

- The pupil does not have the ability to control his or her behaviour
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

Other Factors:

- The student's academic, discipline and personal history
- Whether a progressive discipline approach has been attempted with the student, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure
- Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or harassment for any other reason
- How the suspension or expulsion would affect the pupil's ongoing education
- The age of the pupil

Special Education Needs:

For students with special education needs, interventions, supports, and consequences must be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

- Whether the behaviour was a manifestation of the pupil's exceptionality
- Whether appropriate individualized accommodation has been provided
- Whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct or whether a suspension is likely to result in a greater likelihood of further inappropriate conduct

Progressive Discipline at Cornwall Collegiate and Vocational School:

The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian.

Interventions may include but are not limited to:

Teacher-student meeting	Community service
Contact with parents	Conflict mediation
Verbal reminders	Peer mentoring
Written reflective assignments	Referral to counselling
Problem-solving activity	Meeting with parent
Time-out	Meeting with parent/student/admin.
Quiet area to work	Referral to community agency
Removal from class	Withdrawal of classroom privileges
Update call to parent	Restitution for damages
Office referral/detentions	Restorative practices
Home consequences	Other interventions deemed appropriate

The next steps involve the Administration/Student/Teacher/Parent:

Update call to parent	Meeting with parent
Suspension/Expulsion	Withdrawal from class
Meeting with student and teacher	Conflict Mediation
Alternative to suspension	Referral to community agency
Referral to support staff	Community Service
Withdrawal of school privileges	Restitution for damages
Restorative practices	Reflection activities

Suspension/Expulsion:

When a principal determines that a pupil has committed one or more infractions on school property, during school-related activities or events, and/or in circumstances off of school property, where the infraction has an impact on the school climate, a principal will consider whether that pupil should be suspended or be recommended to the Board Expulsion Committee.

Suspendible Infractions:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying.
- Any act considered by the principal to be injurious to the moral tone of the school
- Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community
- Any act considered by the principal to be contrary to the Board or School Code of Conduct

Suspension, Investigation and Possible Expulsion:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the board or to goods that are/were on Board property
- The pupil has demonstrated through a pattern of behaviour that he/she has not prospered by the instruction available to him/her and that he/she is persistently resistant to making changes in behaviour which would enable him or her to prosper
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct

Note: If a pupil is suspended under this section he/she is suspended from his or her school and from engaging in all school-related activities.

RAP (Responsibility for Attendance and Punctuality)

Notification of Absences by Parents

Parents are required to notify the office by 7:40 a.m. if your son/daughter will be absent from school. A note/ email/ phone call from a parent/guardian, or a Dr. or legal appointment card is to be presented to the office if a student needs to leave the school during the day.

Students who are 18 years of age are also required to provide professional documentation for their absences, just as any adult in the work force is required to account for time away from their work. Acceptable documentation for absences is outlined in the above paragraph.

Absences: Guardians are to call (before or on the day of the absence) or provide a note. If we are not notified, the student will be considered truant.

Notification of Absences

An open line of communication is very important to keep students on the right track. To prevent the temptation of truancy or tardiness we request our parents/guardians to call in the morning before 7:40 a.m. on days your child is ill. Send a note or call the attendance office prior to an appointment. Following an absence, a student must obtain an admit slip from the attendance office assistant before attending any classes. If a student does not have a note, the attendance slip will indicate unexcused and detentions will be issued for each period missed. If a note or call from the parent/guardian is received within 24 hours of the unexplained absence the detentions will be cancelled. Truancy will negatively impact the learning of a student as well as the student's test results or term work.

Late for Class:

To support student learning, and to prevent the interruption of others, it is important for students to arrive to class prepared and on time. Students who arrive after the bell will be marked late by their classroom teacher. Students who arrive after the first 10 minutes of class are to report to the main office for a late slip. Students who arrive late on an ongoing basis will be referred to the Principal or Vice-Principal and a plan will be developed to aid the student in improving their attendance. Parents/guardians will be contacted regarding student performance. All lates are documented in minutes. At the end of the week, all the minutes from every class are added and the **punctuality** report is created. For every 16 minutes a student is late, a detention is given. Detentions or in school exclusions are also given for patterns such as continuous lates for a specific class and/or time (i.e. after lunch).

Leaving Part Way through the Day

If a student plans to be absent during part of the school day, the student must bring a note from a parent/guardian to the attendance secretary prior to morning classes. An attendance slip will be issued indicating that the student is to be excused at the time indicated by the parent. This attendance slip will be presented to the teacher at the time the student is excused. Failure to get the attendance slip to be excused from class will result in the student being marked "reason unknown" for the classes missed.

Truancy: Any truancy (skipping) will lead to detentions. Continual neglect may lead to exclusions/suspensions and/or involvement with the Board Special Services Counselor.

Secondary Detention System:

- Students are **notified** on Monday/Tuesday of the number of detentions they have based on their total at the end of the previous week and any extra detentions from the “punctuality report”.
- **Serving:** Students must serve all of their detentions before the end of the week. Detention room is scheduled every Monday, Wednesday, and Thursday in room 236. Food and drink are permitted if a student is sitting at a desk. Electronic devices are not permitted in the detention room. Students may complete homework while serving detentions. Students who are disruptive will be asked to stay longer or will not be credited with serving. Students may also serve at any other time in the office and/or after school. Detentions are 20 minutes long. When more detentions are served consecutively, the time is reduced.
- Any student refusing to serve may receive an **In-School Exclusion**. There is a limit to the number of in school exclusions a student may receive at which time the student may be suspended. If a student is over the limit for two straight weeks, he/she will lose all school privileges which include assemblies, trips, activities outside the classroom and permission to leave the classroom. When in school exclusion, each student will receive a report card which will determine if the student will reduce the number of detentions they had.
- **Escorts:** On Monday, students who received two or more detentions for lates or who have detentions left over from the previous week will be escorted from class to serve a minimum of two detentions at lunch. If students have only one detention, they have until Wednesday to serve the detention. These students will be escorted on Wednesday. Students who refuse to serve detentions may receive an in school exclusion.
- **Serving after-school:** after-school detentions can be served in the library during Homework Club or in the Native Resource Room. Students who are escorted may notify Mr. Wheeler that they would like to serve after-school (the same day) but a minimum of 3 detentions will need to be served. A student who doesn't show up will receive in-school exclusion. Students must complete school work during their time in after-school detention.

*I believe that every right implies a responsibility;
every opportunity, an obligation;
every possession, a duty.*

John D. Rockefeller

RESPECT - CARING - HONOUR
Raiders! Raiders! Raiders! Raiders!



General Information

Guidance Services

Students are able to obtain career and personal counselling at CCVS. In Guidance, students will find information about senior high school, college and university courses, careers, scholarships and financial aid for post-secondary education. The counsellor is ready to lend a sympathetic ear and assist students with academic or personal concerns. Credits are counted and student files are kept in Guidance. The Guidance office is open every day. Appointments may be made with the guidance office assistant.

Accident or Illness

Any accident that occurs on school property should be reported immediately to the main office. In the case of a serious accident, parents will be contacted and emergency services provided. If students become ill during the school day, they must report to the main office so that care can be provided and parent(s)/guardian(s) notified. Parents are to ensure that their son's and/or daughter's emergency contact (a name and number other than yourself) is accurate.

Health Services

A representative of the Eastern Ontario Health Unit visits the school on a regular basis. Students may request a consultation with the nurse. Appointments may be made in the Guidance office.

Student Insurance

Students are given the opportunity to purchase student accident insurance in September. Purchase is optional, but students engaged in physical education and sports are advised to purchase the insurance.

Lost and Found

The school and UCDSB cannot take responsibility for personal property that is lost or stolen. Students are encouraged to label their personal property so lost items can be returned to their proper owners. Valuables such as money, electronic devices, jewellery and expensive clothing should never be left unattended. Students should not leave valuables in classrooms, the gymnasium or the change rooms. All missing property should be reported to the main office as soon as possible to promote the successful tracking and return of the missing item(s). Students who find things that do not belong to them should take found items to the main office. Glasses, jewellery, wallets, cell phones, MP3 players and other electronic devices will be kept locked in the office area until they are claimed. All other items will be taken to the lost and found box located in the guidance department. At the end of each semester, the lost and found box is emptied.

Use of Computers

Each student must submit a computer use agreement signed by their parent/guardian as well as themselves. This agreement gives students the privilege to use the computers and have access to the internet in the school. The computer privileges of any student can be revoked if a student does not follow proper computer protocol and policy. Parent(s)/Guardian(s) will be notified if this occurs.

Cafeteria Services

Cafetorium

The school cafetorium is open and available for student use throughout the school day. Hot and cold meals are available. Students must dispose of their garbage and recycling in the indicated bins. Inappropriate student behaviour in the cafetorium may result in the removal of the privilege of using the cafetorium for a period of time.

Healthy Snacks

CCVS is a Breakfast for Learning School, which means that all students are welcome to access fruit and other healthy snacks that are located throughout the school. Over the past five years, the students have been very appreciative of the public support and partnership for this program.

Thanks to the students for being so respectful of this generous resource by taking what is needed and not wasting. Students are reminded to compost the cores and banana peels.

Food Services

In accordance with the Ministry of Education School Food and Beverage Policy, healthy food choices will be made available for purchase in the school servery from 7:55 a.m to 12:45 p.m. Bookbags and jackets are not permitted in the food servery.

The school cafeteria is open during the school day.

Student Services

Many services are provided to students at CCVS on an appointment basis. Students may make appointments with the student services secretary, should they need to speak with the guidance counsellor. Some of the services available in this office include the following:

- Information on apprenticeship opportunities
- Career planning information
- College and University program guides
- Financial aid information for students attending post-secondary schools
- Scholarship information
- Personal counseling.

In addition, Ontario Student Record files are maintained in the Student Services office.

Students Who Have Turned 18

The staff at CCVS has the strong belief that parental involvement is essential for student success. With this in mind, CCVS has a policy regarding communication with parents of students who are 18 years of age or older. Students who are turning 18 or are already 18 or older and prefer that the staff no longer communicate with their parents, will be required to complete a form which is available at the main office. This form indicates that they no longer wish to have the staff at the school communicate with their parents. After the form has been completed, a phone call will be made by the administrative staff to the parents indicating that they will no longer receive information from the school as per the request of the student.

What is the Ontario Secondary School Literacy Test (OSSLT)?

All students must pass the Ontario Secondary School Literacy Test in order to earn a Secondary School Diploma. This test is designed by the Ontario Education Quality and Accountability Office (EQAO) and is administered to Grade 10 students in March each year. There is no limit to the number of times a student may retake the test.

Accommodations may be made only for students with an Individual Education Plan (IEP) and in accordance with EQAO policies. A student whose IEP indicates that the student is not working towards a Secondary School Diploma may, with parental consent and the approval of the principal, be exempted from writing the test.

Students who have been unsuccessful in passing the Literacy Test on at least one attempt may be eligible to complete the designated Ontario Literacy Course on a recommendation from the Principal. Students who successfully complete the Ontario Literacy Course will meet the provincial literacy requirement for graduation.

Community Involvement Hours

Students are required by the Ministry of Education to complete a minimum of 40 hours of community involvement activities as part of their diploma requirements during their years in the secondary school program. Students should discuss their plan for completing these hours with a guidance counsellor to ensure that all of the hours completed can be counted toward the requirement. Copies of the required forms are available in the student services office. All completed forms are to be returned to student services by the last day of May in order to have the information processed before final report cards are issued. Students are encouraged to have their community involvement requirements completed by the end of grade 11. This removes extra stress during the student's final school year. CCVS students must have their community service hours completed in order to attend Prom.

Community Services

The following are some of the organizations that provide services within the school:

- Eastern Ontario Health Unit
- Canadian Mental Health Association
- Cornwall Community Hospital
- Cornwall Police Services

Students may request an appointment in Student Services to access any of these organizations.

Graduation

Graduating students are to inform the guidance department of their intention to attend graduation. Students are to listen for important details and updates during the daily announcements starting in March. Students, who are out on a COOP placement, should ask their COOP teacher for details, or call guidance, or check the school website. The first graduation meeting will take place in April. There will be a graduation walk-through in early June.

Gowns:

Students who plan to attend the graduation ceremony will be required to pay for the rental of the gown. The cost for the gown rental is approximately \$30 and is non-refundable once the gown order has been placed. Gown payment is to be made by the end of April. All gowns must be returned before leaving the building following the graduation ceremony.

Requirements for Ontario Secondary School Graduation Diploma

Grade 9	Grade 10	Grade 11	Grade 12	5 th Year (optional)
English	English	English	English	
Math	Math	Math		
Science	Science	Science or Technology * (AC3)		
Geography	History	Additional English, Social Studies, Humanities (AC1)		
Art	Civics and Careers	Physical Education, Art, Business Studies (AC2)		
Physical Education				
French				
Technology*				

- 30 Credits (18 Compulsory Credits and 12 Optional Credits)
- Literacy Test or Course
- 40 Volunteer Hours

Transportation

The UCDSB Transportation Department provides detailed guidelines for parents and guardians regarding the transportation of students. An information booklet is given to every student at the beginning of the school year, and is also posted on the UCDSB website at <http://tracs.ucdsb.on.ca/public/index.asp>. Parents/guardians should be aware that school bus drivers can only pick up and drop off riders at one authorized regular daily stop. Drivers cannot make changes to stops without authorization from the Transportation Department. Transportation for all non school related functions is the responsibility of parents/guardians. Transportation cannot be provided for sleepovers, a homework project, to complete community service hours or for an after school job. These requests cannot be permitted for safety reasons.

Bus Cancellations

School bus cancellations due to inclement weather can be found on the School Board website at www.ucdsb.on.ca (click on the school bus icon on the right hand side.) You may also call 1-866-629-0629 to hear a recorded message of cancellations. This information is usually available by 6:15 a.m.



Caring • Respect • Honour



Cornwall Collegiate and Vocational School

SCHOOL YEAR CALENDAR 2011-2012

437 Sydney Street Cornwall ON K6H 3H9
Tel: 613-933-8360
Fax: 613-932-8128
Website: <http://ccvs.ucdsb.on.ca>

SEPTEMBER 2011				
M	T	W	T	F
			1 PA	2 NID
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2011				
M	T	W	T	F
3	4	5	6	7
10 H	11	12	13	14
17	18	19	20	21
24	25	26	27	28 PA
31				

NOVEMBER 2011				
M	T	W	T	F
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2011				
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			1	2
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12	13	14	15	16
19	20	21	22	23
26 H	27 H	28 H	29 H	30 H

JANUARY 2012				
M	T	W	T	F
2 H	3	4	5 H	6 H
9	10	11	12	13
16	17	18	19	20
23	24	25	26 E	27 E
30 E	31 E			

FEBRUARY 2012				
M	T	W	T	F
		1	2 E	3 PA
6	7	8	9	10
13	14	15	16	17
20 H	21	22	23	24
27	28	29		

MARCH 2012				
M	T	W	T	F
			1	2
5	6	7	8	9
12 H	13 H	14 H	15 H	16 H
19	20	21	22	23
26	27	28	29	30

APRIL 2012				
M	T	W	T	F
2	3	4	5	6 H
9 H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY 2012				
M	T	W	T	F
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7	8	9	10	11
14	15	16	17	18
21 H	22	23	24	25 PA
28	29	30	31	

JUNE 2012				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20 E	21 E	22 E
25 E	26 E	27 PA	28 PA	29

Elementary Report Cards
Fall Progress Report- Nov. 8, 2011
First Report Card-Feb. 14, 2012
Final Report Card-June 26, 2012
Secondary Report Cards- Semester 1
Preliminary Progress Report-Week of October 11, 2011
First Reports-Week of Nov. 21, 2011
Final Reports-Week of Feb. 14, 2012
Semester 2
Preliminary Progress Report-Week of March 5, 2012
First Reports-Week of April 16, 2012
Final Reports-Week of July 3, 2012

School Photos
Wed., Sept. 7, 2011
<u>Retakes</u> Wed., Sept. 28, 2011
Terry Fox Sept. 23, 2011
Extra Curricular Fair
Sept. 9, 2011
EQAO Dates
Grade 9 Math Assessment Jan. 5-27, 2012
Grade 10 Literacy Test Mar. 29, 2012

<p>Instructional Days: First Day of School: September 1, 2011 First Day for Students: September 6, 2011 Last Day of School: June 28, 2012 Last Day for Students: June 26, 2012</p> <p>Secondary: Sem. 1: Sept. 1 – Feb. 1 (97 days, incl. exams) Sem. 2: Feb. 2 – June 28 (97 days, incl. exams)</p> <p>Examination Days: Sem. 1: Jan 26 – Feb 1, 2012 (5 days) Sem. 2: June 20 – 26, 2012 (5 days)</p> <p>Christmas Break: December 26, 2011 to January 6, 2012</p> <p>March Break: March 12 to 16, 2012</p>	<p>Statutory Holidays: September 5, 2011 October 10, 2011 February 20, 2012 April 6, 2012 April 9, 2012 May 21, 2012</p> <p>Designated on calendar as "H"</p> <p>NID = Non-Instructional Day : Sept. 2, 2011</p> <p>Guest Speakers/Presentations Mon. Sept. 26 "Transferable Skills" Grades 10-12 Wed. Nov. 2 "Bullying" Grades 7-9 Fri. May 4 "Damages" MADD</p> <p>Christmas Assembly... Dec. 23, 2011</p>	<p>Professional Activity (PA) Days: Sept. 1, 2011 Ministry Directed Oct. 28, 2011 System Directed Feb. 3, 2012 System Directed May 25, 2012 System Directed June 27, 2012 Ministry Directed June 28, 2012 System Directed Designated on calendar as "PA"</p> <p>Graduation Grade 8 June 22, 2012 Grade 12 June 27, 2012</p> <p>Prm May 25, 2011</p>
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THE FOCUS OF CCVS STUDENTS



CITIZENSHIP

Demonstrating the Raider values of *caring, respect and honour*, CCVS students become valued contributors of our great community.

COMMITMENT

Accepting the challenge to *do your best* in everything you undertake.

Demonstrated by:

- Arriving on time
- Being prepared for class
- Being on task
- Doing your work to the best of your ability

VOLUNTEERISM

Finding positive ways to contribute your time and skills to assist and connect with your community.

SUCCESS

Is the end result of consistent and sustained hard work in a positive direction.

Caring • Respect • Honour