

Student Timetable

Enter your courses in the chart below for each semester to help keep you on track this school year.

Time	Semester 1	Semester 2
7:45 a.m.	Buses Arrive	Buses Arrive
7:55 - 8:00	Warning Bell and Music	
8:00 – 8:01	Opening Exercises	
8:01 – 9:16	Period 1	Period 1
	Courses	Courses
9:16 – 9:26	Morning Announcements	
9:26 – 9:34	Travel Time	
9:34 – 10:49	Period 2	Period 2
	Courses	Courses
10:49 – 11:49	LUNCH (Period 3)	LUNCH (Period 3)
11:49 – 1:04	Period 4	Period 4
	Courses	Courses
1:04 – 1:12	Travel Time	
1:12 – 2:27	Period 5	Period 5
	Courses	Courses
2:40 p.m.	Buses Depart	Buses Depart

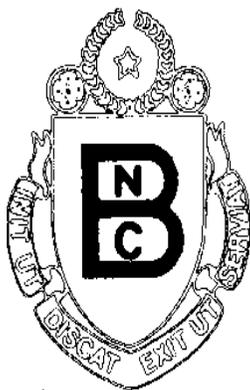
School policies in this handbook may be updated as needed throughout the school year. Therefore, new and/or revised policies may be implemented after the publication of this book.

SCDSB MISSION



Your Future... Our Priority

The mission of the Simcoe County District School Board, serving diverse, growing urban and rural communities in the Huronia and Georgian Bay region, is to ensure students reach their full potential to become responsible and contributing members of an ever-changing global society through quality programs which develop the skills of lifelong learning in a safe, caring environment enhanced by community support.



BARRIE NORTH COLLEGIATE
 110 Grove Street East, Barrie, ON L4M 2P3
 Telephone (705)726-6541 Fax (705)725-8246
<http://bnc.scdsb.on.ca>

Principal: Dana Barakauskas

Vice-principals: Curt Davidson
Jo Shako

Essential Information for Students and Parents

Please review the information and Barrie North Collegiate policies in this handbook with your son/daughter/ward.

Areas for review:	Page
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ATTENDANCE AND PUNCTUALITY

Regular attendance is a crucial factor in achieving academic success in school. Parents can assist us by:

- Ensuring that students are absent for medical or emergency reasons.
- Phoning attendance prior to 2:00pm on the day of absence.
- Sending a note to the homeroom teacher (notes must include the first and last name of the student, date(s) of the absence, the reason for absence, and parent/guardian signature (student signature if student is 18 years of age).

An automated phone call will be made to the home of each student that was absent for unexplained reasons. Teachers will call home for students with five or more unexplained absences. Continued unexplained absenteeism will then be dealt with by the Vice-principal and will result in consequences that may include: detentions, parent meetings, case conferences, and/or suspension. Following Vice-principal intervention, continued absenteeism may result in withdrawal of the student from the school for those students over 18 and referral to the Supervised Alternative Learning (S.A.L.) program for those students under the age of 18.

Signing Out - Leaving the School during the Day

If a student finds it necessary to leave the school at times other than lunch hour, he/she must bring a note or other evidence (dental appt. card) to the attendance office prior to 7:45 am. The student will be given an "excuse slip" to indicate the time for him/her to leave the class. If the student returns to school, the same day, they are to check in at the main office. Parents arriving to pick up students should report to the main office.

Signing In - Arriving at School after Homeroom

If a student arrives late; that is after 8:00 am, he/she is expected to immediately report to his/her scheduled class. If there was a reason for the late arrival, the student is expected to provide his/her teacher with a note. Lates for unexplained reasons will be dealt with by the classroom teacher. Habitual lateness is unacceptable and may result in disciplinary action.

Absence from school

Extended Absences: We strongly recommend that vacations be scheduled during school holidays. Extended absence has serious effects on a student's progress, and a decline in achievement often occurs when students miss important learning. All extended absences of three or more days should be reported to the attendance secretary and an extended absence form is to be completed.

CODE OF CONDUCT

Respect, Civility and Responsible Citizenship are the principles upon which our Code of Conduct rests.

We recognize that all members of the school community, including students, teachers, educational assistants, office assistants, custodians, cafeteria staff, bus drivers, volunteers, parents and guardians have the right to feel safe in their school. With this right comes the responsibility to actively contribute to creating that safe working environment.

According to the Education Act, **a student shall:**

- Exercise self-discipline.
- Accept such discipline as would be exercised by a kind, firm and judicious parent.
- Be courteous to fellow pupils and obedient and courteous to teachers and other staff members.
- Show respect for school property and the property of others.

CODE OF CONDUCT (Continued)

Parents and Guardians play a key role in the success of their teen and can actively support the school staff in maintaining a safe and respectful learning environment for all members of the school community by:

- Showing an active interest in their teen's school work and progress.
- Communicate regularly with the school and with their teen's teachers.
- Help their teen be appropriately dressed and be prepared for school.
- Ensuring that their teen attends regularly, on time and by reporting any absence to the school.
- Showing that they are familiar with the School's Code of Conduct.
- Encouraging and assisting their child in understanding and following the rules of behaviour at the school.
- Assisting the school in dealing with disciplinary issues by bringing them to the attention of the Principal or Vice-principal.

Barrie North Collegiate Code of Conduct

At Barrie North Collegiate our approach to behaviour management is that individuals learn to discipline themselves if they are allowed to experience the logical consequences of their actions. There are however a wide range of consequences, depending on the severity of each individual incident. The consequences for unacceptable student behaviour are outlined on page 5. **These consequences may apply to violations that occur on school property and during non-school hours.**

Effective discipline of students hinges on a cooperative approach between home and school. At Barrie North Collegiate we try to involve the home as early as possible without calling the home every time a student tests the limits. Student's 18 years of age or older are adults and the school will not contact home regarding attendance or behaviour. The following is a list of consequences that are used at Barrie North Collegiate:

- Attendance Contracts
- Behaviour Contracts
- Case Conferences
- Detentions
- Letters of Concerns
- Phone Calls to Parents
- Referral to Outside Agencies
- Removal of Privileges
- Restitution
- Suspension/Expulsion

Respect for Authority

Throughout life, everyone will have to respect the authority of people who, because of their position, have been given the authority over them. The Education Act gives the School this authority. Students are expected to:

- Comply with all school policies, procedures and with teacher expectations.
- Go to the office when directed.
- Identify themselves to any staff member by giving first and last name when asked.

Respect for Property

This school was paid for by the taxpayers, including students, their parents and the teachers. The cost of maintaining the school building and equipment is assumed by the same taxpayers as are costs created by vandalism. When vandals damage the school, the repair costs come from the same budget that pays for books, computers, desk etc. Students are expected to:

- Treat the school grounds, buses, buildings, classrooms, equipment, supplies (including textbooks) and our neighborhood with respect.
- Students will be responsible for paying for all damages (including lost or damaged textbooks).

Prohibited Items: Students may not possess the following items on school property or at school events:

- **Weapons.** Replica weapons, guns, knives, screwdrivers, and/or items designed or easily used to cause physical harm.
- **Explosive Devices,** including firecrackers, fireballs, cherry bombs, stink bombs, etc.
- **Drugs,** alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products, and look-a-likes.
- **Drug paraphernalia:** including items such as rolling papers, pipes, bong, roach clips, and any items that promote drug culture (i.e. pamphlets, magazines marijuana insignia etc.)
- **Gambling items:** dice, playing cards, for gambling etc.
- **Laser pointers.**

Restricted Items: Students may possess the following items on school property providing they abide by the rules for their use:

- Digital/Photo Imagery Equipment – including, but not limited to, cell phones, personal digital assistants (PDAs), MP3 players and cameras is expressly forbidden in all school facility washrooms and change rooms. Using this equipment to do audio recording and/or photography and/or video is forbidden unless it is being conducted for purposes related to the school program and is authorized by a teacher or an administrator prior to the recording being made.
- Cell phones and pagers are to be off and out of sight and may only be used inside the café unless directed otherwise by a teacher.
- Electronic Audio equipment is allowed in the classroom at the teachers' discretion. The teacher will determine if the music has become a distraction.
- Sports Equipment (i.e. balls, hacky-sacks, Frisbees) – only in the gym or playing fields.
- Skateboards, rollerblades or bicycles are not to be used on school property including sidewalks and parking lots. They must then be stored immediately in lockers or bike racks provided.

Consequences for violating the above expectation may include: confiscation of equipment and/or suspension/expulsion. Confiscated items will only be returned to parents/guardians or to the police as required.

CODE OF CONDUCT – Consequences for Unacceptable Student Behaviour (see CHART page 5)

ACADEMIC POLICIES

Academic dishonesty/Plagiarism

Plagiarising is using the ideas, words, or information of someone else without acknowledgment. It includes the following:

- Copying and pasting text from an on-line source, including encyclopaedia and web sites.
- Transcribing text from any printed material such as books, magazines, encyclopaedia or newspapers.
- Simply modifying text from any of the above sources.
- Replacing a few words from a source.
- Using another student's work and claiming it as your own — even with permission.
- Acquiring work from commercial sources, for example, purchasing an essay from an Internet source.
- Using an essay that you wrote for another class or another purpose without getting permission from the teacher of both the current class and the class for which the original work was used.
- Consequences for plagiarism range from academic penalty to suspension, as determined by both classroom teachers and administration.

Students are expected to submit their own work and document all sources.

Consequences - See the consequences for Academic Dishonesty in the chart on page 5. Parents and the appropriate Vice-principal will be notified and a case conference may be required depending on the severity of the incident.

Academic issues and rights of appeal

Any student who feels that a decision made by a teacher or other person in a position of authority was unfair, may proceed as follows:

1. The student should discuss the situation directly with the staff member involved.
2. If this fails to resolve the matter, the student may speak with their Vice-principal.
3. Provided that pupils have followed steps 1 & 2, they may appeal a decision to the Principal.

EVALUATION POLICY

Following Simcoe County District School Board policy and the Ontario Curriculum, each subject will have a summative assessment worth 30% (part or all of which will be a final exam). 70% of the students' grade will be based on term work. Course outlines for each course will be shared with students at the beginning of each course.

Some factors that are considered in determining if a student has successfully completed a course are attendance in classes, completion of major assignments and results on the 30% summative assessments.

Late Assignment Policy

Students have the responsibility to demonstrate their learning and to monitor their personal progress.

Students are responsible to meet deadlines set for assignments and must inform teachers **prior** to a due date if an assignment will not be completed on time.

The teacher will establish a **grace period** for the assignment and the student will choose a new due date within the grace period.

If the student completes and submits the assignment within the grace period there will be no academic consequences (i.e. no marks will be removed). However, if the student does not complete the assignment within the grace period, then the student will be required to submit **whatever work he/she has completed**. This work will be evaluated and a mark will be assigned.

Teachers may choose to assign a student who has failed to meet a deadline to the **Responsibility Room** at lunch throughout the grace period. Students will be required to attend and the office will assign other consequences should the student not comply.

Examination/Final Evaluation Procedures

Students in all courses will be required to participate in a final evaluation. Assessment and evaluation policies will be consistent with the Growing Success document (2010). Please ensure that family vacations, club/team commitments and summer employment are scheduled after evaluations are completed.

Final Evaluations—Snow Day

If a snow day occurs during the evaluations and the buses are cancelled, the evaluation for this day will be rescheduled for the following day. All other evaluations will be moved one day as well.

1. It is the student's responsibility to read the evaluation timetable carefully and to be at the correct evaluation room at least 5 minutes before the scheduled time.
2. Late for Evaluations – a student who is late for an evaluation must report to the main office.
3. Missed Evaluations – if a student misses an evaluation due to:
 - a) Illness – medical certificate required;
 - b) Bereavement – immediate family;

Missed evaluations that do not meet the criteria above will result in a mark of zero.

COMPUTERS AND RESPONSIBLE USE

All SCDSB schools are able to offer Internet and wireless access to students to help them achieve course expectations, fulfill research requirements and access educational opportunities.

Login Instructions

Note: You will be required to change your password the very first time you login

Shown below is a sample login for a fictional student named David Smith.

- First four letters of the student's name, the last three digits of their student number and a 0, 1, 2 etc. (assigned by system). If there are less than four letters in the student's first name, we continue using letters from their middle name until the four letters are reached (i.e. davi7890).
- The initial password created is a student's birth date in the following format: YYYYMMDD. For example, David's birthday is November 12, 1999, which makes his initial password 19991112.
- Therefore, David's username and initial password are: Username: davi7890, Password: 19991112

At Barrie North Collegiate the intent of providing the opportunity to use the internet is that the Internet be used for **educational** purposes only.

The safe use of the Internet requires that students will not post personal information about themselves or others.

This list summarizes some of the "**unacceptable** uses for computers:

- Using the Internet or other communication devices to identify, intimidate, bully, harass or embarrass other students or staff members (including communications made outside of school if the action(s) cause a disruption to school operations). See consequences for harassment pg. 5.
- Degrading or disrupting equipment or system performance.
- Installing games on the network.
- Creating hidden/system directories and/or files.
- Gaining unauthorized access to resources/entities.
- Invading the privacy of individuals.
- Using, or attempting to use, someone else's account.
- Transmitting any material in violation of any Canadian or Provincial law. This includes, but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret.
- Inaccurately citing information and plagiarizing.
- Inappropriate use of e-mail.
- Use of language that is not acceptable in the classroom; i.e. racist, sexist, violent or profane.
- Vandalism or unauthorized access of computer hardware or software

Consequences for Unacceptable Use of Computers

A student who fails to comply with the stated purpose of computer and Internet use at B.N.C. would lose computer and internet privileges and may be subject to further disciplinary action including suspension and/or expulsion.

Students having problems printing their assignments at home are reminded they can email the file to their school account and use the printers in the Library.

Cell Phones

Students must follow current cell phone etiquette and protocols by not having their cell phones turned on during class or an assembly. Cell phones are not to be used in the classroom, unless directed by the teacher. Students should not be phoned at school. In an emergency, a message can be left by a parent/guardian at the school office.

Inappropriate Use of Technology

All inappropriate references, images or recordings of any type regarding Board or school personnel and/or students in/on computer related mediums such as the Internet and electronic mail may be subject to discipline up to and including expulsion

Guest Wireless

All students will be required to submit a parent/guardian signed permission form to access the Student Wireless Network on an annual basis. (Students do not have permission to connect to the local area network).

Social Networking

Personal information about an identifiable or potentially identifiable individual shall not be posted on the Internet (Blogs, Wikis, online social networks or other forms of online discussion and collaboration sites) without the written consent of the parent/guardian or adult student. (This includes information that students will be self-posting as part of a class assignment. When seeking consent for posting online, the parent/guardian shall be provided with an overview of the activity which clearly states expectations and guidelines for students. Should a parent/adult student choose not to participate, the teacher will find a suitable educational alternative.)

If using social networking sites outside of the classroom (i.e. in their homes) students are reminded that appropriate behaviour and anti-bullying guidelines apply in the online world. Protect your own privacy, safety and reputation. Students are reminded to log off from public computers as they are responsible for their account.

CODE OF CONDUCT - Consequences for Unacceptable Student Behaviour

UNACCEPTABLE STUDENT BEHAVIOUR	Notify Parents	Conference with Student	Shall suspend up to 20 days	Shall Proceed Toward Expulsion Inquiry	May Suspend up to 20 days	May Proceed Toward Expulsion Inquiry	Shall Notify Police	May Notify Police	Ministry of Education Violent Incident Report	Other
Possessing a weapon, including possessing a firearm	√	√	√	√			√		√	
Robbery	√	√	√	√			√		√	Restitution
Using a weapon to cause or to threaten bodily harm to another	√	√	√	√			√		√	
Physical assault causing bodily harm requiring professional medical treatment	√	√	√	√			√		√	
Sexual assault	√	√	√	√			√		√	
Trafficking in weapons, illegal or restricted drugs	√	√	√	√			√			
Providing alcohol to minors	√	√	√	√			√			
Vandalism causing extensive damage to Board property (on or off of school property)	√	√	√			√	√			Restitution
Possessing alcohol, illegal or restricted drugs	√	√	√			√		√		
Being under the influence of alcohol, illegal drugs or other noxious substances	√	√	√			√		√		
Deliberately striking or pushing a teacher or other person in authority	√	√	√			√		√		
Conduct injurious to the physical or mental well-being of others in the school – i.e. fighting, bomb threats, false fire alarms, dangerous vehicle use, hate-motivated incidents	√	√			√	√	Bomb threat & hate-motivated violence √	√	Hate-motivated violence √	Restitution if costs are incurred
Uttering a threat to inflict serious bodily harm	√	√			√	√		√		
Bullying	√	√			√	√		√		
Harassment	√	√			√	√		√		
Inappropriate computer use	√	√			√	√		√		
Persistent opposition to authority	√	√			√	√				
Conduct injurious to the moral tone of the school	√	√			√	√				
Habitual neglect of duty	√	√			√	√				
Theft/Possession of stolen property	√	√			√			√		Restitution
Academic dishonesty (i.e. plagiarism)	√	√			√					Academic consequences
Swearing at or using profane or improper language when speaking with a teacher or other person in authority	√	√			√					
Use of tobacco products on school property	√	√			√					

BARRIE NORTH POLICIES AND PROCEDURES

Assemblies

During the course of the year there will be a number of assemblies for particular classes. Every student in these classes is expected to attend. Students are also expected to extend every courtesy to the presenters whether they be teachers, students or outside guests.

Cafeteria

We expect everyone to co-operate in making the cafeteria a pleasant place in which students may eat their lunch. It is a student's responsibility to keep the cafeteria table they are using clean by using the garbage and recycling receptacles provided.

Dance policy

1. All Barrie North dances are for the benefit of high school students only.
2. Approval to bring a guest to the dance must be obtained by a Barrie North student prior to the dance. The student accompanies the guest to the dance and takes responsibility for the behaviour of the guest.
3. All policies and procedures must be followed.
4. Entrance doors to the dance are locked at 8:30 p.m. Any admittance after this time because of work commitments, etc. must be by special arrangement with the Supervising Teacher prior to the dance.
5. Coats must be removed and placed in the cloakroom immediately after admittance.
6. There is no re-admittance to the dance. Once a student leaves, he/she may not return.
7. Proper conduct and appropriate dress are expected. Any student creating a disturbance may be asked to leave. Serious offences will result in suspensions and may necessitate the removal of future dance privileges for the offending student/s and guests.
8. Barrie Police Officers will be on duty at the school for the duration of the dance.

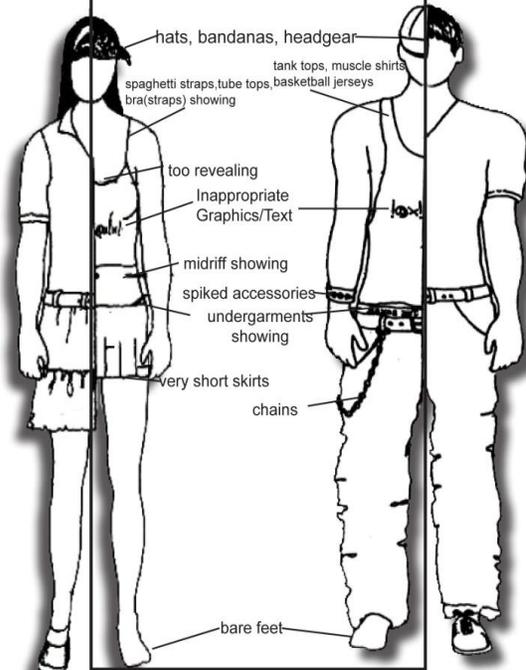
Dress code

Dress is to be in good taste and appropriate to a safe, positive learning environment. Students are to dress in a manner that conveys respect for themselves and others. Students are expected to be neat, well groomed and wear appropriate clothing at all times. If necessary, students may be sent home to obtain appropriate clothing. Roller blades and skateboards are not to be used on school property.

ACCEPTABLE

- An uninterrupted line of clothing covering the body from top of the shoulders to mid-thigh. Midriffs are to be covered at all times.
- Appropriate necklines and clothing that completely covers all underwear garments.
- Inappropriate jewelry including large metal chains is unacceptable.
- Any apparel that promotes the use of alcohol, drugs, profanity, degradation of an individual or group, gang colours or method of dressing is unacceptable.
- Appropriate footwear must be worn at all times.
- Headgear is not to be worn in the school.

NOT ACCEPTABLE



Field Trips

Field trips will be organized from time to time as part of the curriculum and extra-curricular activities. It is the student's responsibility prior to the trip to contact the subject teacher of each class for which he/she will be absent, to obtain homework instructions, etc. from the teacher. Students are to travel to and from activities on transportation provided, unless other arrangements are pre-arranged with school administration.

BARRIE NORTH POLICIES AND PROCEDURES (Continued)

Food allergies/allergies

To ensure a safe environment for all students, we ask that you do not send peanut/nut products in lunches and/or snack. Please read ingredients and check with supervising teachers before sending edible treats for any special occasions. Barrie North Collegiate is committed to "Reducing the Risk" for students with potentially life threatening food allergies. Your cooperation is essential. **all students upon registration or through the Student Information Verification Form are asked to supply information on life-threatening allergies to the school.**

Freedom of information

Each school principal must maintain an Ontario Student Record (OSR) for each student. The OSR Guideline sets out how this record is to be managed. The SCDSB adheres to this guideline. In addition to OSR information, schools and the SCDSB collect and use student personal information to plan and deliver educational programs and services which best meet student needs and to develop an appropriate program for the student.

It is our practice to include a notice statement on forms used to collect personal information to advise you how we will use and disclose the information. We draw your attention to the following routine uses and/or disclosures of student personal information so that you may express any concerns regarding the release and sharing of the information:

Secondary schools receive assessment information from elementary schools to help prepare an appropriate program for each student. To support continuous improvement of the school program for all students, the school shares information about student progress with the elementary school.

Student addresses, medical information and picture may be given to the Simcoe County Student Transportation Consortium (SCSTC) and the contracted bus company to administer the Board's contracted bus program.

The media may photograph students and write about student events. The information may also be used in the school's communication plan to share newsworthy events. Information is only gathered by the media with the consent of the parent or student over 18 years. In addition, student names and/or photographs may be printed in school programs or publications.

Phone numbers will be used to create phone lists for emergency procedures to permit contact of parents for school related activities requiring parent involvement. Parents/guardians/adult students are asked to complete medical/health forms to prepare SCSTC staff and/or medical emergency staff to respond to an emergency. Student health numbers are not collected but you may be invited to volunteer the number in advance of field trips to facilitate the provision of health services.

Student work, including student names, may be displayed in a school or at external school related events.

Surveillance equipment may be used in schools/buses to enhance safety and protect property.

Any questions regarding this practice may be addressed to the principal or the Freedom of Information Co-ordinator at (705)734-6363 ext. 11265. The above will apply unless an objection is filed with the principal and an alternative resolution can be found.

Hallways/classrooms

Hallways are designed to allow for travel throughout the school. Students are not to loiter/sit in any hallway or stairwell during class time. During the regular school day, students may be at their locker during breaks between classes. If a student has an unassigned period (spare), he/she may go to the Library or Cafeteria.

Hand Hygiene

The single most important thing anyone can do to control infections is to keep their hands clean!

- Wash hands with soap and water for at least 15 seconds.
- To wash hands properly, rub all parts of the hands and wrists with soap and water including in between fingers and under the finger nails.
- Use alcohol-based hand rubs when access to running water is limited.

Lengthy suspension program (right turn)

Right Turn provides students with:

- A supervised, structured and supportive learning environment away from Barrie North Collegiate in which to serve suspension time.
- The opportunity to examine the reason for their suspension and to develop strategies for dealing with challenging situations in the future.
- Connections to local community support services or agencies.
- One-on-one guidance sessions related to the student's specific academic and non-academic needs.
- Support for continuation of academic programs.

Link crew

The Link Crew Leaders are the school's ambassadors. They welcome the grade 9 students by assisting in the welcoming "Link Day", and throughout the year will assist grade 9 students in their transition to Barrie North Collegiate.

BARRIE NORTH POLICIES AND PROCEDURES (Continued)

Lockers, change rooms and backpacks

Lockers will be assigned to students and remain school property at all times. Locker contents may be searched by administration under the Education Act. Students are:

- To file a locker registration card with the main office.
- Not to share lockers or tell another the combination.
- Not to bring valuables to school and leave them in a locker or in the change rooms.
- The school will not be held responsible for the loss or damage of personal property or materials.
- To keep lockers clean. Do not write on lockers, or allow anyone else to do so.

Medical Conditions/Medication for Students

Some students may require the administration of medication prescribed by a physician for use during school hours. A Request for Administration of Medication by School Personnel form signed by the physician is required each school year to authorize administration of medication or change of medication or dosage requirements. Medication must be in its original container.

Please contact the Principal if you require medication or have severe allergic reactions such as anaphylactic or other medical life-threatening conditions in order that a Medical Emergency Plan can be developed.

If a student has a particular medical problem of which the school should be aware, please notify the teacher as well as the school office indicating any special procedures that should be followed.

Severe Inclement Weather Policy

Please tune into local radio, Barrie TV, or www.simcoecountyschoolbus.ca for bus information. We are located in the Simcoe County Central Zone. When severe inclement weather results in the majority of buses being unable to reach school, this procedure should be followed:

- The school will be open as usual from 7:30 a.m. to 2:45 p.m. unless otherwise advised.
- A 'snow day programme' will be prepared and followed.
- Those students arriving at the school will be encouraged to get individual help. Students will only be permitted to use facilities where proper supervision is available in order to get caught up on their work.
- If buses are cancelled mid-day, students will remain supervised at school until parents can transport them safely home.

Smoking/Use Of Tobacco Products

Smoking or the use of tobacco products, including snuff and chewing tobacco, by staff or students anywhere on Barrie North Collegiate school property is prohibited. Violation of this policy will result in a suspension.

Timetables

Once timetables have been created and distributed to students, only limited changes will be considered according to course availability. Requests for changes will **not** be considered on the basis of teacher changes, or changes of term between civics and career studies.

Transportation by Bus

The bus driver has full charge of the bus and students must respect and abide by his/her instructions. Every student is responsible to the school principal, through the driver, for personal behaviour. Restitution and discipline will follow acts of bus vandalism. Board policy identifies transportation as a privilege not a right.

Changes can be made for bus students, for school projects and can only be arranged through the school. It must be requested by written note from parent /guardian with teacher authorization at least one day in advance of the requested change.

In order to ensure the safety of students being transported, all items, which may cause injury, must be carried in a back pack or sports bag. Large equipment or materials must be delivered by parents/guardians to the student at school.

Visitors

School visitors, including parents, caregivers, board staff, and external agencies, must sign in at the office and wear a visitor's badge as they attend their pre-arranged meeting.

Volunteers (including Volunteer Drivers and Coaches)

The Simcoe County District School Board encourages participation of volunteers in schools and recognizes the educational advantages to all concerned. Volunteers are required to complete an information form, provide an original copy of a Criminal Records Check which includes Vulnerable Sector screening, and go through an orientation program to become familiar with the school and daily routines.

Volunteers work under the direction of the principal and school staff. Should you wish to join our team of volunteers, please contact the main office.

Withdrawal/Transfer from School

Students who wish to withdraw from Barrie North Collegiate, or transfer to another school must make an appointment to meet with a Guidance counsellor to ensure that the correct procedures are followed. All textbooks and library materials must be returned.

CREATING A SAFE AND SUPPORTIVE SCHOOL ENVIRONMENT

Bullying Prevention Expectations

Barrie North Collegiate expects staff, parents and students to work together to implement Bullying Prevention and Intervention Plans. Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying has a negative impact on the school climate. Schools will have a range of prevention and intervention strategies in place. Progressive discipline may also include a range of interventions, supports and consequences when bullying behaviour has occurred, with a focus on improving behaviour. Bullying has been added to the list of infractions for which suspension must be considered.

Staff members are expected to respond sensitively to bullying reports and assign consequences based on the school's Code of Behaviour.

Parents are expected to report bullying situations and to work cooperatively with school staff.

Students are expected to treat each other respectfully, refuse to watch or participate when they see others being bullied, and report bullying situations to an adult.

Character Education

Board and school initiatives are designed to teach and encourage students to be positive, productive members of our community. Character Development is the intentional modeling, teaching, and practicing of positive character traits and is an integral part of each day. Character Development includes respecting others by listening, promoting responsibility and honesty, trusting and respecting the ideas of others, encouraging honest/responsible actions, respecting individual differences, as well as being responsible in learning. Students are encouraged to be exemplary Barrie North Citizens.

Emergency Response Plans

Evacuation Procedure

Upon hearing the fire alarm:

- Exit the building using the emergency fire exits.
- Proceed to the back of the school onto the athletic track (or to Davidson Street in the winter).
- Report to current classroom teacher; who will be lined up alphabetically, for attendance.
- Stay with the classroom teacher until directed otherwise.

Lockdown - Lockdown is a procedure where all persons in the building move to the closest secure area and lock the door (if possible). Students in classrooms and portables will move away from the door and windows, turn off the lights and remain quiet.

Emergency Information:
1-877-728-1187 & www.scdsb.on.ca

Remember: NEVER CONFRONT A SUSPECT- INSTEAD, NOTIFY THE OFFICE IMMEDIATELY

This procedure is intended to protect people from an armed intruder. In such a situation the administration will announce over the P.A. system:

"Emergency–Emergency—Emergency—Initiate Lockdown".

In a Lockdown situation, disregard fire alarm(s) and school bells. A Lockdown remains in effect until cancelled by the Principal or Vice-principal. Students are not to call 911 when a Lockdown has been initiated by the school. Do not enter the building if a Lockdown, Shelter in Place or a Hold and Secure is in progress. Students will be informed with all emergency protocol during the school year.

Code Blue

Students have accidents! Our staff has an emergency team available to offer Basic First Aid and CPR if necessary. Periodically an injury or illness may be serious enough that requires an ambulance, in our opinion. The cost of the ambulance is the responsibility of the parents/guardians. When an accident occurs, the student and teacher are required to report the accident to the office and complete the necessary accident report.

Homework

The school board's Homework Policy 4106 defines homework as a range of activities to support learning through the home. School staff, teachers, students, and family all have mutual supportive roles and responsibilities which in turn will have a positive impact on students success in the homework process.

Parent Involvement Committee

PIC supports the work of school councils and strives to enhance school communication with parents. The committee includes parent representatives, as well as trustee and administrative representatives. The majority of PIC members must be parents and only the parent members have voting privileges. For more information about the PIC election process, visit the "Parents' Corner" section of www.scdsb.on.ca or speak to the school principal.

Police/School Protocol

This Protocol follows guidelines provided by the Ministry of Education and includes information about the roles of school boards and police services, prevention programs and investigative procedures.

The Protocol also outlines a Violent Incident Emergency Response Plan. School administrators and police oversee emergency response drills to ensure high levels of preparedness in the unlikely event that a violent incident occurs. Our schools continue to be safe environments for students and staff. Practicing a prepared plan is one more component of a proactive, preventative and thoughtful approach to enhancing safe schools.

The Emergency Response Plan emphasizes that students have a responsibility to respond quickly to the direction of staff during crisis situation and requires that any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. Parents and guardians are expected to reinforce these responsibility expectations with their children.

CREATING A SAFE AND SUPPORTIVE SCHOOL ENVIRONMENT (Continued)

Reporting Child Abuse and Neglect

The Ontario Child and Family Services Act (CFSA) provides for a broad range of services for families and children, including children who are or may be victims of child abuse or neglect. The Act promotes the best interests, protection and well-being of children. The Act clearly states that members of the public, including professionals who work with children, have an obligation to report promptly to a Children's Aid Society if they suspect that a child is or may be in need of protection. For further information contact your local Children's Aid Society or Family and Children's Services.

Video Surveillance

The Principal has a responsibility to provide a safe environment and to maintain proper order and discipline. Out of concern for the safety of staff and students and the security of the school, video cameras have been installed in the building. Cameras will be used to enforce the code of conduct.

STUDENT LIFE

Commencement Special Awards

Head Girl/Head Boy

This award is given to the male and female who have contributed the most to B.N.C. The recipients must be in their final year of secondary school with outstanding academics, leadership and overall contribution to B.N.C.'s school life over their whole high school career.

Valedictorian Nomination

The Valedictorian speaks for the graduating class at Commencement. The individual should be someone who best represents the class and is prepared to give the Valedictorian address. The individual also needs to be someone who can speak effectively to a large audience.

Governor General's Academic Medal

A bronze medal is presented to the student who achieves the highest average upon graduation from each secondary school. The average includes all grade 11 and 12 courses as listed on the student's official transcript based on final results after examinations.

Diploma Requirements

In order to earn an OSSD a student must:

- Earn 30 credits (18 comp. and 12 opt. credits)
- Successfully complete the provincial secondary school literacy test. (OSSLT)
- Earn 40 hours of community involvement activities

Eligible Activities for Community Service Hours

The following activities are considered eligible:

- Assistance to seniors
- Environmental projects
- Sports and recreation activities
- Working with charitable and service organizations
- Working in health facilities
- Community or specific school-related activities

Tracking forms for community service can be found in the Guidance Office. It is the responsibility of the student to complete the tracking form and submit it to the Guidance Office for inclusion in their school records. Additional details of eligible and ineligible activities for community service hours can be found in the Guidance Office.

Club/Team Activities

Students are encouraged to participate in our co-curricular program. A **Student Participation Card** is required to participate in all co-instructional programs. This card will be available for purchase during September. An additional participation fee may be required by students involved in an activity to offset costs.

Teams at B.N.C. may include: Badminton, Baseball, Basketball, Curling, Flag Football, Football, Golf, Hockey, Rowing, Rugby, Skiing, Snowboarding, Soccer, Tennis, Track & Field, Ultimate Frisbee, Volleyball, Wrestling and X-Country Running.

Clubs at B.N.C. may include: Anime, Arts Council, Concert/Symphonic Band, Concert Choir, Cycling, Dance, Drama, Film, Green Team, Improv, Jazz Band, Junior Band, Science Club, Skills Canada, Student Council, Technical Crew and Yearbook.

Student Accident Insurance

All students must have one of the following before being permitted to participate in extra-curricular athletics:

- Student accident insurance purchased through Reliable Life Insurance Company, **or**,
- Parent/Guardian confirmation of coverage through an extended health and dental plan.

All students participating in a field trip outside the province or country **must purchase** student accident insurance or be covered by an extended health and dental plan.

Special thanks to Caitlyn C. and Daniel C. for creating our agenda cover.

STUDENT LIFE (Continued)

Honour Awards & Scholarships

There are numerous Subject and discipline awards available to students that strive to achieve their best. You may be a recipient of an award presented at the Academic & Achievement Awards Assembly and/or Commencement. Students should consult their teachers and the Guidance Dept. to determine what awards are available in each subject area.

Yearly Honour Roll

Students are eligible for the yearly honour roll in each of their four years. An average of 80% or higher while taking a full program must be achieved.

Ontario Scholar

Any student who has received an average of 80% or greater in six Grade 12 credits will receive an Ontario Scholar Certificate from the Ontario Ministry of Education.

Permanent Honour Roll

Students who have received an 80% average or higher on the Yearly Honour Roll each of their four years will be recognized on the Permanent Honour Roll.

Students' Council Awards:

Recognizing student's contribution to school activities in fields of academics, athletics and social development.

Nutrition and Physical Activity:

Eating well and staying active are a winning combination. Making physical activity a regular part of the day provides many health benefits. The Canadian Society for Exercise Physiology (www.csep.ca) recommends:

- 60 minutes of moderate to vigorous intensity physical activity daily.
- No more than two hours per day of screen time (watching television, playing video games or playing on the computer).
- Limiting sedentary (motorized) transportation, and time spent indoors throughout the day and time spent sitting.
- Healthy eating plays an important role.
- Follow Canada's Food Guide to help you plan healthy meals & snacks www.healthcanada.gc.ca/foodguide.
- Eat a variety of foods from each of the four food groups and respect children's appetites.
- Start your day with a balanced breakfast. Try to include at least three of the four food groups.

Website Resources: Healthy lunch and snacks - www.eatrightontario.ca/en/SchoolHealth.aspx. For more information contact the Simcoe Muskoka District Health Unit www.simcoemuskokahealth.org.

Parking

Students are permitted to park in the front lot adjacent to the library and in the back lot behind the school except by rooms 170, 172 & 176. The staff parking lot is at the front of the school adjacent to the main office, the area immediately behind the Auto Body and Woodworking Shops (Davidson Street side) as well as the area adjacent to rooms 170, 172 & 176. Students are not to sit in their vehicles on the school property. Parking is NOT allowed in the fire routes. There are bicycle racks outside the east wall of the main office. The school cannot assume responsibility for the security of bicycles or vehicles brought to the school.

Physical Education Uniform

The uniform is a North t-shirt and green North shorts. Running shoes are to be worn in the gym area. Running shoes must also be worn for all intramural sports. Uniforms can be purchased through the Phys. Ed. Office. Students are reminded not to leave any valuables, cash or electronic equipment (cell phones/iPods/cameras) in the change rooms. **The school will not be responsible for lost or stolen items.**

Student Fees

Students are not charged fees to participate in the regular day school program. Fees may be charged where the student chooses to upgrade program material or where purchase of program material is optional. Also, there may be optional resources/ opportunities that students may pay for that will enhance their program (e.g., field trips, workbooks, upgrading materials in courses such as construction technology and visual arts). Certain optional courses that provide enhanced/enriched program may require additional fees. Students involved in extra-curricular opportunities will be made aware of any additional fundraising obligations or participation fees prior to making a commitment to participate. Students are expected to come to school ready and willing to participate actively in their own learning. Students are expected to bring materials with them for their own personal note-taking (e.g., pencils, pens, paper, binders).

Student Participation Card

Students' Council organizes school social events to increase school spirit. With a student participation card students are entitled to discounts at many school events, city bus fees, local stores and restaurants. Student cards are required to enable students to be a member of a school team or club.

Textbooks

Textbooks are provided for students in all grades. Books and supplies issued to them are on loan. Please look after them, enter the student's name in the place provided and return them in good condition. Students will be expected to pay for lost or damaged books. Students who fail to make financial compensation for lost or damaged texts will lose their privileges of taking textbooks outside the classroom during the next year. Every student shall sign a textbook inventory form that acknowledges receipt and responsibility for loaned textbooks.

BARRIE NORTH COLLEGIATE SUPPORT PROGRAMS

Attendance Counselor

A small percentage of students have difficulties attending classes on a regular basis. The Attendance Counselor will work with the student and along with parents to assist in getting things back “on track”.

Extra Help

Any B.N.C. teacher will gladly give you assistance in any subject with some notice.

First Nation, Métis and Inuit Ancestry

Disclosing ancestry is completely voluntary and confidential, no proof is required. Information collected is for program planning. See your Guidance counselor to disclose.

Guidance

The B.N.C. Guidance Office is a comfortable and welcoming environment for all students and families; a place where you can obtain both information and support. Counsellors serve the B.N.C. community in various ways:

- Support students in academic planning and course selection.
- Help students to seek out special pathways programs in secondary school that support their learning styles, interest and needs.
- Help individual students to envision a plan for post-secondary and target some short and long term goals.
- Provide information around all post-secondary pathways; workplace, college, apprenticeship, university and career pathways.
- Support students in establishing effective study habits and exam preparation.
- Coach students in the scholarship application process.
- Support students with such life skills as decision-making, problem-solving, conflict-resolution, stress & time management and relationship awareness.
- Provide personal support and referrals to community resources.
- Provide crisis support and referrals to community resources.

Timetables and course changes: Students must make informed, researched decisions when selecting courses for their timetable.

Students must make a Guidance appointment to officially change a course; they must have the necessary form completed and are not to attend the class until approval has been received from the Vice-principal. Attendance, effort and attitude are very important for success in academic studies. Students are encouraged to work with Barrie North Guidance Services to ensure their choices are right for them and to support their career destination.

Grade	Year	Course Load	Changes
9	1	Must take 8 courses	Changes must be done by the end of the second week in both semesters.
10	2	Must take 8 courses	
11	3	Must take 8 courses	
12	4	If a student has achieved 24 credits, they may have 6 courses on their timetable. Students who want to part-time status can do so with V.P, permission.	

Library

The Library is an essential component of the B.N.C. learning experience! Students are encouraged to use the Library for their research assignments, completion of homework tasks, and for exploring and expanding their personal reading horizons. We have a large collection of both fiction and non-fiction print resources and a bank of computers available for both student and class use. The student copier and computer printer are located in the Library. The teacher Librarians are available to help students with any aspect of the research process, novel recommendations for Independent Study reading, database use, general study tips, and questions about daily school life. All regular school rules apply. DRINKS or FOOD items are NOT permitted.

Link Crew

A program specifically designed to provide a structure helping Grade 9's succeed both academically and socially. Link Crew provides them with support, connection and a sense of comfort and belonging. The program makes connections between Gr. 9 students and senior Link Leaders at the August orientation day that are ongoing throughout the year.

Police Officer

Police officers are frequently in the school to give advice, support, deliver special workshops and to build rapport between the police force and B.N.C. students. To meet with a police officer contact Guidance or Administration.

Resource Support

Support is available to students who have been identified as requiring special education support through the IPRC process or the in-school SNC process. All support is provided in a small group or on a one-to-one basis. For Special Education information call 734-6363 ext. 11447.

Student Success

This program develops literacy, numeracy and workplace skills and provides all students recovery support to be successful. Programs such as Ontario Youth Apprenticeship and Specialist High Skills Majors are designed to support students as they work towards a career destination.