



# OXFORD REGIONAL EDUCATION CENTRE

## STUDENT HANDBOOK 2011 - 2012

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AT OXFORD REGIONAL EDUCATION CENTRE, OUR MISSION IS TO PROACTIVELY ENGAGE STUDENTS IN THE LEARNING PROCESS IN A MANNER WHICH REFLECTS A FUNDAMENTAL SHARED COMMITMENT TO THE CONCEPTS OF RESPECT, LEARNING ATMOSPHERE AND SAFETY. THIS IS REFLECTED IN OUR PEBS PHILOSOPHY THAT ALL MEMBERS OF OUR COMMUNITY SHOW RESPECT FOR SELF, OTHERS, LEARNING AND ENVIRONMENT (S.O.L.E.).

Principal: Judy Davis  
Vice Principal: Duane Starratt

\_\_\_\_\_

*This agenda belongs to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone # \_\_\_\_\_

Student #: \_\_\_\_\_ Home Room: \_\_\_\_\_

## TABLE OF CONTENTS

<b>WELCOME</b> .....	3
<b>GENERAL GUIDELINES &amp; EXPECTATIONS</b>	
- RESPECT .....	3
- LEARNING ATMOSPHERE .....	3
- SAFETY .....	3
- DRESS .....	3
- MATERIALS .....	4
- TEXTBOOKS .....	4
- CLASSROOM CONDUCT .....	4
<b>SPECIFIC GUIDELINES &amp; EXPECTATIONS</b> .....	5
- Attendance Policy .....	5
- EXTRACURRICULAR PROBATION .....	7
- DAILY BELL SCHEDULE / Scent Smart Policy.....	9
- MERIT/DEMERIT SYSTEM .....	11
- GUIDELINES RELATED TO DISCIPLINE PROCEDURES .....	11
- POLICY WITH REGARD TO ALCOHOL/DRUGS .....	11
- PRINCIPAL'S STATEMENT RE STUDENT USE OF DRUGS & ALCOHOL .....	13
- VISITORS/MESSAGES .....	14
- BUS/NOON/STUDY SUPERVISION .....	14
- <b>NO SMOKING POLICY</b> .....	15
- <b>COMPUTER &amp; INTERNET USAGE</b> .....	17
- <b>PERSONAL COMMUNICATION &amp; ENTERTAINMENT DEVICES</b> .....	20
- <b>BULLYING</b> .....	20
- Transportation of students to extra-curricular events.....	21

## **"ONWARD TO EXCELLENCE"**

### **Welcome to Oxford Regional Education Centre!**

At OREC, it is hoped that students will find their school experience to be a very positive one. All are encouraged to make good use of the curricular and extracurricular opportunities which this school provides for you. The emphasis and priority, however, must always be on education as outlined in the course of studies by the Department of Education for Nova Scotia. Extracurricular activities are designed to enrich the school experience and must never be detrimental to academics.

### **General Guidelines and Expectations**

#### **Respect:**

Respect is a most important element in any aspect of society, in general, and in this school in particular. Students are expected to demonstrate a respectful attitude towards themselves, each other, personal property, school property, class rules, and their teachers. Good manners are to be exercised at all times.

#### **Learning Atmosphere:**

It is important that there be an atmosphere conducive to learning. Never interfere with another person's learning. Every effort will be made to help you be successful and comfortable.

#### **Safety:**

No person shall intentionally place at risk another person's safety. Precautions shall be taken by all to guard against possible injury. Never be in a gym, lab, shop, or any unauthorized area without supervision.

#### **Dress:**

Students are expected to be neat and clean at all times. Clothing should reflect the weather conditions, safety, and the learning environment. Hats are not to be worn in the building. Some clothing is of a design that it unreasonably jeopardizes safety in some lab situations. Clothing that conveys messages which are inappropriate to the learning atmosphere of a school, for example, those bearing alcohol or drug logos will not be permitted.

**Materials:**

Students are expected to go to classes prepared to work.

***Textbooks:******General:***

1. Any lost or wilfully damaged texts must be paid for. No final report card will be issued to a student who has not fulfilled these requirements.
2. Students who leave school during the year must return all texts issued to them. No recommendation or record of marks of any type will be issued by the school until the books are returned.

***Particular:***

1. If a returned textbook has an incorrect code, the original issued text will be considered lost.
2. A text worn beyond normal wear and tear will be deemed wilfully damaged.
3. Lost or wilfully damaged texts must be replaced. The replacement text will be issued when the price of a "new" text is received.
4. Any tampering with the coding on the textbooks will be viewed as theft.
5. So that no student will be unduly penalized, a record of all lost books will be kept. Should the lost text appear during the course of the year or at the end of June, the full cost of the replacement text will be refunded. (Board Procedure)

***Classroom Conduct:***

In-class rules are established by the teacher, but at all times relate to the general guidelines previously discussed. Each teacher will refer to the PEBS (Positive Effective Behaviour Strategies) Matrix before referring a student to the office.

***Weapons:***

Students are not permitted to bring weapons (or imitations thereof) to school or on school property. In the event of uncertainty as to whether the object is a weapon, the administration will consult with the RCMP or their representatives. If a student is unsure whether their "toy" can be classified as a weapon, the following criteria can

be considered:

1. Discharge: What object is being discharged from the alleged weapon?
2. Damage: What is the potential for harm to a possible victim?
3. Force: How fast does the object discharge and does it have the force to cause pain or injury?
4. Intention: Why did the student bring the alleged weapon to school? To intimidate, harass or bully others?

## **Attendance and Tardy Policy for Oxford Regional Education Centre**

The primary concern is to provide a safe, caring and orderly learning environment for all its members so that everyone can progress educationally, to the best of their ability. The *Education Act* supports this philosophy and extends the definition of safety to include the emotional, psychological and physical aspects of our community members. The *Education Act* also supports the need for students to attend classes and to arrive on time (whenever possible). The duties and responsibilities are clearly outlined for each group, students section 24, parents section 25 and teachers section 26. Our policy reflects the intention of these laws and will be implemented immediately.

### ***Tardy (Late Slips)***

Students are considered “tardy” if they arrive after the late bell. From 8:50 a.m. to 9:30 a.m., any student who arrives tardy must get a “late slip” from the office (which will be recorded) to be admitted to class. Late slips will only be issued until 9:30 a.m., the teacher will record all other lates as “tardy” on their attendance. If a student arrives after the class is half way through, the student is marked absent.

Upon receiving five “tardies” (for any given class) a student will serve one detention with that teacher. If there is a clear pattern of chronic “tardies”, the action will be seen as a discipline issue and dealt with equitably. For the safety of our school community the outside doors will be locked (from the outside) at 9:00 a.m. Students will still be able to exit from these doors (and enter if let in) but will have to go to the front door or main entrance if late in the morning or after lunch.

### ***Attendance Policy and Procedures***

For most community members (students, parents, teachers and

support staff), attendance issues are not significant and things go quite smoothly. However, communication is important and a clear process needs to be in place to be effective. The following policy implements the letter and intention of the law, emphasizing the duties and responsibilities of administrators, teachers, parents (legal guardians) and students, as outlined in the *Education Act*. There are times when all community members need to be absent. Every one of us needs to “make up” for lost time at work or in the classroom. Parents (legal guardians) have the authority to excuse their child/student. If a student is excused by the parent they must leave the school property or not be in attendance. An administrator may also excuse a student for a missed class. If a student misses a class or classes, the procedure will be as follows:

- Upon arriving back to school, a note is to be delivered to the office or student service area as soon as possible. As per CCRSB policy, excuses received after 3 days will not be accepted and the absence will be considered unexcused.
- A phone call can also be made by the guardian to excuse the student. It is important for the guardian to notify the office within three working days of the missed class.

Whenever missed classes have been excused the teachers will ensure the student receives missed assignments, tests and work. When a teacher notices unexcused absences, they will call home to inform the guardian and record contact information.

After 5 unexcused absences in any one class, the student will serve a 1 day “in-school” suspension. A letter will be sent home to be signed and the school will also call home.

After 10 unexcused absences in any one class, the student will serve a 3 day “in-school” suspension. Parents will be contacted by letter and a meeting with the school administration will be scheduled at which time an action plan will be put into place to help the student be successful.

After 15 unexcused absences in any one class, the student will serve a 5 day “in-school” suspension. The student will be referred to the Attendance Review Committee. The Attendance Review Committee will decide if the suspension will be extended, possible for the remainder of the semester. If the student returns to classes,

an attendance contract will be put in place.

If a student is caught skipping class during a school day, a one day "in-school" suspension will be given. The date for the suspension will be determined by the administrator.

As per OREC policy, any student that has served a suspension, **whether in-school or out of school**, will have extra curriculum consequences which includes not being permitted to attend the next dance, or if the suspension occurs within the month prior to Proms, the student will not be permitted to attend the Junior or Senior Prom.

### ***Homework:***

Students should take the responsibility of keeping up their work. Avoid the rush. Set aside a daily work period in the same place at the same time if possible. Assignments are to be completed and passed in on or before the due date. Upon returning, it is the student's responsibility to be prepared to write any tests missed during absenteeism and to make the necessary arrangements to do so.

### ***Supporting Student Success:***

To increase student success OREC has implemented a system of Positive Effective Supports (PEBS). Through PEBS, all students should be aware of our School Code of Conduct and rules i.e. hat rule, dress rule, and appropriate behaviour throughout their day. At OREC, positive behaviour is both encouraged and often times rewarded.

### ***Summary:***

Success is the goal of all people involved. Every effort shall be made by all parties involved to ensure this result. It is expected that behaviour shall, at all times, reflect the concepts of respect, the learning atmosphere, safety, and common sense.

## **SPECIFIC GUIDELINES AND EXPECTATIONS:**

### ***Extracurricular Probation:***

Participation in extracurricular activities by all students at OREC is highly encouraged. However, participation in any extracurricular activity is a privilege earned through attaining an acceptable level of performance in the following three areas:

1. Attendance: which includes attendance at school on the day of the extracurricular event
2. Progress: good effort and satisfactory marks in all courses
3. Behaviour: high standard of conduct (in class, in the halls, on school grounds, and during extracurricular events themselves)

Performance determined to be unacceptable by the school administration in consultation with coaches and teaching staff in any of these three above-mentioned areas could result in immediate loss of privilege to participate in any or all extracurricular activities until such time as an improvement to an acceptable level of performance has been attained. All extracurricular activities, including dances will be considered in this procedure. Enforcement of this procedure will occur in a manner judged by administration and teaching staff to most likely encourage positive student achievement.

**Student Schedules:** Student schedules must be followed according to the time frames indicated on individual student timetables. All students are to travel from class to class by the most efficient route possible. Students beyond grade six are not to be in the elementary wing of the building. Students are only to be in an unsupervised area of the school property when given specific written authority to do so. *Students must be in classes and supervised areas assigned to them at the times specified.*

If it is necessary for a student to leave school at an unscheduled time, the student must first report to the office and receive permission before doing so. Students planning to sign out during a particular school day are required to bring a note from home indicating parental permission.

**Daily Bell Schedule:** Buses begin arrival at the school at 8:20 a.m. From then until 8:30 a.m. bus students may proceed to the cafeteria or gym.

8:30 a.m.	This bell signals that bus students may go to their respective hall ways and rooms.
8:45 a.m.	Indicates that students are to go to their first period
8:50 a.m.	Announcements and beginning of first period
9:50 a.m.	Beginning of Second Period

8:30 a.m.	This bell signals that bus students may go to their respective hall ways and rooms.
10:50 a.m.	Recess
11:00 a.m.	Beginning of third period
12:00 a.m.	Beginning of fourth period (Lunch for grades 7-12)
12:40 p.m.	Beginning of fifth period
1:40 p.m.	Beginning of sixth period
2:40 p.m.	Afternoon dismissal

**Scent Smart Policy**

Along with our Nut Awareness policy, OREC promotes a Scent Smart Program. The intent is to improve the indoor air quality by the elimination of scented personal products in the school. Our scent – free initiative is supportive by other scent-free initiatives of the School Board and Regional Municipality.

**Loitering:** Janitorial staff make every effort to keep the school clean and in good repair. It surely is in everyone's best interest to cooperate with them in this regard. There will be *absolutely no loitering* in the building. Everyone has a supervised area assigned to them at all times during the school day. They are expected to be there. Failure to do so will be treated as a serious discipline problem.

Students are not to be sitting in the coat/locker area of the halls.

**Lockers:** Books, clothing, and personal articles are not to be left in any area other than the assigned areas of the building. This will be either the student's home room or assigned locker for which the student has leased a school lock. Students' lockers are to be opened during the following times only: *before classes begin in the morning, during recess, afternoon dismissal, before classes begin for the afternoon, after final dismissal.* Students should make efficient use of the times indicated. Use only the locker assigned to you. It is strongly suggested that students not share the combination to their locks. Also, students should be particularly protective of their

books and notes just prior to exam periods. Those students who abuse locker privileges shall lose them. It needs to be made clear that lockers remain the property of the school and are searchable by school authorities at any time.

The courts have also extended powers of search for reasonable cause to school authorities with regard to book bags, lockers and persons.

Obviously, instances requiring the above will hopefully be rare; however, we wish to avoid any confusion should a situation requiring searches occur.

Proper search procedures as outlined in C-CRSB Procedure #0G-10-56, including efforts to safeguard the dignity of those involved, would be a priority.

Our intention is to provide a safe comfortable environment for all school community members with enforceable rules and proper procedures to ensure its occurrence.

**Course Loads:** At the senior high level, a student must register for and have acceptable attendance in a full schedule of courses. Grade ten students must take eight courses and grade 11 and 12 students may have a "free" with permission from the Principal. During a "free" students must be in the library, cafeteria, gym (with permission) or off school property.

**Discipline Procedures:** There shall always be an attempt to be fair and consistent in matters related to discipline procedures. However, all cases shall be dealt with on an individual basis. While the "punishment must fit the crime", the goal is to bring about suitable behaviour.

All areas of school behaviour are important both in relation to the specific educational goals prescribed by the Department of Education and the general development of citizenship and cooperation which we all see as being desirable.

Students dismissed from class by the classroom teacher for violation of in-class rules must immediately report to the office. A discipline notice from the teacher involved will be sent to the office. A copy of this discipline notice shall be kept by the teacher and another copy may be sent home to the student's parents or guardians. A copy, as well, shall become part of the student's school records.

### **Oxford Regional High School Merit/Demerit System**

This procedure is implemented to maintain proper learning atmosphere in our classrooms and to encourage appropriate student behaviour in our school. It is intended to address the small percentage of our students who would exhibit chronic inappropriate behaviour and repeatedly disrupt the learning climate of our school. Appropriate student behaviour promotes a safe, positive educational experience for our students. The procedure is based upon a system of merit and demerit points.

A student may receive a *demerit point* for each instance of:

- an incident requiring that a student be brought or sent to the office for disciplinary purposes
- a Bus Incident Report resulting from misbehaviour on a bus
- misbehaviour reported to the office and determined by the school administration to be a demerit point incident.

A student will receive a *merit point* (lose a demerit point) for:

- not receiving any demerit points for a period of one month

The ORHS Merit/Demerit System will be implemented as follows:

- 3 *demerit points* = 1 day in-school suspension
- 6 *demerit points* = 2 day suspension (1 day OSS / 1 day ISS)
- 9 *demerit points* = 3 day suspension (2 day OSS / 1 day ISS)
- 12 demerit points = 5 day suspension (4 day OSS / 1 day ISS)
- 15 *demerit points* = recommendation for long-term suspension

Each merit and demerit point issued will result in written notification being sent to the parent/guardian of the student.

### **GUIDELINES RELATED TO DISCIPLINE PROCEDURES**

#### **OREC Extra-Curricular Discipline Policy 2010**

Any student found to have participating in the following offense will be disciplined in the following manner:

##### **Offenses:**

1. Bringing alcohol/drugs onto campus or consuming (during or before) drugs/alcohol while on campus or at any school sponsored events (including events sponsored by other schools in the Nova Scotia School Systems.)
2. Fighting on campus or at any school sponsored events

(including events sponsored by other schools in the Nova Scotia School Systems.)

3. Bringing any form of weapon on campus or at any school sponsored events (including events sponsored by other schools in the Nova Scotia School Systems.)

Resulting Consequences:

1. CCRSB School Code of Conduct: results in a 5 day Out-of-School suspension
2. First Offense: A one month suspension from any school sponsored events (including sport or clubs/committees), meeting with parents or guardian and a signed agreement to finalize consequences of a future violation.
3. Second Offense: A six-month suspension or remainder of school year from all school sponsored events (including sport or clubs/committees.)

## Probation and Suspension from any Extra-Curricular Teams

Over the course of the year students may participate on school sponsored teams. If students show a failing grade in a course or courses the following procedure will be implemented to ensure academic and athletic participation.

1. All athletes are required to sign an agreement to be in good academic standing while participating on a school sponsored team.
2. All athletes will be assessed once a week to ensure academic security. If the athlete is failing a selected course, he/she will be placed on a one week probationary term. The athlete will be able to participate in all practices, games and functions for the following week. At the end of the probationary term and the athlete is still failing, a one week suspension will be put in place which will result from removal of all school sponsored events. If the student is passing by the end of the probationary week, they will be re-instated.
3. Each athlete will have one grace probationary week, but if the student goes two weeks with a failing grade, they will incur a 2 week suspension. Athletes will have the ability to be re-instated at the end of each week, but the suspensions will continue to add up week-by-week with every week with failing grades.

*In the event a student is on an adapted program and in conference with school administration, the school*

*administration will determine the student's eligibility to participate.*

4. In conjunction with the OREC Demerit system, if an athlete receives a demerit during the school day, the athlete will not be able to participate in any school sponsored sporting event, including practices or games the day of the received demerit.
5. Also, in conjunction with OREC's attendance policy, if a student is absent during the day of a game or a practise, that student may not participate in the game or practise without prior approval from the administration or the Athletic Director.
6. If a student competes or participates in a school sponsored team/committee/club, that stretches throughout the entire school year, the following discipline will be followed:

In the case of a club/committee/sport team that functions over the entire school year, if he/she receives 5 demerits in total for each semester it will result in removal for that semester.

#### **PRINCIPAL'S STATEMENT RE STUDENT USE OF DRUGS AND ALCOHOL**

When a principal is reasonably satisfied that a pupil has had possession of drugs or alcohol on school premises or while participating in school sponsored functions, the student shall be suspended pursuant to the provision of Section 53 of the Education Act, and the principal may recommend the suspension of the student for the balance of the school year.

When a principal is reasonably satisfied that a pupil has sold drugs or alcohol on school premises or while participating in school sponsored functions, the suspension shall be as above, and the principal will recommend the suspension for the balance of the school year. Other serious infractions include, but are not limited to:

1. Vandalism (i.e. - Restitution shall be required.)
2. Fighting
3. Exam Cheating
4. Teacher Property Violation (i.e. Never take anything from or open the teacher's desk, filing cabinet, etc.)
5. Confrontational challenge to teacher or school authority (i.e. Immediate and polite compliance with direct discipline related instruction is required.)

**Visitors and Messages:** Due to the nature of a school, any unauthorized person entering the building must report to the office and gain permission from the administration before proceeding to any other part of the building. Failure to do so may be regarded as trespassing. Students should not bring visitors to the school without prior permission.

Only in the case of emergencies will a student or teacher be disturbed from class for phone calls or visitors. Should it be necessary, phone messages may be left with the office secretary. On a particular day if you are expecting either of the above, inform the office as to your preference for their handling.

The grounds have been posted as "No Trespassing Except on School Business." This shall be enforced at all times.

**Bus/Noon/Study Supervision:** "The purpose of supervision is to maintain a safe and pleasant atmosphere conducive to learning". Bus/Noon supervision is carried out by teaching staff. It should be noted that, while there are some areas of the school property not directly supervised on a continuous basis during these time periods, identified areas are. All students can comfortably be under direct supervision at all times if they remain in these areas. (gym or cafeteria)

**MORNING:**

1. BUS STUDENTS may enter the school upon arrival through the main doors. They may proceed to the gymnasium or the cafeteria.
2. TOWN STUDENTS may enter the building through the main door at 8:30 a.m. Students are advised that waiting in the main hall for the 8:30 bell will not be possible. Necessary access to the building prior to the 8:30 bell requires approval of the principal.
3. ALL STUDENTS may go to their lockers at the 8:30 bell and prepare for their day.
4. ALL STUDENTS are then expected to their first class for the National Anthem and announcements.

**RECESS - 10:50 - 11:00**

Students are not permitted to leave school property during this short recess break.

**NOON:**

There are three areas for students to “be”. These are the cafeteria, the gym, or outside.

Students may return to their wing only once during noon to return lunch containers and obtain clothing for outside activities.

Students who have served a detention will be permitted to return to their area only once for their lunch and/or clothing.

Once the hall is "closed" movement in the wing will be permitted only with the permission of the supervising teacher.

**STUDY CLASS:**

1. Students are required to attend all study classes as an opportunity for independent learning.
2. When assigned, students are required to report to all study classes at the beginning of the period for attendance monitoring by the supervising teacher.
3. Absence from study class for any other school activity requires a note of request authorized by a teacher. This note is to be given to the study teacher at the beginning of the period.

**OXFORD REGIONAL EDUCATION CENTRE - NO SMOKING POLICY****Policy Statement:**

In keeping with the goal of Oxford Regional Education Centre to provide a safe and healthy environment for all students and staff, efforts are being made to provide effective educational programs to help prevent and eliminate tobacco usage.

**Rationale:**

1. The school believes that it has a responsibility to protect the health and safety of all its students and employees.
2. The school believes that education plays an integral role in the prevention and elimination of tobacco use.

**Regulations:**

1. All buildings, property and vehicles associated with Oxford Regional Education Centre are designated as smoke free areas.
2. Applications for the use of school facilities stipulate clearly that smoking on school property by community groups using the school is prohibited.
3. In cooperation with Addiction Services, the school will participate in tobacco reduction programs developed for schools.
4. The principal will ensure that there are fair consequences for students who refuse to comply with the smoking ban or who are found to be in defiance of school authority as a result of non-compliance with school rules related to this issue. Disciplinary procedures will establish fair and progressive elements including parental involvement, counselling, suspension, education, and preventative activities.
5. Instructional and support staff who smoke will be reminded that the school is a smoke free environment. Smoking therefore is not permitted on school property and/or areas designated to be under school authority. For example: Northumberland Athletic Park.
6. Principals and staff will work in cooperation with local citizens and community, and will make every effort to educate students about the rights of property owners and the responsibility of students who choose to smoke off school property. But it must be highlighted that the responsibility for student behaviour in the community essentially rests with the student and his/her parents. Parents, municipalities, community members, and community policing personnel have a role to play where an individual's behaviour in the community is unacceptable.
7. Smoking in private vehicles on school property and other designated areas is prohibited. Students are reminded that the bringing of private vehicles to school is a privilege afforded to the student by the board through the school principal. At any time, to safeguard safety, comfort and well-being of others, or where cars are used in violation of school policies and procedures, the principal will disallow student private vehicles on school property and property under the school's control.
8. The role of parents as partners in counselling their children about the health hazards of cigarette smoking is acknowledged by the school as essential.

**Procedures:**

1. When a staff person clearly sees a student smoking on school property, they will approach the student and tell them to report to the office. They will provide administration with a written report including names, dates, time, specifics of the incident, including student response.
2. When a staff person clearly sees a student smoking on school property, they will write a report as above and submit it to administration that same day.

**Punishments:**

**For a Student smoking or using tobacco products outside:**

- 1<sup>st</sup> offense: one day suspension
- 2<sup>nd</sup> offense: three day suspension
- 3<sup>rd</sup> offense: five day suspension
- 4<sup>th</sup> offense: discipline committee

**For a student smoking or using tobacco products inside:**

- 1<sup>st</sup> offense: 3 day suspension
- 2<sup>nd</sup> offense: 5 day suspension

**Students who defy punishments assigned to them will be placed at the next level and will be addressed from the defiance perspective. Students who are defiant while being addressed for smoking will be punished for both smoking as written above and with regard to be in defiance of school authority.**

**COMPUTER AND INTERNET USAGE**

Computers and internet usage at Oxford Regional Education Centre is a privilege not a right. Particulars for this usage are detailed in the OREC Computer and Internet Acceptable Use Guidelines as well as below.

Note: Copies of the OREC Computer and Internet Acceptable Use Guidelines are available to all students and must be signed by the parent/guardian before a student will be assigned a computer ID and given permission to use the technology at OREC.

**Usage of another person's computer username for any reason will be considered a serious breach of school rules.**

It is the Parent/Guardian's responsibility to sign the school's

Acceptable Use Policy to indicate his/her understanding and agreement with the terms of provision of student access to the Internet.

**It is the Student's responsibility to:**

- follow school guidelines for the acceptable use of school-provided networked information resources, electronic systems, and Internet
- submit to the principal a signed Acceptable Use Agreement, which includes parent/guardian
- exercise caution when releasing personally identifying information to any person or electronic system;
- back up his/her personal electronic files according to a schedule and procedure communicated by the school's system administrator. (All files will occasionally have to be purged from the computer by the school's network administrator for reasons such as electronic viruses, hardware maintenance, management of system resources such as storage memory, or the end of a school year or project for which access to the technology has been provided.);
- assume with his/her parent/guardian all responsibility resulting from financial obligations entered into by the student. (Teachers will provide guidance to students about such opportunities, possibilities and liabilities.)

**Security of Information and the Internet**

Information distributed over the Internet may not be secure. It is possible for electronic messages to be intercepted, read, and modified without the author's permission or knowledge.

**Student Privacy and Safety**

Students must be alert to the dangers of making personal identifying information available over the Internet. Lurkers with access to students' pictures, addresses, and telephone numbers have harassed and harmed children or members of their families. Just as posting students' pictures and contact information in a public newspaper would not be advisable, posting the same information on an Internet accessible homepage may result in unwanted attention, solicitation, or harassment. Because of these concerns and recent related negative experiences, students are not permitted to visit chat rooms such as MSN using school computers without specific

instruction and direct supervision of professional staff. Students may not release information that could be used to bring the student in direct contact with correspondents.

### **Public School Programs Acceptable Use**

Students will use school-provided Internet access with direct teacher permission and supervision. Personal information such as their pictures, addresses, telephone numbers, parents' names and home or work addresses / telephone numbers, will not be published by the students or schools.

Students who receive information or messages that make them uncomfortable will immediately report the occurrence to the supervising teacher.

Students will not attempt to access private or personal materials, information or file of others without their prior authorization. Students may view published web pages and cite information obtained from them appropriately.

Students will not vandalize, damage, or disable the work of another individual or organization, or will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.

Students will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files. Students can copy only material for which they have permission.

Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery, or language.

### **Consequences of Unacceptable Use - (Sanctions)**

Disciplinary actions related to student access to electronic resources may be determined at the school and/or classroom level in accordance with provincial, board and school discipline policies.

Violations of the school or provincial acceptable use policies may result in a loss of access to electronic resources. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes.

When appropriate, law enforcement agencies may be involved.

## **DISCLAIMER**

**Use of any information obtained via the Internet is at the user's own risk.**

## **PERSONAL COMMUNICATION AND ENTERTAINMENT DEVICES**

**Rationale** - The growing number of digital communication and entertainment devices, which are in use at school, for both instructional and non-instructional purposes, present new challenges for all school community members. Cell phones which record and transmit both audio and video information; digital recording and replay devices; wireless communication devices providing internet access for text and pictures; etc. all have both positive and negative potential in their impact on students, staff and community.

**Principles** - Respect for the privacy, safety and legal rights of each person, for the integrity of the teaching-learning process, and for the teaching-learning environment.

**Guidelines** - In all instructional settings, student personal communication and entertainment devices will be turned off and stored out of sight. If seen using an electronic device during class, i.e. cell phone, iPod, the supervising teacher may confiscate the device which then would be turned into the administration. Digital devices capable of taking or transmitting digital images or sounds are not permitted in washrooms, change rooms, locker rooms or any space or circumstance where students or others expect a greater degree of privacy than in public spaces within schools.

Privacy, safety and legal rights of school community members require that student personal communication devices (EX: cell phones which record and transmit audio and video information) be turned off in public areas. Images recorded on school property are not to be posted on web sites or published without prior permission of administration and the parties involved whose images are to be portrayed. Any violation of the principles of these guidelines will be dealt with by way of the code of conduct.

## **BULLYING**

**Bullying Behavior is unacceptable at Oxford Regional Education Centre.**

**Definition:** Bullying happens when a student or group of students target an individual(s) repeatedly over time, using verbal, physical or psychological aggression toward the victim(s) (Hoover and Oliver, 1996; Rigby, 1995; USDOE, 1998)

How is bullying different from other student conflict?

1. Time: there is a pattern of repeated inappropriate aggression.
2. Unfair match: a more powerful person or group attacks a less powerful victim or victims.
3. Harm is done: there is a disturbing, humiliating, demeaning or controlling affect on the victim.

Obviously such behavior is unacceptable, and is contrary to our stated school Mission Statement. It is the responsibility of all members of our school community to ensure by acceptable means that no person is bullied. School and classroom rules are designed to proactively address this concern as is their consistent application and enforcement. Education programs related to bullying are specifically integrated into our Health programs based upon Barbara Collorosa's thoughts regarding the bully, the bullied and the bystander. Oxford Regional Education Centre are places where all people are valued and their self-esteem and safety are to be protected from willful harm.

Incidents of a bullying nature as defined above should be reported to the school in a timely manner to enable immediate meaningful address.

### **Parking**

Due to fire regulations, OREC must ensure all fire lanes are kept clear. As a result, ***student parking is not available***. Parking spaces in the parking lot at the lower main entrance is available for staff and visitors only. Signs are posted to advise of parking restrictions. We are sorry for the inconvenience and appreciate your understanding with this matter. Students found in violation of this, may face disciplinary action which could include suspension.

### **Transportation of students to extra-curricular events**

It is both against Board and Provincial policies for a student to take their own vehicle / drive themselves on any school sponsored activity; field trip or sporting event during or after school hours. We are responsible for student safety and when planning events for them, responsible to transport them safely. Nor does the Board allow parents to sign waiver forms for them to permit their son/daughter to take their own vehicle.