

2019-2020

WELCOME TO WEST CARLETON SECONDARY SCHOOL



Mr. Shannon Adams
Principal

Mrs. Carey Kitchen
Vice Principal

Mrs. Colleen Taylor
Vice Principal

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<http://www.westcarletonss.ca>

 @WestCarletonSS



: West Carleton Secondary School
School Trustee: Lynn Scott

Instagram: WestCarletonSS

DAILY SCHEDULE

- 7:15 am - Main Office is open
- 7:45 am - Classrooms are open
- 7:55 am - First Warning Bell
- 8:00 am - O'Canada and announcements

Day 1: Odd numbered calendar days (Sept 9, 11...)

Day 2: Even numbered calendar days (Sept 2,4,6...)

Each day consists of four, seventy-five minute periods and one 50 minute lunch period. There are breaks between classes.

Times	DAY 1	Day 2
8:00-9:15	1	2
9:30-10:45	2	1
10:45-11:35	Lunch	Lunch
11:35-12:50	3	4
1:00-2:15	4	3
2:15-2:25	Bus	Loading

Assessment & Evaluation Policy and Procedures

Students' Role in Evaluation:

- completing the course requirements through their own work
- submitting assignments on or before due dates
- communicating difficulties in meeting deadlines with teachers before due dates

Teachers' Role in Evaluation:

- providing a variety of assignments and tasks to support assessment and evaluation
- setting appropriate due dates and communicating them to students in advance
- building in time for assessment and feedback on long-term assignments, so they can look at the students' progress and guide them to better learning
- communicating course evaluation plans to students early in the semester and assignment expectations at the time of assigning the task
- planning assignments and tasks to ensure that they address course expectations and allow students to demonstrate their learning in a variety of ways over the semester. Providing students with ongoing, descriptive feedback during the learning cycle in order to identify strengths and next steps for learning; evaluating assignments and tasks in a timely manner and returning them to students with appropriate feedback to support student learning
- communicating with parents and students on student achievement in a timely manner prior to the formal reporting period

Administrator's Role in Evaluation:

- collaborating with teachers on repeated problems involving student learning

- ensuring that grade nine students receive instruction and a guidebook on proper citation of quotations, ideas and sources from the teacher-librarian by the end of September
- follow up with students whose learning is at risk

Marks:

- Students will receive clear information on how marks are determined early in the semester.
- Marks will be based on the overall expectations in the curriculum, and the levels of achievement. Teachers determine grades using professional judgment based on a student's most consistent level of achievement with special consideration of more recent evidence.
- To determine a student's grade, teachers will evaluate a student's achievement of the overall curriculum expectations. If the teacher has no evidence of the student's knowledge or skills related to the expectations evaluated, a zero will represent the student's absence of learning.
- Students who are unable to demonstrate their learning in the course may be given the opportunity to do so through Credit Rescue or Credit Recovery in consultation with the classroom teacher, Department Head, Student Services, Student Success Team and Administration.

Due Dates:

- Students are expected to submit assignments within the timeframe specified by the teacher.
- To promote the timely submission of assignments, teachers will use a repertoire of proactive strategies (e.g. refer the student to the student success team, set up a student contract, use counseling to deal positively with problems, review the need for support, require the student to work with VP's to complete the assignment or provide alternative tasks). When an assignment is late, parents will be informed of the additional opportunity to complete the original or an alternative task. If the assignment remains overdue and after communicating with administration, teachers may deduct up to 10%/day. When there are repeated late assignments and a change in level for the assessment of the overall course is noted, there will be intervention by administration.
- There are "time sensitive" periods in a semester, requiring submission of assignments and tasks (e.g. mid term and the last day of exams in a semester).
- Teachers/Administrators will communicate concern about the impact of missed assignments, etc. to the student and parent/guardian in a timely manner. This concern is recorded in the Learning Skills portion of the Provincial Report Card.

Tests:

- Students are expected to be in attendance for tests and other major evaluations. Planned medical appointments should be communicated with the teacher before the day of the assessment.

- Tests will be written immediately upon the student's return (if appropriate and not "time sensitive") or during a Learning Support Session on Thursdays after school
- Alternate assignments/evaluations may be required if a student misses a test. Students must discuss the absence with the teacher immediately on their return in order to determine an appropriate course of action for the student to demonstrate learning of the specified curriculum outcomes.

Unexcused Absences from Evaluation:

- Skipping an evaluation is a significant concern. These responses will vary depending on the student's personal circumstances and may include teacher, parent and administrative involvement.
- Students skipping an evaluation may be required to submit an alternate assignment or evaluation, if in the teacher's professional judgment, there is not sufficient evidence of the overall expectations. Teachers will communicate with students and parents.
- Failure to participate in an evaluation may result in a student's failure to meet course expectations.

Academic Integrity:

- All students are expected to conduct themselves with integrity at all times and in all circumstances. Academic dishonesty is a significant behavior concern and will be dealt with as an unacceptable behavior. This will include calls to parent/guardian, referral to Administration, and possibly the assignment of significant consequences.
- Academic Dishonesty does not reflect student learning and that work can not be considered for assessment and evaluation purposes. Students will be given an opportunity participate in our Academic Integrity program as well as an opportunity to demonstrate their learning in an alternate task, or re-submission of material. This must be done in a timely manner as established by the teacher and/or administration.
- Teachers will review the Academic Integrity Process at the start of each course. All grade 9 students will participate in a workshop on this issue as part of their Grade 9 English course.

Missed Assignments:

Students may not "opt out" of their responsibilities. If a student does not submit assignments as required, parents will be informed. After discussions between the teacher and student, submission of the assignment will be expected by the agreed upon date. Responsibility is a character trait that is valued at West Carleton Secondary School, and consequences for late work may include loss of privileges, after school detentions, lunch detentions, or suspension of extra-curricular activities.

Additional Opportunities to Earn Credit:

Information on credit courses available through night school, summer school, and elearning is available from Student Services. These courses are not for everyone and may have restrictions on who may take them. A recommendation from your counsellor is required.

Students have the opportunity to earn a specialist high skills major (SHSM) in construction and computer engineering.

There are also opportunities for students to earn dual credits in association with Algonquin College. Please see your Guidance Counsellor for more information regarding these opportunities.

ATTENDANCE:

REGULAR ATTENDANCE = SUCCESS!

To be successful students need to be on time and to attend all classes

EXCUSED ABSENCES: Please Call Us!

613-832-2773 ext 1

ABSENCES:

- Parents/Guardians are asked to provide a note (that is to be given to the office) upon the student's return if a call was not placed
- Teachers will be contacting parents regarding unexcused student absences
- Chronic or consistent absences require action on the teacher's part including communication with the student, with parents, with guidance counselors, and with the Vice Principal.
- A parent or guardian should notify the school attendance line any time or can report absences via email at westattendance@ocdsb.ca; when providing the reason for the absence please identify yourself and state your child's name.

Students are responsible for all work missed during all absences. If students have missed any evaluation during an absence, they must contact the teacher of the course to make appropriate arrangements regarding make-up tests or extensions, as per the WCSS A&E policy (see above). As a general rule, when students return from an absence, they should be prepared to write any missed tests or submit any due assignments.

LATES:

All students are expected to be on time for school. Students are considered late when they arrive to class on or after the bell. This is disruptive to the teacher and the learning of the students who did arrive on time. At the bell, the classroom door will be closed and students are asked to knock politely and wait patiently.

Signing In:

Students arriving late to school will sign in at the office (with appropriate documentation) and proceed to class immediately with an admit slip.

Signing Out:

If a student needs to leave the school before the end of the instructional day they must sign out in the main office and they must provide a note (or the school must receive a phone call or email) from their parent/guardian. Students will be asked to provide this information to the main office before 8am to avoid any delays later in the day. Students over 18 are asked to provide a written

reason for leaving school that will be filed in the main office. Students must leave the property as soon as they have signed out.

When a student is absent and the parent or guardian has not called in the absence, teachers will be in contact by telephone as soon as possible. Unexcused absences will result in follow-up by the teacher and/or the Vice-Principal.

REQUESTS TO LEAVE PRIOR TO THE EXAM PERIOD:

Requests made for students to leave the school before the end of term cannot be approved. Evaluations of student achievement require that all students be in classes until the course is completed and that all students complete summative evaluations and exams according to the schedule established by West Carleton and the OCDSB. Please consult the school before making travel arrangements.

CARE OF SCHOOL AND SURROUNDING AREA:

West Carleton staff and students are very proud of our facility and our surrounding community. As such, students are encouraged to take personal responsibility for keeping the school grounds and community clean. The Bill Mason Centre (BMC) is out of bounds for students unless on a school sanctioned event. Students are ambassadors for our school community. Students are requested to represent us well when visiting our local businesses during lunch. We do not recommend walking along the roadway where the posted speed is 80 km/h.

CHARACTER TRAITS:

We emphasize the following traits to be “better together in a safe and caring learning community”.

Responsibility: Accepting that you are accountable for your actions and decisions.

Integrity: Living your beliefs by doing what you say and by saying what you do; Being true to yourself and others.

Perseverance: Sticking to your course in spite of difficulties, obstacles or discouragement.

Empathy: Being able to consider what others are going through by seeing the world through their eyes.

Respect: Demonstrating an appreciation of the worth of yourself and others.

CODE OF STUDENT BEHAVIOUR:

Our student code of behaviour is intended to help students develop fully as responsible members of society. This requires a cooperative relationship between students, parents, & educators. Our code mirrors the Policies & Procedures of the OCDSB and the Provincial Code of Conduct. Respect and responsibility for learning is the foundation for all relationships; respect for self, others, and property both in school and in our community. This code applies to all West Carleton students on OCDSB property, school buses and school related activities including field trips & sports events. West Carleton staff use a continuum of practices in order to support the standards of behaviour within the school:

Prevention:

Prevention is the establishment and use of activities designed to promote the building of healthy relationships and appropriate behaviours, such as:

- Bullying prevention
- Citizenship development
- Character development
- Sources of Strength program

Progressive Discipline:

Progressive Discipline is a whole-school approach involving students, staff and parents. We utilize a continuum of interventions, supports and consequences that include opportunities for reinforcing positive behaviour while helping students make good choices. Failure to maintain the Code of Behaviour will result in consequences that depend on the seriousness of the situation. A progressive discipline approach may include:

- Early intervention strategies
- Restorative Practice & Student Success conferences
- Suspensions/Expulsions

Please note that students should not bring lighters, matches, laser pointers, weapons or replica weapons to school at any time.

COMMUNICATION:

Communication between students, teachers and parents is essential to student success. Please contact your teachers or your child's teachers regularly to discuss progress.

If you need to contact your child during the school day, we would ask that you please email, or call the office so that we can relay a message to them. We would ask that parents not text or call their child's cell phone as that interrupts the learning of all of the other students in their class. Texts or calls between 10:45 and 11:30am would not interrupt learning. Calls of an urgent matter should go through the main office so that we can provide a safe place and support for our students.

COSTS:

While we recognize the costs that face families at the beginning of the school year, we also know that your expectations for a high quality program are as important to you as they are to us. With the full support of School Council, we ask for your continued support regarding voluntary fees. These fees help us to maintain the wide variety and high quality of our student activities. Should finances become a barrier for your child please contact the Principal or the Vice Principals and we will provide all the support we can.

Our school fee of \$30.00 per student is used to support some of the following initiatives:

- Students' Council and Athletic Council activities and events;
- Student activities and events;
- Student Recognition Events;

- Intramural and extramural athletics and clubs;
- Guest Speakers and Assemblies;
- Commencement and academic awards and prizes;
- West Carleton t-shirts and orientation activities for grade 9 students.

DRESS CODE:

West Carleton Secondary School's dress code was established in consultation with students, staff and parents. Appropriate dress reflects casual office attire similar to standards that would be found in a professional environment. In compliance with the Government of Ontario's 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

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.

Discretionary Work Periods (Spare) (DWP)

Students in grade 9, 10, and 11 will not have a DWP.

Students in grade 12 may have 2 DWP's each year (one each semester) provided they have earned sufficient credits to graduate on time. Students on DWP can work in the library, cafeteria, resource room (if appropriate), Student Success Centre (if appropriate), in the main foyer or outside of the school.

ELECTRONIC EQUIPMENT (i.e. cell phones, laptops, etc.):

These devices may be used for instructional or learning and organizational purposes during the instructional time with teacher's' permission. Otherwise, please keep it powered off and out of sight.

HALLWAYS:

Students should demonstrate good behaviour when travelling between classes. For safety reasons the use of athletic and/or recreational equipment (e.g. hockey sticks, Frisbees, balls, cleats) is not permitted in the hallways and/or foyer at any time. Once classes have begun, students are to remain in class. Hallways must always remain clear. Students must identify themselves to all staff when asked to do so.

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. Please do not leave money or valuables in your locker as the school cannot assume responsibility for these items. Please remember to ensure that the office has a record of your locker number and lock combination.

Remember to always close and lock your locker properly.

LOST AND FOUND:

Any article found in the school should be brought to the main office. Students who have lost an item should inquire at the main office. Unclaimed articles are given to charity. If a student suspects an item may have been stolen, they may make a written report in the main office in case it is turned in. Please do not leave valuables or money in the gym dressing rooms or lockers. The school cannot accept responsibility for lost or stolen property.

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.

PARKING ON SCHOOL PROPERTY:

Parking is extremely limited on-site. Priority is given to staff and to senior students on co-op. Students who are eligible for a parking permit must apply for a permit at the start of the school year. Once the application for a permit has been approved:

- The parking permit should be clearly visible hanging from the rear view mirror
- Students are expected to follow safe driving practices while on property
- Students must park in designated parking spots only
- Students are asked to not loiter or sit around parked cars in the parking lot during the school day

If there are no spots available when a student arrives they are not permitted to park.

Note: Registration and a permit does not guarantee a parking spot. Students who fail to comply with the parking regulations or whose driving creates safety concerns will 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 nor is the school is not responsible for vandalism incurred on school property.

The speed limit on the school grounds is 10 km/ hour

SAFETY PROCEDURES:

It is important to be proactive in response to an emergency situation. Clear procedures are in place should such an occasion arise.

FIRE:

All schools have 6 fire drills each year. All persons must evacuate the school when the fire alarm sounds. Everyone must:

- Follow route directions as indicated in classrooms
- Leave the building quickly and quietly, without stopping at lockers
- Proceed under the direction of their teacher to the designated assembly point
- Students are to gather with their teacher
- Stay clear of the building and away from all access roads, driveways, vehicles, and the smoking area
- Return to the school when the “all clear”(the bell rings three times)signal has sounded

The Fire Department advises that the ringing of a false alarm constitutes a criminal offence and all violators will be prosecuted.

LOCKDOWN:

A **lock-down** procedure would be used in response to an emergency situation that involves potential serious physical threat or harm to students and staff. Once the office has been notified of such an emergency, Administration will use the P.A. system to announce the lock-down. In such a situation the following will occur:

- Staff & students will hide.
- Outdoor classes are to scatter and hide.
- Teachers will lock doors, cover windows, turn out the lights, and direct students to a place that is out of view from doors and windows.
- Do not use electronic devices including Smartphones
- All bells & fire alarms should be ignored unless personal safety is at risk.
- Students must follow all instructions given by teachers to ensure their safety.
- A Lockdown ends only when a member of the Ottawa Police and/or the Administration unlocks each room.

SECURE SCHOOL:

A **secure school** procedure will be followed in the event of a minor medical emergency or power failure. Again, the administration will call a secure school using the P.A. System. In a this situation, the following will occur:

- Classroom doors are to be closed and locked
- Teaching and learning will continue
- Students must remain in their classroom
- Students in open areas or the washroom should move to the nearest secure area
- A secure school ends with an announcement from the administration

SHELTER IN PLACE:

A **shelter in place** procedure will be followed in the event of an external to the school building safety emergency requiring all students to remain indoors until further notice. While under this safety protocol operations within the school continue as normal. However, it is imperative that no students, staff, or parents who are within the building leave. The administration will call a secure school using the P.A. System. In a this situation, the following will occur:

- External doors to the school are to be closed and locked
- Teaching and learning or breaks will continue
- Students who are outside will be asked to come inside a portable or the main building.
- Students in open areas or the washroom should move to the nearest secure area
- A shelter in place ends with an announcement from the administration

Detailed procedures for all of our safety practices are posted in every room in the school.

SCHOOL COUNCIL:

The School Council includes parents and community members and meets in the school library at 6:30pm on September 26, October 17, November 21, January 16, February 20, March 20, April 17, and May 15.

SECURITY OF PROPERTY:

The school and staff will not take responsibility for any lost or stolen property.

SMOKING:

Students can request help with smoking cessation at anytime through Guidance or the Vice-Principals. We encourage students to seek this support.

Smoking, holding lighted tobacco and/or the use of e-cigarettes is not allowed by anyone (staff, students, parents and visitors) at any time in school buildings, on school buses, on field trips or on school property. This includes vehicles on the school parking lot. Under the Tobacco Control Act, if a person buys, sells or gives tobacco to someone under the age 19, then Bylaw Officers may issue a fine of \$365.00 or a summons to appear in court. Anyone who smokes and/or holds lighted tobacco anywhere on school property, including sitting inside a vehicle, may be issued a fine of \$305.00 or a summons to appear in court from the Bylaw Officers. (Fines effective as of June 2009).

VISITORS:

All visitors (including guest speakers and presenters) must register in the main office and receive permission from the administration to be on school property. Failure to follow this policy may result in a trespass notice being issued. Students may not bring or invite outside friends onto school property during school hours.

IMPORTANT DATES:

(accurate at time of printing. Please check our website at www.westcarletonss.ocdsb.ca for updated information)

SEMESTER ONE

August 27	Online Locker Registration and Online Voluntary Fee payment open
September 3	Labour Day
September 4	First day of school and Gr 9 orientation day
September 7	Welcome back Lunch BBQ
September 13	School Photos, Grade 9 Welcome Dance)
September 18	Meet the Teacher Night
September 17-21	Carp Fair Spirit Week
October 5	P.D. Day
October 8	Thanksgiving
October 16	Photo Retake Day
October 19	Tournament of Champions
October 19	Progress Reports Distributed
October 25	Parent-Teacher Interviews
November 5	Fall Awards Assemblies
November 7	Term Ends
November 11	Remembrance Day
November 14	TOKTW
November 14	Discovery Day
November 19-22	Grad Photos
November 22	Report Card Distribution
November 22	Student Council Dance
November 23	PD day
December 4	Gr. 10 Drama Performance
December 4	Grade 8 Visit/Tours
December 5	Music Night
December 12	Sr. Drama Performance
December 15	Summative Art Show at Richcraft Centre 3-5 pm
December 18	Art Show 6-8pm
December 18 -19	Dance Show
Dec 24- Jan 4	School Holidays
Jan 14 - 25	EQAO Assessment
January 15	Vocal Showcase
January 17	Senior Dance Show
January 25-31	Exams

SEMESTER TWO

February 1	PD Day
February 4	First Day of Semester 2
February 7	Grad Photo Retake Day
February 15	Semester 1 Report Card Distribution
February 18	Family Day
February 22-24	Student Leadership Camp
March 8	Progress Reports Distributed
March 11 -15	March Break
March 20	Progress Reports Distributed
March 27	OSSLT
April 2	Parent Teacher Interviews
April 5	Bandathon
April 8-9	Delf Testing
April 11	Oscars
April 12	PD Day
April 15	Term Ends
April 18-22	European Trip
April 19	Good Friday
April 22	Easter Monday
May 3	Report Cards Distributed
May 20	Victoria Day
May 22	Music Night
May 28	Art Show
May 28-29	Dance Show
May 29	TOC
May 31	Yearbook Distribution
May 31	Sundae Party
June 5-8	Musical Theatre
June 5 -18	Gr 9 Math EQAO
June 11	Athletic Banquet
June 13	Sr. Dance Show
June 15	Summative Art Show at Richcraft Centre 3-5 pm
June 18	Grade 12 Breakfast
June 19 - 25	Exams
TBA	Commencement

Community Service Agencies:

ALATEEN	613-723-8484
DAVE SMITH CENTRE	613-594-8333
CHRYSALIS HOUSE (Shelter for women and families escaping Domestic violence)	613-591-5901
HOPEWELL EATING DISORDERS CLINIC (Information and help with eating issues, anorexia, bulimia)	613-241-3428
KIDS HELP PHONE (Professional counselors give advice and information re: personal, family and social problems; 24 hour hotline)	1-800-668-6868
MENTAL HEALTH CRISIS LINE	613-722-6914
OPERATION COME HOME	1-800-668-4663
OTTAWA DISTRESS CENTRE (Trained volunteers listen and help find solutions to problems with stress, depression, suicidal thoughts; 24 hours)	613-238-3311
OTTAWA RAPE CRISIS CENTRE (24 hour support to sexual assault victims, incest survivors)	613-562-2333
RIDEAUWOOD ADDICTION AND FAMILY SERVICES (Individual/group counseling; treatment program; drop-in)	613-724-7889
SALVATION ARMY YOUTH SHELTER	613-241-1573
SEXUAL HEALTH CENTRE (Testing and information; pregnancy, sexually transmitted diseases, contraception, HIV treatment) **SEXUAL SATELLITE CENTRE AT WEST CARLETON SECONDARY SCHOOL Open Wednesday's 9 AM – 12PM during school year	613-234-4641
WESTERN OTTAWA COMMUNITY RESOURCE CENTRE (Crisis outreach and referral)	613-591-3686
YOUNG WOMEN'S SHELTER (Emergency and long term housing)	613-789-8220
YOUNG MEN'S SHELTER	613-907-8975