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WELCOME to West Carleton Secondary School! We are a dynamic school offering a wide variety of excellent programs, activities and growth opportunities for our students and staff.

Academics always come first at West Carleton, but we encourage you to get involved in the variety of activities and events that West Carleton has to offer outside of the classroom as well. These activities enable you to make new friends, become part of a team, develop your leadership skills, achieve success in a group endeavour and have lots of fun.

This agenda has been designed to assist students and parents in preparing for an exciting and productive year at West Carleton Secondary School. It contains information about school operations, and expectations of students. All students and parents are encouraged to read this booklet carefully and keep it as a resource for information throughout the school year.

Message to Parents

Co-operation between home and school helps to ensure that your child will do his/her best. You can assist in these ways

1. Get involved in the School Council. Studies show that the children of parents who are involved in the school are more successful.
2. Insist that your son/daughter attend regularly and punctually. School begins at 8:00 a.m.
3. Ensure that the necessary supplies are in their backpack (writing materials, physical education equipment, special subject items, student I.D. cards etc.). Textbooks are provided on loan, free of charge.
4. Limit your child's out of school activities (especially work) during each school week.
5. Encourage the development and practice of effective study habits. Your child will have homework or study assignments most nights. Research on the best study habits shows a consistent routine (same time and place) should be established for quiet, uninterrupted study.
6. Consult the school if you have concerns about your child's progress. An interview can be arranged with the Principal, Vice-Principal, Guidance counsellor, or individual teachers. Parent-Teacher interviews provide a great opportunity to dialogue with teachers.
7. Notify the school of change of postal and e-mail addresses, phone numbers, or major health concerns relating to your child.
8. Familiarize yourself with this student booklet. Among other things, it contains school procedures, the Code of Conduct, and our Dress Code Policy.

Attendance Procedures Table:

Late to School 8 am	Sign in at Main office and receive a permit to class
Late to Class period 2, 3, 4.	Go directly to class
Signing Out	Obtain a Permit to Leave Slip from Main office before 8:00 a.m. – provide note from parent/guardian
Absent from School	Call Attendance Lines: 832-2773 ext 100 or 832-3487 ext 100

Attendance Policies and Procedures

Regular attendance is vital to your learning process and you are therefore expected to be on time and in regular attendance in all classes. Participation is an integral component of learning and if you are habitually late or absent you will miss important instruction. You are responsible for all the work missed during any absence.

Your parent or guardian (student, if over 18) is expected to call the attendance phone line in the morning each and every time you are absent.

Excused Absence (Note provided)

An excused absence is defined as an illness (documentation may be required), a religious observance, compassionate leave or participation in a school sanctioned activity. All absences without a phone call must be verified by a note, which should include the following information: the date on which the note was written; the reason for the absence; the date(s) of the absence; the signature of the parent or guardian (student, if over 18). This note is submitted to the main office.

Unexcused Absences (skips)/ Late arriving in the morning / Late between periods

An unexcused absence from class (skipping a period) or from school (truancy) is any unjustified absence. Your classroom teacher will assign detentions or other appropriate consequences to students who have excessive lates or skip classes. If the skipping becomes habitual then your vice-principal will assign appropriate consequences.

Signing Out During the School Day

Should you become ill during the school day, please request to be excused from class and come to the main office. Permission to leave the school because of illness may not be granted if you are under eighteen years of age unless your parent or guardian or the administration (P, VP) has given approval. You are required when leaving school for a scheduled appointment to please present a note to the main office before 8:00 a.m. to obtain a Permit to Leave Slip, which is provided to your teacher at the start of class.

Students 18 and over with Adult Status

If you are 18 years of age or older, you may write your own notes (see attendance policy). The Vice-Principal will intervene if you prove unable to accept the responsibilities this privilege implies. This privilege is granted by law to all students 18 years or older. In order for your parents and teachers to be made aware of your status, you must fill in an age of majority form, which must be signed by your parent or guardian and submitted to the main office. If you are eligible this year, see your Vice-Principal to obtain this privilege.

School Code of Conduct

Effective February 1, 2008

Changes to Ottawa-Carleton District School Board's safe schools policies and procedures came into effect on February 1, 2008 with the passing of Bill 212, the Education Amendment Act, (Progressive Discipline and School Safety). As a result, the policy and procedures for suspension and expulsion have been revised. Two new policies and procedures have been created for bullying and progressive discipline. Ottawa-Carleton District School Board also has a new Code of Conduct. With these new policies and procedures, school staff will continue to work respectfully and collaboratively with students and parents/guardians, using a progressive approach to discipline with school safety first and foremost.

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents/guardians, and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk.

Ottawa-Carleton District School Board believes that every student has the right to an education without disruption, along with the equally important responsibility not to deny this right to any other student.

Ottawa-Carleton District School Board's Code of Conduct encourages positive student behaviour. A firm and fair application of this Code of Conduct shall prevail in all schools, school activities and school buses.

Standards of Behaviour at West Carleton Secondary School

The standards of behaviour apply to students, staff, parents/guardians, volunteers, and visitors engaged in any school activity. In addition, principals will, in conjunction with members of the School Council, develop a school Code of Conduct clarifying acceptable and non-acceptable behaviour for all members of the school community. These school Codes of Conduct are subject to review on a regular basis.

All school members must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity in achieving academic excellence and in the appropriate use of technology;
- respect differences in people, their ideas, and their 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, financial status, 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;
- 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.

Suspensions

The purpose of a suspension is to caution students and deter them from continuing with or repeating unacceptable behaviours; prevent other students from being exposed to or involved in dangerous and damaging activities; discipline students who have transgressed the rules of the school; and to warn parents or guardians of serious discipline problems with their children. The primary purpose underlying the implementation of a suspension is to result in a change in behaviour for the student.

Activities Leading to a Suspension

Suspension shall be considered when a principal's investigation of an incident, which should include consultation with the pupil's parent/guardian and pupil or the adult pupil, determines that the pupil has committed one or more of the infractions outlined following, on school property, during a school-related activity or event, and/or in circumstance where the infraction has an impact on school climate.

A student may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days. The infractions include:

- a) Uttering a threat to inflict serious bodily harm on another person.
- b) Possessing alcohol or illegal drugs.
- c) Being under the influence of alcohol.
- d) Swearing at a teacher or at another person in a position of authority
- e) 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.
- f) Bullying including physical, verbal and cyber (using the internet).
- g) Use of profane or improper language.
- h) Smoking on school property.
- i) Academic dishonesty.
- j) Inappropriate use of technology.
- k) Inappropriate dress.
- l) Any act considered by the principal to be injurious to the moral tone of the school.
- m) Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community.
- n) Any act considered by the principal to be contrary to the Board or school Code of Conduct.

West Carleton Code of Conduct

Fundamental to our Code of Conduct is respect: respect for self, respect for others, respect for property. This Code of Conduct applies to all West Carleton Secondary School staff, students and parents on Ottawa-Carleton District School Board property, school buses and school related activities such as field trips, sports events and all other school sponsored activities. Failure to maintain the Code of Conduct will result in consequences of varying degrees determined by the nature and the seriousness of the situation.

Care of School and Grounds

The staff and students of West Carleton Secondary School are very proud of our facility. Students are expected to take personal responsibility for keeping the school and grounds clean by picking up waste and depositing it into garbage cans or recycling bins. Students who fail to demonstrate respect for each other and for the school will be sanctioned, including but not limited to, clean up of the school and grounds.

Hallways

- Please demonstrate good behaviour when traveling from class to class. There should be no running or rough housing.
- Once classes have begun, you are to remain out of the halls.
- If you are on a free period, you must be in the Library, the front foyer area, cafeteria or outside the building.

- Toys, games, balls and electronic equipment should remain at home.
- Sports equipment cannot be used indoors and must be kept away from entrances and walkways.
- **You must properly identify yourself to staff when asked to do so.**

Electronics, Cell Phones and MP3 players

Cell Phones

The use of cellular phones **in any capacity** impairs learning and teaching. Their use is therefore prohibited inside all classrooms. Cell phones **are to be turned off prior to entering a classroom and be placed out of sight.** Any parent/guardian needing to reach a student in the case of an emergency during scheduled class time is able to phone the school where we can immediately contact the student. Cell phones that are ringing/buzzing in class will result in confiscation by the teacher. The school is not responsible for care, custody or condition of any phones confiscated by West Carleton Secondary School staff.

First Time Offenders - students will be asked to hand their cell phone to the staff member. The cell phones will be placed in a secure spot in the main office with the student's name and the phone number of a guardian/parent. Once communication has occurred with the parent/guardian, the cell phone will be returned to the student. The incident will be logged as a cell phone infraction.

Second time Offenders – the cell phone will be confiscated by a school official, placed in a secure spot in the main office and returned to the parent only. Parents/guardians will be called and the policy will be reviewed again. The incident will be logged as a second cell phone infraction

Mp3 Players, iPods (they may not be cell phones)

- Students may not use MP3s etc. during classes unless given permission by the classroom teacher. Such devices will be confiscated if misused, requiring students or parents to retrieve them from a vice-principal.

Student Dress Code

West Carleton Secondary School's dress code was established with consultation with students, staff and parents. Students must be dressed appropriately for school. Expectations for appropriate dress include clothing that is casual office attire similar to standards that would be found in the work place. Examples of this include neat, clean jeans, cords or casual pants, skirts or dresses that are of suitable length and style to be worn to a work site.

In compliance with the Government of Ontario's New Code of Conduct and the Policies and Procedures of the Ottawa-Carleton District School Board, the following is considered to be inappropriate dress:

- Provocative or revealing attire
- Dress with wording or graphics that is racist, sexist, profane or demeaning to another person
- Dress with wording or graphics that advocates violence or the consumption of alcohol or illicit drugs
- Clothing or accessories that could be dangerous to other students.

Consequences

Students will be asked to change or remove inappropriate clothing. Parents may be called to pick up their child and take them home to change. Repeated wearing of inappropriate clothing will result in further disciplinary action.

Smoking

It is the policy of West Carleton Secondary School and the Ottawa-Carleton District School Board that smoking tobacco is prohibited on school property. This includes not only actual smoking of a cigarette, but also possession of a lighted cigarette by an individual, and applies to all school functions.

Consequences to individuals who violate this policy can be severe, ranging from a suspension from school activities to a formal suspension from school of from one (1) to twenty (20) days at the school level and/or a fine levied by a By -Law Officer.

The Tobacco Control Act of Ontario is designed to reduce the number of youth from smoking and to protect Ontarians from second-hand smoke.

Some of the consequences....

- **Giving a cigarette to a student under the age of 19 could cost you \$365.**
- **Smoking on school property may cost you \$305.**

Student Parking

Senior students who are eligible to drive will be allowed to park a vehicle on school property (private property) providing the following conditions are met:

- Students are required to register their car and obtain a parking permit. These can be obtained in the Main Office. The parking permit

should be clearly visible on the driver's side dash area. Students can only park their car in the area designated for student parking. Note: Registration and permit does not guarantee a parking spot.

Students who fail to comply with the parking regulations may:

- Lose the privilege of using the school's parking facilities.
- The school is not responsible for lost or stolen items from vehicles parked on school property.
- The school is not responsible for vandalism incurred on school property.
- Students are to drive responsibly in the school parking lot, that is, driving slowly and with radios turned down until they leave the school premises.
- Students are not allowed to loiter or sit around parked cars in the parking lot during school hours.
- Students are not allowed to drive other students off school property for the purposes of skipping school.

Lockers

Lockers are the property of the school. **The school reserves the right to inspect lockers if there is suspicion that the contents are in contravention of the school code of conduct.** Locker use is a privilege granted solely for the temporary storage of books and clothing. **Lockers are not theft proof. Do not leave money or valuables in your locker.** The school cannot assume responsibility for any loss of articles from lockers.

Grade nine students will be assigned a locker and lock at the BBQ on August 26th. Grades ten to twelve students may choose a locker on payment of their student fee on August 27th or 28th. Your locker should be secured with a combination lock **only**. Locks may be purchased at the school office. **Lockers are not to be shared. All lockers and locker combinations must be registered with the main office.**

Assessment and Evaluation

The primary purpose of assessment and evaluation is to improve student learning and to report on student achievement. Assessment and evaluation assists students by providing plans for improving and enriching student performance.

Department evaluation policies for individual subjects will be given to students at the beginning of the school year. The actual calculation and weighting of marks for any particular course is determined by the department responsible, in accordance with the requirements of Ministry guidelines and the characteristics of the course.

Your responsibilities in the assessment and evaluation process include:

- Attending all classes regularly.
- Submitting assignments on or before the due date.
- Checking with teachers regarding any assignments that may have been given during your absence.
- Communicating with teachers well in advance, when there is going to be a planned, excused absence that will interfere with any form of assessment or evaluation (i.e. medical appointments, field trips, student council activities, sports events, family responsibilities, etc.).

A final examination/summative evaluation is part of most course programs. **You are required to complete the final exam/summative on the scheduled date.** Therefore, it is important to schedule appointments and holidays accordingly. Please do not plan early departures from school. Students who miss an examination/summative jeopardize the credit. Students who miss an exam/summative for a medical reason, may be required to write the exam, at a later date in order to earn the credit.

Academic Dishonesty and Plagiarism

Academic Dishonesty is "cheating or attempting to cheat by using unauthorized material when writing an exam, completing an assignment, or completing any other form of evaluation". In order to avoid these problems, students are expected to think independently and work honestly. To this end, all students must avoid presenting the work or ideas of others as their own. They are encouraged to discuss their written work with their subject teacher. Your teachers will review with you how they expect you to reference the works of others. Plagiarism will not be tolerated at West Carleton Secondary School.

Plagiarism is representing someone else's ideas or writing as your own.

This also includes:

- Paraphrasing someone else's writing without acknowledging the source.
- Representing someone else's artistic or technical work or creation as your own

West Carleton Secondary School has instituted an academic integrity policy which reflects the new Ottawa-Carleton District School Board's policy on plagiarism. We are committed to delivering classroom instruction on skills such as note taking, documenting sources, and choosing relevant and credible research information. Fostering academic integrity in all subject areas and grade levels is integral to the success of our students.

Consequences for participating in academic fraud (e.g. cheating on tests or exams, plagiarism in assignments, sharing work with others), range from verbal warning and redoing the original or alternative assignment to provide evidence of learning to suspension and/or loss of credit.

Credits are granted to reflect students' own effort and achievement.

Students are expected to complete their tests and exams independently. Students are not permitted to speak to each other or out loud to themselves during quizzes/tests/exams or to use unauthorized aids or resources of any kind.

Graduation Requirements: Please see school website for a complete list of compulsory and elective credits.

30 Credits are Required For Graduation, 18 Compulsory and 12 Elective Credits

Community Service Hours

The Ministry of Education's diploma requirements include a compulsory **40-hour** community service component. Students are urged to start the process as soon as possible. The appropriate Ministry forms to be submitted that outline the activities deemed to be eligible, are available in the Main Office. We recommend that this component be completed by the end of grade 10, so that it will not be a part of your workload as you move into Grades 11 and 12.

It is crucial that all grade 12 students intending to graduate in June 2010 complete their 40 hours of community service in a timely fashion. The 40-hour community service component is mandatory; no grade 12 student will graduate without fulfilling this requirement.

Course Load

Except in special cases, with the approval of either a Vice Principal or the Principal, all students are expected to follow these guidelines:

Number of Credits Earned	Minimum Course Load
Less than 16 credits	8 courses
16-24 credits	7 courses
More than 24 credits	6 courses

- Students in grade 9 and 10 must take a full program of 8 credits.
- Students in grade 11 are encouraged to take 8 credits. If parents feel that a spare is necessary they are asked to **submit a written request to the vice-principal.**
- Grade 12 students may not take fewer than 6 credits.
- Students wishing to return after graduating may do so if space is available. They must take a minimum of 3 full credits per semester.

Full Disclosure Reported on Student's Transcript

The Ministry of Education policy regarding full disclosure requires that: If a student withdraws from a grade 11 or 12 course 5 instructional days after the first provincial report, "W" will be entered in the credit column and the student's mark at the time of withdrawal, expressed as a percentage, will be noted in the achievement column on the Ontario Student Transcript.

Alternate Forms of Attaining Credit

Information on credit courses available through night school and summer school is available from Student Services. Also available is information about taking courses through the Independent Learning Centre and through e-learning. Student Success Program (Credit Recovery and Credit Rescue) is also available. These courses are not for everyone and may have restrictions on who may take them. A recommendation from your counsellor is required.

Medical Records

It is important to the safety of our students that medical records are accurate and current. As it is the responsibility of the parent or student (if he or she is 18 years of age or over) to ensure we have up to date information on any medical conditions, we request that you please contact the main office to update the records. If you have already been in contact with the office since last April we thank you for your cooperation.

Security of Personal Property

Do not leave valuables or money in the gym dressing rooms or your locker. We cannot accept responsibility for lost or stolen books or other property. All items of value should be inscribed with your name. There is a lost and found in the main office and one in the gym area.

School Website

Further information about this booklet and more can be found at West Carleton Secondary School's website. Please use the link below.

<http://www.westcarletonss.ca>

School Council

The parent and community advisory board meet on the third Tuesday of each month in the school library. The dates have not as yet been confirmed but will be posted on the website as soon as they become available.

IMPORTANT DATES TO REMEMBER 2009 – 2010

AUGUST 2009

26 Gr. 9 BBQ
27/28 Gr 10-12 Timetable Pick-up

SEPTEMBER 2009

1 First Day Semester 1 – Grade 9 Orientation
7 Labour Day
10 Picture Day
11 Last Day for Course Change
15 School Council Meeting
17 Parent Information Night
21-24 Student Council Spirit Week

OCTOBER 2009

8 Progress Reports
9 PA Day
12 Thanksgiving Holiday
22 Parent/Teacher Interviews
29 Junior Awards Assembly

NOVEMBER 2009

4 Take Our Kids to Work Day-Grade 9 only
12 Report Cards Issued
13 PA Day
19 Last Day to Drop a Course
20 Student Council Dance

IMPORTANT DATES FOR SCHOOL YEAR 2009/2010

Dance Showcase	Dec 15 & 16
Christmas Holidays	Dec 19 – Jan 3, 2010
EQAO Math – Grade 9	January 7 - 22
English Gr.12 Board Exam	January 22
Final Exams Semester 1	January 25 - 29
First Day Semester 2	February 1
Report Cards Issued	February 9
PA Day	February 12
Family Day Holiday	February 15
Last day for course change	February 16
Option Sheet Night	February 18
Progress Reports	March 10
March Break	March 13 - 21
Parent-Teacher Interviews	March 25
Good Friday	April 2
Easter Monday	April 5
Literacy Test	April 8
Report Cards	April 22
Last Day to Drop Courses	April 29
Victoria Day	May 24
Dance Showcase	May 26 & 27
Musical	June 2, 3, 4
EQAO Math – Grade 9	June 3 – 18
Athletic Breakfast	June 9
Graduation Breakfast	June 15
English Gr.12 Board Exam	June 16
Final Exams Semester 2	June 17 – 23
PA Day	June 24, 25, 28
Commencement	Friday, June 25

