

## Central Senior School



Sheila Shauf, Principal  
Kevin McMurray, Vice-Principal

**705-324-4352 (24 hrs/day)**  
**Safe Arrival Number**

242 Kent Street West  
Lindsay, ON K9V 2Z4

<http://css.tdsb.on.ca>

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## **School Values**

- Demonstrating respect for self, others and property
- Active participation in learning: Completing assignments commensurate with ability
- Regular and on-time attendance ( 90% + )
- Adhering to the school's Dress Code.
- Behaving in accordance with the school's Code of Conduct.

## **Students in Good Standing**

All of our students begin the year with Good Standing. Students who demonstrate the School Values are recognized as being "Students in Good Standing" and earn the right to participate in school clubs, intramurals, school teams and extracurricular events as well as attend school field trips and have the privilege of leaving school property during lunch.

### **LOSING STUDENT IN GOOD STANDING STATUS:**

Students will be considered to have lost Good Standing if, during a time frame of one month, a student:

- a. is suspended,
- b. commits three major (serious) offenses, or,
- c. demonstrates a chronic inability to correct minor transgressions, including failure to complete daily class work,

These students are excluded from participating in school activities (clubs, intramurals), attending school functions (dances, class trips) or trying out for school teams, and will lose such privileges as being trusted to leave the school property during lunch until they have regained their standing. Behaviour referrals for major offenses or chronic minor offenses will be brought to the attention of parents. We will endeavour to notify you by phone, letter or behaviour notice if your student reaches a stage where he/she is not considered to be in Good Standing.

### **TO REDEEM STUDENT IN GOOD STANDING STATUS:**

Students earn the right to have their Good Standing restored by following our School Values for one month. As it is our primary goal is to keep all students in Good Standing at all times, we will be happy to speak with parents to discuss ways to support students from loss of standing or to redeem standing.

### **CLASS TRIPS:**

Class trips are of particular concern as teachers are placed in a position of responsibility far away from the safe confines of the school building. All are affected if students find it difficult to safely follow instructions or indulge in behaviour that adversely affects the reputation of our school. For this reason, students who have either lost 'standing' several times or who have been out of 'good standing' for a long period of time during the school year may be asked to remain at the school for regular programming even if they have currently redeemed their Good Standing.

## **School Routines**

### **Academic Responsibilities**

All independent learning (homework) assigned must be completed and returned to the next scheduled class or as directed by the teacher. All assignments are to be handed in on time.

Students should take responsibility for getting caught up when work has been missed because of illness, activities, etc. Parents/Guardians should communicate in writing with the teacher if independent studies are not completed.

Students who know they are going to be away for trips, sports, appointments, etc. must contact their teachers prior to the event for information on work or assignments.

### **Attendance**

#### *Short Term Absences/Safe Arrival*

Please call the school 705-324-4352 (or send a note in advance) when you know your student will be absent or late. Your note or phone call saves our secretary from having to make unnecessary safe arrival calls.

Chronic absences will be reported to Student Services staff at the Board Office for support as needed.

#### *Extended Absences*

If your child will be absent from school for an extended period, parents need to complete a "Parent Request for Temporary Excusals from School" form.

Reasons for completing this form may include medical issues (i.e. surgery), a vacation or other family obligations. The form is very simple to complete with information about the date of expected absence and the reason. Forms are available from the main office.

As a school we recognize the importance of family time on vacation as well as the many opportunities for learning while travelling. Please note that teachers plan lessons based on the daily learning of students and as such it is not practical to provide lessons in advance of trips.

### **Accidents/First Aid/ Illness**

Accidents and injuries must be reported to the main office. If necessary, contact will be made with a parent or guardian to make further arrangements.

## **Allergy Awareness**

Central Senior School is a Peanut/Nut and Fragrance Free Environment. Please indicate any allergies or Health issues on your Student Information Form so that the Office can issue any alerts required.

### **Awards**

We encourage all students to become as involved as they can at Central Senior. The more you are involved the more you will come to enjoy your school and all it has to offer. We are hopeful that every student will take the opportunity to find ways to become involved with school. As they do, they begin to accumulate points that will count toward the possible achievement of a School Award.

The more you are involved the more points you get. You get points for being on school teams, joining clubs and academic achievement.

### **Breakfast Program**

A hot breakfast program is offered every morning of the school year from 8:00 to 8:30 in Room 20. A variety of breakfasts are served from cereal to oatmeal and pancakes along with fresh fruit and juices. Snacks are also offered at the nutritional break in the morning.

### **Bus**

All students are expected to meet the following expectations whenever they ride a school bus, whether it is daily or for a special trip.

1. Students must promptly obey all directions from the driver or other adult in charge.
2. Conduct shall be the same as in a classroom.
3. Students must remain in their seats while the bus is in motion. Students should sit properly on the bus seat facing the front of the bus.
4. All parts of a student's body must be kept inside the bus.
5. Aisles are to be kept clear. Books, backpacks, etc. must be placed on the floor near the feet or held on the lap
6. Windows may be adjusted only with Driver permission. Nothing should be thrown out of a bus window.
7. Emergency exits and equipment are touched only with driver permission.
8. When it is necessary to cross the road, students must walk along the shoulder three metres ahead of the bus, wait for the driver's

signal and then cross with caution.

9. Students must board the bus only at home or school and remain on the bus until they reach home or school.

10. If a student wilfully damages any part of a school bus, the student will be denied bus riding privileges until arrangements have been made through the Principal for full restitution.

When a student behaves inappropriately on a bus, the driver may give them a verbal warning or make an official referral to the office. A copy is sent home to parents. The consequences for inappropriate bus behaviour are similar to those applied at school. Students *may* lose bus riding privileges for one or more days. The parent is then responsible for transporting the child to school.

If questions or concerns arise, talk to the bus driver first, and then approach the school or bus company. The drivers are employed by the bus company, not the Trillium Lakelands District School Board.

### **Bus Cancellations**

In case of unsafe road conditions, please listen to local radio stations for **bus cancellations**.

Information with regard to buses is available on BOB FM - 91.9, The Wolf-101.5 FM, Country-105.1 FM, [www.tldsb.on.ca](http://www.tldsb.on.ca) and on Twitter @TLDSB.

Be sure to listen specifically for Trillium Lakelands in the **City of Kawartha Lakes** area.

Remember that if buses are cancelled in the morning, they will not run in the afternoon - any students driven to school will also need to be picked up.

### **Bus Loading Zone**

The special parking indentation on the school side of Albert Street North and the curb areas to the north of this indentation are designated for BUSES ONLY.

### **Contacting Teachers**

Teachers at Central Senior believe in the importance of home and school communication as a cornerstone of student success. Here are a few ways you can contact your child's teachers.

1. *Make an appointment.* If you want to speak with the teacher or volunteer in class, an appointment must be made with the teacher

so your presence is used to its fullest potential.

2. *Call before or after school.* If you call during the day you will not be able to speak directly to the teacher. This is because we try to minimize disruptions during instructional times as much as possible. During the day our teachers are with children and are not free to respond to phone calls.

3. *Write a note.* Write a note to let your child's teacher know you would like to hear from them. The teacher will call at their earliest convenience.

### **Dress Code**

Although there is no formal dress code at Central Senior, all students are expected to dress in a neat manner that indicates a respect for the business of education and respects the rights of others. No outdoor clothing is to be worn in the classroom (hats of any kind, boots, sunglasses, gloves, coats, vests, etc.). Students should wear winter footwear and clothing appropriate for the weather conditions outside. Clean, dry footwear must be worn in classrooms at ALL times by ALL STUDENTS.

Examples of unacceptable dress include:

- clothing and jewellery with objectionable sexual, racist or offensive slogans and/or images;
- muscle shirts, halter tops, tube tops, shorts or skirts which are exceptionally short, pyjamas and bare midriffs;
- clothing and jewellery which promote or advertise alcohol, drugs, and/or inappropriate behaviour.

### **Electronic Devices**

We are a school with Wi-Fi and welcome the use of personal electronic devices while on school property as long as the following rules are followed:

1. Use of Electronic devices must adhere to the TLDSB Acceptable Use Policy and Central Senior Electronics BYOD policy.
2. Electronic devices may only be used with direct permission of the teacher.
3. Central Senior is not responsible for lost, stolen or damaged devices.

4. Students who do not adhere to the guidelines will be subject to the full range of Progressive Discipline consequences.

### **Emergency Evacuation**

In the event of an emergency evacuation students and staff will evacuate to LCVI or the Armouries as needed.

### **Emergency Procedures**

Central Senior School has an emergency preparedness plan and procedures in place for emergencies. Fire drills are conducted six times throughout the school year and classes have clear directions regarding their procedures for evacuating the building.

An Emergency Lock Down drill will be conducted three times during the school year to teach staff and students how to safely respond to armed intruders in the school.

### **Extra-Curricular Activities**

During the year there are a variety of extra-curricular activities. Students are encouraged to participate in these events. Students must be in good standing in order to participate in extra curricular events or to represent the school at any events.

### **Halls**

For safety and orderly movement in our crowded halls, it is expected that students will:

- move in a reasonable orderly manner through the halls;
- not return to lockers at any time during their regular school day without teacher permission;
- seek and receive permission from the classroom teacher at the beginning or end of classes to use the washroom or leave the classroom for a water break.

### **Homework**

At Central Senior, homework takes many forms. Assigned tasks may include completing daily class work, assignments, projects or studying for tests. Please ensure that you are aware of the homework policy or your teacher(s).

### **Leaving School Property**

Students may choose to leave the school property for lunch. Students are expected to act responsibly at all times while off property at lunch. If these privileges are abused, they will be removed. Our school's code of conduct also

applies during this time period. Students will always be accountable for their behaviour off school grounds.

Parents who wish their son/daughter to stay on school property at lunch are asked to advise an administrator in writing.

### **Lunch Program**

Students are also encouraged to take part in our \$2.00 student meal deal every Friday which includes a hot main course, drink & dessert.

### **Lockers**

All assigned lockers must be secured with an approved combination lock and the combination must be on record in the main office. Students may purchase locks from the school (\$5). For their own protection, **students are strongly encouraged not to disclose their locker combinations to anyone and not to keep anything of great value in their lockers.**

Failure to maintain a clean locker will result in the surrendering of locker privileges

### **Lockers - Due Warning:**

Lockers are owned by the school. Students and parents are hereby notified that the school administration has the authority to open and remove the contents of any locker if it is considered to be in the best interests of the school. This right of search is established to help school administrators ensure "the safety and welfare of all students and staff" under the Education Act.

### **Lost and Found**

The Lost and Found box is located in the front foyer and parents are encouraged to come in and check for any lost clothing. The lost and found will be emptied every few months and items not picked up will be donated to a charitable organization.

### **Medication**

The school is unable to administer medication unless it is a prescription authorized by a doctor. Parents of students requiring prescription medication during the day must sign a release form, which needs to be signed by the prescribing physician. Parents must deliver the medication to the school in its original container.

At no time will the office provide Advil or Tylenol for students unless authorized by a parent.

**Newsletter**

Our monthly newsletter will be posted to our school website and it will be sent to you.

**Phone Calls**

Student phone calls (land lines or cell) are to be made only with teacher permission and/or permission from office personnel.

**Physical Education**

Students are expected to wear appropriate gym clothing: shorts, t-shirt, and proper running shoes with non-marking soles.

**Printing**

There is a \$5.00 deposit given to each student for printing at the beginning of the year. If a student exceeds this amount, money must be given to the office to continue using the print privilege.

**Student Services**

Central Senior has a Student Services Worker. She provides social, emotional, and attendance counselling for our students. Please contact your teacher or administration for a referral form.

**Visitors**

All visitors will check-in at the OFFICE upon entry to the school and wear a badge to travel anywhere within the school or the school yard. We ask that parents or guardians dropping off or picking up students please report to the office

first to pick up a visitor's tag before going into the rest of the school or the yard.

**Unauthorized visitors will be charged with trespassing.** Students from other schools will not be permitted at Central Senior during the school day unless they are participating in a school sanctioned event

**Volunteers**

All Volunteers must submit to the office a completed Criminal Records Check with a Vulnerable Sector Screening as well as sign a Confidentiality Form for Volunteers. When volunteering in the school, volunteers are to report to the OFFICE, sign-in and wear a Volunteer Badge for the duration of their time in the building.

**Walking To School In Bad Weather**

The decision on whether or not students are sent to school in bad weather always rests with parents. If students come in the morning, they are expected to stay for the day.

Walkers are encouraged to attend school because teachers use these days to provide individual attention and extra review in specific areas. Parents should judge the condition of the sidewalks to decide if they are safe for travelling.

**If a walking student does not come on a snow day, you must call the school to notify of their absence.**

**Please read and sign the following:****PARENT(S)/GUARDIAN(S):**

I have read and discussed the Code of Conduct and Routines in these introductory pages of the agenda with my child. I support the staff in applying the school rules and Code of Conduct.

\_\_\_\_\_  
Parent/Guardian Signature and Date

**STUDENT:**

I have read and/or discussed the Code of Conduct and Routines in these introductory pages of the agenda with my parent(s)/guardian(s) and understand the expectations and consequences. I agree to follow the school rules and Code of Conduct to the best of my ability and take responsibility for my behavior.

\_\_\_\_\_  
Student Signature and Date

## School Policy on Personal Electronic Devices at School

\*\*\*Please note that your student has access to laptops and iPads here at school and is **not required** to bring their private electronics with them to school.

1. Parents now have the choice of allowing their child to bring electronics (i.e., cell phones, tablets, laptop, iPods, etc.) to school.
2. **Since having these items at school is not required**, the school will not assume responsibility for lost, damaged or stolen items.
3. Guidelines will be in place at school as to appropriate use of these items.
  - a. Proper etiquette of electronics use will be taught.
  - b. Electronics use during instructional time is at the discretion of the teacher.
  - c. No videoing or taking pictures.
  - d. Incidents where electronics are used inappropriately will result in consequences.
  - e. Students found to be using a cell phone during tests/exams may receive a mark of zero.
  - f. Students must have headphones if using programs needing sound.
4. Use of electronics must comply with the TLDSB Acceptable Use of Technology Policy which can be found at:  
[http://tldsbc.ca/index.php?option=com\\_mtree&task=att\\_download&link\\_id=189&cf\\_id=29](http://tldsbc.ca/index.php?option=com_mtree&task=att_download&link_id=189&cf_id=29)
5. Staff members will not take on the responsibility of storing or looking after electronics.
6. These items may only be used on the bus only with the permission of the bus driver.

We encourage you to have a conversation with your student regarding the pros and cons of bringing electronics to school. As many of these items are very expensive, we want to ensure that parents and students are aware of the risks involved in bringing them to school where they can be lost, damaged or stolen.

### Definition of “Technology” or “Device”

“Technology” or “Device” refers to a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### Security and Damages

Please note responsibility to keep personal technology secure rests with the individual owner. TLDSB staff or employees are not liable for any device stolen or damaged at school. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### B.Y.O.D. Student Agreement

Students will be expected to respect all school rules regarding the use of technology as outlined in the Code of Conduct (see student agenda for details), including the Internet Acceptable Use and Safety policy. The intent is that technology will be used to enhance a student’s educational experience, not interfere with it. Students who do not respect and follow rules regarding the use of technology risk losing the privilege of bringing personal technology to school.

### B.Y.O.D. Agreement

**Please review and sign the B.Y.O.D. agreement below. Once this agreement is understood and signed, a student may bring personal technology devices to school and access our guest network.**

**I understand that:**

- ✓ I am responsible for the safety and security of my personal technology. The school is not responsible for the security of my personal technology. I will not leave any personal devices at school before or after school hours.
- ✓ I cannot use any personal devices during assessments, unless otherwise directed by a teacher.
- ✓ I may be asked to shut down, close, silence or put away a device. I will respect any request cooperatively.
- ✓ I will not take, transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- ✓ I will charge my personal devices at home prior to bringing them to school. At school, my device(s) will run off their own batteries.
- ✓ I will only use the TLDSB Guest Network wireless connection in school and will not attempt to bypass the network restrictions.
- ✓ I will not be able to or permitted to print from my personal device(s) at school.
- ✓ I will not share my personal device(s) with other students, unless I have written parent permission to do so.
- ✓ Bringing devices on premises and infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions. The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

**I have read and understand the 2017 - 2018 BYOD agreement. I will respect the School and Board Code of Conduct when using personal technology at school. I understand that violations of the above agreement will result in consequences, including the confiscation and restriction/loss of access to my personal technology and the guest network.**

**Student name (please print):**

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**Signature of Student:**

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**Parent/Guardian (please print):**

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**Signature:**

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	<b>Classroom</b>	<b>School</b>	<b>Community</b>
<b>Respect</b>	<p>Listen to teachers and peers            Respect belongings            Speak at appropriate times            Use technology at appropriate times</p>	<p>Assist others when in need            Take pride in the school and grounds            Follow dress code            Hands off            Follow routines            No interruptions</p>	<p>Use community buildings properly            Respect other citizens and their property            Be mature and clean up after yourself            Think before you type, text or post</p>
<b>Responsibility</b>	<p>Complete tasks on time and to the best of your ability            Be where you are supposed to be (class, detention etc.)            Stay organized            Make good choices</p>	<p>Be on time            Consistent attendance            Take responsibility for your actions            Keep locker organized            Return items on time (library books, instruments, uniforms)</p>	<p>Be a good pedestrian (cross roads properly)            Don't talk to strangers            Be a role model – give our school a good reputation            Be a good citizen            Report incidents</p>
<b>Honesty</b>	<p>Admit in your involvement            Report incidents honestly            If an issue exists in a class or staff member speak with the staff member to make it better            Self-advocate</p>	<p>Own up to your mistakes            Turn in lost items            Be truthful to adult and peers</p>	<p>Own up to your role in situations            Report situations of wrong doing            Tell the truth            Stand up to bullying situations in an appropriate way</p>
<b>Perseverance</b>	<p>Try your best when completing tasks            Show persistence            Take risks</p>	<p>Get involved (try out for teams, intramurals, Participate in clubs            Don't give up- even on a bad day</p>	<p>Try to make a positive difference            Get involved            Give yourself, your friends and your school a good reputation</p>