

Engage, support and inspire all learners to achieve and succeed.

STUDENT HANDBOOK 2018-19

PAULINE JOHNSON
COLLEGIATE & VOCATIONAL SCHOOL



Welcome

Thank you for choosing Pauline Johnson Collegiate & Vocational School. We hope that you will soon realize what we already know: this is one of the most caring and accepting schools in Grand Erie! Enjoy your time here and make the most of it.

It is a pleasure to welcome our new and current “Thunderbirds” back to PJCVS. We trust that you have had a great summer and are looking forward to the new school year.

Regardless of whether you are new or returning, this **Student Handbook** will provide you with important information which will be of use to you throughout the entire year. Please read and be sure you are aware of the instructions concerning attendance, school dress, parking, etc.,. You need to become familiar with our [Code of Student Behaviour](#).

Pauline Johnson Collegiate and Vocational School provides many opportunities for you to be successful, both in your academic work and in your participation in our extracurricular program. Our staff will do their part to help you have a successful year. Your contribution of hard work and cooperation is crucial to your success.

Stand tall and make your years at Pauline Johnson successful and enjoyable! AO-PJ!!



ADMINISTRATION

David Thomas, Principal david.thomas@granderie.ca
(519) 756-1320 ext 276001

Jessie Hooper, Vice-Principal jessica.hooper@granderie.ca
(519) 756-1320 ext 276002

Adriana Potichnyj, Vice-Principal adriana.potichnyj@granderie.ca
(519) 756-1320 ext 276003

STUDENTS' COUNCIL

STUDENTS' COUNCIL EXECUTIVE 2018-19

Prime Ministers - Maia Sitzer and Maliah LeBlanc

Minister of Athletics – Nicole Nassar and Kiana Lowes

Minister of Arts – Rachel Riddell

Minister of Communications – Nada Nassar and Whitney Higgins

Minister of Health – Meghan Green

Minister of Public Relations – Owais Tabassum

Minister of the Environment – Jayd Sitzer and Taylor Bell

Minister of Fun - Raechel Charlton and Emma Fielding

Minister of Fundraising – Madhu Tiwari and Courtney McCormick

Minister of Grad Affairs – Alyssa Outerson and Carmela Lowes

Minister of Social Affairs – Chris Chua and Shaira Plumstead

Minister of Tech – Kavin Gunasekaran

Minister of Senior Affairs – Stephanie Fletcher

Grade 10 Reps – Brandon Crowley and Olivia McCulloch

Pauline Johnson Collegiate & Vocational School

Class times – Regular Day

**** All students are expected to arrive to class on time and be prepared for class.**

8:45 – 10:00 am	Period 1
10:00 – 10:08 am	TRAVEL TIME
10:08 – 11:23 am	Period 2
11:23 – 12:08 pm	LUNCH
12:08 – 1:23 pm	Period 3
1:23 – 1:31 pm	TRAVEL TIME
1:31 – 2:46 pm	Period 4

SCHOOL CASH ONLINE

New Online Payment Program Available at Schools NOW! Grand Erie made paying for school items that much easier.

- This program is quick, easy and safe
- You can manage payments for each child in one program
- Your banking and personal information is protected

Register by following the easy steps below:

- Visit www.schoolcashionline.com
- Select "Get Started Now" and follow the steps to register
- After you receive the confirmation email, please select the "click here" option, sign in and add each of your children to your household account.

School staff showcase items for purchase in a School Cash Catalog and post it to the Parent Site. From there, parents receive email notification, check the Parent Site and click through to pay. Funds are moved electronically from the parent's bank account to the school's bank account.

For more information and support contact the Parent Help Desk at 1-866-961-1803 or parenthelp@schoolcashionline.com

Student Activity Fee - \$40

All students are expected to pay an activity fee for which they are given a student card. This card entitles each student to participate in extra-curricular activities, to attend dances (including semi-formal and the Prom), and to enjoy events and activities planned throughout the year by the Student's Council and the other clubs and teams that the fee supports. The photo identification is part of our school safety plan and the photo is used for the yearbook.

Athletic Fee - \$20 or \$30 per team (\$75 for football)

All athletes must pay fees before participating on a PJ sports team (practice or game).

\$30 for basketball, volleyball, rugby, track, hockey, curling. **\$20** for all other teams.

Fees help to cover costs related to travel, uniforms, equipment, referees, maintenance, etc....

Note: Football requires a payment of **\$75** due to the additional expenses.

Fundraising Campaign

Students' Council helps to cover the expenses of many co-curricular activities. This includes supporting dances, guest speakers, all clubs, and additional team expenses not covered by the Athletic Fee such as CWOSSA and OFSAA.

Every student is asked to participate in the fundraising campaign which usually takes place in the fall. Prizes are often given to the top selling students and homerooms.

Get Involved and Earn POINTS

Students' Council rewards students for their involvement in school life by awarding points in four categories: **social, athletic, leadership and academic**.

In order to join any sports or activities, you must have a PJ Student Card. You may also have to meet other criteria such as those listed at the end of the activities. Coaches/supervisors award points based on the following criteria: contribution, attendance and commitment. The full number of points should reward participants who demonstrate exemplary contribution, attendance and commitment.

Points will NOT be awarded for any activity that is being used towards the 40 community volunteer hours requirement.

Point Values

Earn **20 points** and receive a **JUNIOR LETTER**. 😊

Earn **40 points** and receive a **SENIOR LETTER**. 😊 😊

Earn **50 points** with a minimum of 10 points in three categories and receive a **STUDENTS' COUNCIL MAJOR AWARD**. 😊 😊 😊

Academic (0-3)

70% - 3 points

80% - 4 points

90% - 6 points

Academic contest participant (0-1)

Skills Canada Participant (0-3)

Advanced Placement Club (0-3)

Leadership (0-3)

Club Executive	Team Captains (0-1)	Trustee
Student Coaches	DARE	
Student Council Ministers	Best Buddies	
Rep on School Committee	Student Council Prime Minister (0-5)	

Social (0-5)

Attendance Hours: 0-20 = 3 pts, 21-49 = 4 pts, 50+ = 5 pts

Art	Chess and Games Club	Band	Healthy Schools Ctte
Book Club	Envirothon/EcoSchool	Gamers Club	
Ministry Member	Robotics Club	OSAID	
SHAC	Positive Space	Morning Announcements	

Athletics

Attendance Hours: 0-20 = 1 pt, 21-49 = 2 pts, 50+ = 3 pts

- 0-2 points for sportsmanship and work ethic

Activities and Teams

The following activities have been available in the past and may or may not be available this year.

Art Club: Get involved in producing artwork for the school and the world. Organize an event.

Chess/Games Club

Choir: Concert Choir meets once per week to work on a variety of show tunes and other music. A smaller ensemble called the Show Choir also meets once per week to work on numbers that are choreographed. Choir meets September – June.

Drama: Meets for school productions and entry to Sears Drama Festival.

Eco-club: Students meet regularly on environmental initiatives and projects for our school. The work of this club also helps PJ become an Ontario Certified Eco-school.

Gamers Club Meet once per week to test your dominance in a variety of video games.

School Health Advisory Club

Healthy Schools Committee Initiatives related to mental health, healthy body, and fitness.

Key Club: A school and community service club open to all students.

Morning Announcements: Read announcements over the PA system.

Ministry of Fun

Ministry of Grad Affairs

Ministry of Athletics

Ministry of Tech: Assist with audio/visual productions.

Skills Canada: Students participate in technical skills competitions ranging from a local to national level.

Ministry of Sports: Athletic Council meets once every other week.

Book Club For those who enjoy a good read 😊

Coed Sport Teams

Badminton	January-April	<i>After school</i>
Cross Country	September-October	<i>After school</i>
Curling	November-February	<i>Held at Golf & Country Club</i>
Golf	September-May	<i>After school</i>
Tennis	September-October	<i>Begins the first day of class</i>
Track & Field	March-June	<i>Training begins in March</i>
Wrestling	November-March	<i>After school</i>

Women's Teams

Basketball	September-November	Midget, Junior and Senior
Hockey	November-March	Varsity
Rugby	March-June	Junior and Senior (Jersey costs \$65)
Soccer	March-June	After school
Softball	March-June	Varsity
Volleyball	November-March	Midget, Junior and Senior

Men's Teams

Baseball	March-June	Varsity
Basketball	November-March	Midget, Junior and Senior
Football	September-November	Junior and Senior (Team jersey approximately \$80)
Hockey	November-March	Varsity
Lacrosse	April-May	Includes all grades
Rugby	March-June	Junior and Senior (Jersey costs \$65)
Soccer	March-June	After school
Volleyball	September-November	Junior and Senior

Sports Eligibility

Students who transfer from Grade 10 to another school are ineligible to participate in the interschool athletic program. To play on a PJCVS team within the Brant County Secondary School Athletic Association (BCSSAA), you must complete an eligibility transfer form available from the Physed Department.

Forms must be returned by Tuesday of the second week of school. If you think you may be involved in the athletic program at the BCSSAA level and you are new to PJ, make sure you file the necessary documentation with the Physed Department.

Sports Age Requirements

Senior: 16 to 19 during the calendar year **Junior:** 15 during the calendar year **Midget:** 14 and under during the calendar year

**** Students in their first three years must be registered in three courses per semester to be eligible

**** Students in their fourth or fifth year must be registered in two courses per semester to be eligible.

**** Students in their sixth year are NOT eligible.

The PJ SPOTLIGHT AWARD

The “PJ Spotlight” Award is given out monthly to a student who is involved in the life of his/her school through excellent attendance, good progress in course work and participation in activities such as band, sports, clubs, students’ council or special events. PJ Spotlight winners may also be involved in community programs or have been recognized for achievements in other areas. Check the display case in the main hall for current and past winners!!

PJCVS SCHOOL TEST and/or PRESENTATION POLICY

If you know, in advance that you will be absent on a test or presentation day, please make alternate arrangements with the teacher to complete the work. If you are absent on the test or presentation day, be prepared to do the work on the day that you return to class, at a time deemed appropriate by the teacher. Bring a parental note specifying the reason for your absence or have your parent/guardian call the school.

If you do not have an acceptable/legitimate reason for the absence, you may still be expected to complete the assessment (or alternate form of assessment) and disciplinary consequences may be assigned. In some cases, a mark of “zero” may need to be issued.

PJCVS ASSESSMENT and EVALUATION POLICY

Assessment, evaluation, and reporting in Ontario schools are based on the policies and practices described in *Growing Success – Assessment, Evaluation and Reporting in Ontario Schools 2010*. The policy states that the primary purpose of assessment and evaluation is to improve student learning and is based on the following seven fundamental principles.

The Seven Fundamental Principles

To ensure that assessment, evaluation, and reporting are valid and reliable, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

- Are fair, transparent, and equitable for all students;
- Support all students;
- Are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- Are communicated clearly to students and parents at the beginning of the semester and at other appropriate points throughout the year;
- Are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- Provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
- Develop students’ self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

Teachers will obtain assessment information through a variety of means, which may include formal and informal observations, discussions, learning conversations, questions, conferences, homework, tasks done in groups, demonstrations, projects, portfolios, development continua, performances, peer and self-assessments, self-reflections, essays, and tests. Teachers will ensure that students’ demonstrations of their achievement are assessed in a balanced manner with respect to the four categories of the achievement chart. Teachers need to:

- Plan assessment concurrently and integrate it with instruction;

- Share learning goals and success criteria with students at the outset of learning;
- Gather information about student learning before, during, and at or near the end of a period of instruction, using a variety of assessment strategies and tools;
- Use assessment to inform instruction, guide next steps, and help students monitor their progress toward achieving their learning goals;
- Analyze and interpret evidence of learning;
- Give and receive specific and timely descriptive feedback about student learning;
- Help students to develop skills of peer and self-assessment.

FINAL MARKS

Term Work – 70%

(Knowledge/Understanding, Thinking/Inquiry, Communication, and Application)

Final Evaluation – 30% (two forms totaling 30%)

(Examinations and other summative assignments that are suitable to course content)

Learning Skills

(Responsibility, Independent work, Initiative, Organization, Self-Regulation, Collaboration)

HONOUR ROLL and HONOUR ROLL WITH DISTINCTION

Eligibility Criteria

Honour Roll - 80%-89.99%

Honour Roll With Distinction – 90% or higher

Grade 9 – average of top 8 marks

Grade 10 – average of top 8 marks

Grade 11 – average of top 7 marks

Grade 12 – average of top 6 marks

There will be no rounding up of marks.

Certificates are presented at Graduation or Awards Assembly.

EXAMINATIONS

Final Examinations are compulsory. Parents are encouraged to avoid booking family vacations during exam periods. Students and parents who require exams to be re-scheduled because of emergencies or other critical situations may request consideration in writing to the Vice-Principal. Teachers are not authorized to re-schedule examinations.

Parents must notify the school promptly if students will be ***absent from an examination*** because of illness or serious emergency. A doctor's note may be required for an illness. Alternate arrangements may be determined to be appropriate. Decisions will be based on each individual case.

If students are ***late for an exam***, they should report to the office. Extra time may or may not be permitted. Decisions are based on each individual cases.

If students ***forget to show up for an exam***, they will not normally be allowed to write it.

If the ***school examinations cannot be written for any reason (ie. weather, etc...)***, the entire schedule will be postponed by one day.

Cheating in any form will result in a mark of “0” on the paper and may involve further consequences from administration.

PJ ATTENDANCE and LATE POLICY

Regular attendance and punctuality is critical to a student’s success at school. Students have a legal responsibility to attend school punctually and regularly. Consequences will be assigned for arriving late to class and absenteeism in order to stress the importance of attending school.

ATTENDANCE PROCEDURES

- a) If you are planning to be absent or if you are legitimately absent ie) illness, etc...., please contact the school and report the absence at 519-756-1320 ext. 276239
- b) If you have been absent from school, **bring a note from your parent or guardian stating the date(s) and reason(s)** to the attendance office.
- c) Parents/guardians may be called when the cause of absence is unknown or needs substantiation. If a student is 18 years or older, contact may only be with the student.
- d) Upon reaching the age of 18, attendance is the responsibility of that student. Absenteeism should be only for legitimate reasons (see below). Should inappropriate attendance behaviours be observed, such behaviours will be addressed by staff and/or administration through progressive discipline that considers both the maturity of the student and the repetitive nature of the incident.
- e) Students leaving early for an appointment must **give a note to the attendance secretary when they arrive at school** or before the end of period 1. They will get an excusal slip and are not required to bring a further note. **The student is expected to sign out at the office before leaving for the appointment.** Avoid making appointments during school hours.
- f) Students absent from school on the day of a school dance, sporting team event or extra-curricular activity may not be allowed to attend or participate.
- g) A student who becomes ill is to report to the office. His/her parent or guardian will be called to give permission to leave school and to sign out.
- h) Students with **spares** remaining at school are expected to work in the library or cafeteria and should not be loitering in the hallways.
- i) Students are expected to be in their classes by the time the bell goes. Teachers may provide consequences for late arrivals. If lates are persistent, then the student will be referred to the school administration. ** Note: Administration encourages teachers to assign detentions related to students who arrive late on a consistent basis.
- j) Students must report to classes promptly and on time. If a student arrives **late for school**, he/she must report to the attendance office to receive a “late slip”. Students arriving late with a

legitimate reason should submit a note signed by a parent/guardian, or have a parent call the attendance office with a reason or the parent/guardian can accompany the student to school.

Legitimate Absences include

Illness, medical/specialist appointments that are unavoidable, emergencies, religious days, bereavement

Illegitimate Absences include

Shopping, attending a school event (sport or club) as a spectator, beach day, extra-long lunches, “reward day” from parent, work days, sleeping in

**** Please review “SCHOOL TEST and/or PRESENTATION POLICY” on page 8**

PJCVS – CODE OF CONDUCT

The objective of the ‘Code of Conduct’ is to encourage a positive learning atmosphere which assists students in the development of feelings of self-worth, self-discipline and respect for others. All students, parents, teachers, and staff have the right to be safe and feel safe in their school community. To support this objective, clearly defined student expectations are written down for the benefit of students, staff and parents.

Expectations of All Students

1. Students are expected to attend all classes regularly and punctually.
2. Students are expected to use appropriate language and avoid altercations of any kind with other students and school staff.
3. Students are expected to complete assessments to the best of their ability and hand in all assigned work on time.
4. Students are expected to know and follow the expectations as outlined in the Student Code of Conduct as found in the Students’ Handbook.

Discipline Action Plan

Disciplinary actions ***may involve but are not limited to:*** a warning, a referral, a call home, completion of a discipline package, detention(s), removal from class (short term or permanently), removal from a team or school activity, an in-school suspension, an out-of-school suspension.

Decisions regarding discipline action are at the discretion of administration.

RESPECT FOR LEARNING (as taken from Policy SO 20 – GEDSB)

Students are responsible for being academically honest in all aspects of their schoolwork. Academic dishonesty includes a variety of behaviours including cheating, plagiarism, forgery, facilitating or aiding academic dishonesty, and the unauthorized access or manipulating of student records, work and computer programs.

Teachers and parents should support students in striving for excellence and producing work with integrity.

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

It is important that students understand the gravity of such behaviour and the importance of acknowledging the work of others.

Addressing cheating and plagiarism will reflect a continuum of behavioural and academic responses and consequences will be based on the following: student's grade level, maturity of the student, the number and frequency of incidents and the individual circumstances of the student.

Definitions

Cheating may take many forms including the following:

- claiming credit for work not the product of one's own effort
- knowledge of or toleration of cheating by others
- use of unauthorized notes or materials during an evaluation
- turning in the same work to two different classes without prior approval
- a student allowing their work to be plagiarized
- assisting another student to cheat

Plagiarism — Plagiarism is a form of cheating. It can be defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. (*Growing Success, 2010* p. 151)

Plagiarism may take many forms, including the following:

- Copying word for word from any outside source without proper acknowledgement. This applies to use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases.
- Paraphrasing ideas from any outside source without proper acknowledgement.
- Submitting in whole or in part work completed by another student.
- Submitting in whole or in part an assignment completed for another course without prior approval of the teacher.
- Allowing one's essay, assignment, and/or test answers to be copied by another student.

This is not a definitive list — Any action which implies that someone else's work is your own can be considered plagiarism.

RESPECT FOR PEERS AND OTHER PEOPLE

All students are entitled to an environment that is safe, welcoming and free of violence. This means such things as intimidation, weapons and hate literature are not to be part of school life.

Students are expected to be courteous and considerate in dealings with others. Physical, verbal, sexual or psychological abuse, bullying, cyberbullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute is unacceptable and will not be tolerated.

Involvement in a fight or provoking/encouraging a fight may result in a suspension. Continued involvement in fights will result in increased length of suspensions.

RESPECT FOR PROPERTY

Students are expected to treat the school grounds, the building, and everything in the school with respect. The community, school staff, and the vast majority of the student body take much pride in this school. Our custodial staff are nothing less than excellent in their constant attention to repair. Therefore, all students are expected to help keep it tidy, in good repair, and thereby share in this PJCVS pride.

Students who destroy or deface school property, or property belonging to others, will be required to pay the cost of repair or replacement. Destruction of school property may result in suspension or expulsion and possible police action. Students who lose or damage texts or school equipment must cover the cost of replacement or repair.

RESPECT FOR YOURSELF: Smoking

Smoking on Board of Education Property is an illegal act with severe consequences. Smoking in the school, in a school bus or on the school grounds is not permitted because of health, legal and fire regulations. A fine for smoking in a prohibited area begins at \$305.00. **Vapes and e-cigarettes are NOT permitted at Pauline Johnson CVS.**

RESPECT FOR YOURSELF: Attendance and Punctuality

The Education Act requires regular attendance at school by students. Good attendance and punctuality are necessary to be successful in school and prepares students for future jobs. Students must attend all classes and arrive on time. Absence from school must be reported to the school upon your return and with a reason for the absence stated.

Students will be required to make up work missed if absent. Parents may be notified of an absence if under the age of 18. Persistent absence from a class may be cause for removal from that class. Persistent absence from school may result in progressive discipline and referral to an Attendance Counselor.

RESPECT FOR YOURSELF: Drugs and Alcohol

Under the Safe Schools Act (2000) any student who is in possession of alcohol or drugs or under the influence or suspected of being under the influence of alcohol or drugs while that student is at school or engaged in a school related activity may face a suspension. Drugs, drug paraphernalia, and alcohol will be confiscated, and it may become a police matter. Lockers can be searched as well as the contents within the lockers. If you are in possession of drugs for the purpose of distribution, you may face expulsion from school.

School sanctioned activities include dances, field trips, riding a school bus, and any extracurricular activity. Students of legal drinking age are not permitted to be under the influence at school-sanctioned activities.

RESPECT FOR AUTHORITY

All students deserve to be treated with dignity and respect. With this as a foundation, teachers are responsible for keeping order in their classrooms, in the school and on school sponsored events. Therefore, students are expected to comply with the rules of the school and to accept the authority of all school personnel.

For obvious safety reasons, students must provide full name to staff members upon request and must stop for staff members if and when requested.

If a student is directed to go to the office to speak with an administrator, the student must go straight to the office to deal with the situation.

ELECTRONIC DEVICES AND CELL PHONES

Students are to use cell phones outside of instructional time during the school day unless under the supervision of a person of authority in the school. Students who do not follow these directions may have their phone confiscated. When a cell phone is confiscated, it will be returned to the student at the end of the school day (after the bell has gone). Multiple confiscations, failure or refusal to turn your phone in to the office may result in suspension for opposition to authority. No electronic devices are to be used in the main or attendance offices, bathrooms or changerooms. *We strongly suggest you leave your cell phone at home.* The school is not responsible for lost, damaged, or stolen electronic devices.

COMPUTER ACCEPTABLE USE POLICY

PJ is proud to provide to students access to computers in the library, Student Services area, many bookable computer rooms and mobile labs. We also provide free wireless access that can be used by school or personal computers. *In order to use the school computers, students must sign a computer use agreement.* If the student is under the age of 18, the agreement must also be signed by a parent.

Inappropriate computer use may result in disciplinary action from the teacher, the school administration, or from the Board.

SCHOOL DANCE POLICY

****Students MUST have purchased a 'Student Activity Card' in order to attend any dance, semi-formal or Prom.**

- a) Admission is restricted to students of Pauline Johnson Collegiate & Vocational School and approved guests only.
- b) **Each student may sign in one guest only and a request form must be turned in to the Vice-Principal 2 days prior to the dance.** The guest will be expected to enter the dance with the person who signed him/her in. The student will accept full responsibility for the guest. If the guest is found to be disrupting the dance in any way, both the student and the guest will be ejected from the dance. The student may be refused entrance to any future dances and will have all guest sign-in privileges revoked for the remainder of the year. **The guest will be refused admission to all future dances.**
- c) The Students' Council, co-operating with the Principal or Vice-Principal, reserves the right to refuse admission to any students or guests. Students who are absent from school on the day of a dance may not be admitted unless previously approved by the Principal or Vice Principal.
- d) No articles whatsoever may be brought in with the intention of disrupting the dance. If considered necessary, school staff and the Students' Council reserve the right to search students or guests.
- e) Coats/bags are not permitted inside the dance area. There is no access to lockers.
- f) Sufficient lights will remain on in the dance to allow for proper supervision.
- g) Entrance is through the main door only. A member of the door committee may stamp each person as he/she enters.
- h) If a student or guest leaves during the dance, he/she may not be readmitted.
- i) Dress must be appropriate. Final decision as to appropriateness of dress will be made by Administration.
- j) Smoking is not permitted anywhere on school property.
- k) Any behavior on the dance floor which is considered morally inappropriate or potentially dangerous is strictly prohibited. Students dancing inappropriately may be removed from the dance.
- l) The Student Code of Conduct will be in effect for all dances. PJCVS dances are school events. School consequences and discipline will apply for any infraction of school rules.
- m) Police officers will be present at all PJCVS dances.
- n) **If any school/dance policy regulations (rules) are violated causing a student to be ejected from the dance, the student may be refused admission to all future dances, including the Prom, for a length of time as determined by Administration.**

BUSES

Students are responsible to the Principal, teachers, and bus driver while riding the bus.

The bus driver has a great responsibility. Therefore, appropriate conduct is expected in order that the driver can give his/her full attention to safe driving.

Students who misbehave on the bus will be warned. Repeated misbehavior may result in but are not limited to a suspension of transportation privileges. Detailed bus regulations are available from the Transportation Department.

In accordance with Board's Transportation Services Department, students are not to use buses to visit friends, go to jobs or for other reasons not associated with travel to and from school. There are no allowances for courtesy transportation. Any requests for a change in transportation drop offs/pick-ups are to be done through the Vice-Principal via a **Bus Pass**. Requests must be supported by a note or phone call from the parent.

THEFT

Theft within the school is regarded as it is in society. Students found guilty of theft will be turned over to the police and their parents will be notified. Restitution will be sought. School consequences will apply.

SCHOOL DRESS CODE

Students are expected to dress in a neat, clean, appropriate and business-like manner. Shoes are required at all times for health and safety reasons. Clothing must not bear rude, inappropriate, or profane messages/pictures because they compromise the moral tone of the school. In addition, the "manner" of dress must not compromise the moral tone of the school, such as excessive cleavage, or low riding pants. Images or wording that might suggest a "double" meaning may also be considered as compromising the moral tone of the school.

Tops for all students are expected to be over the shoulders. All straps must adequately cover underwear such as bra straps. Clothing deemed to be `see through` is not permitted and undergarments must not be visible.

Clothing considered as beachwear including, but not limited to, boys' muscle shirts and tank tops, girls' halter tops and short tops (bare midriff), is not permitted. The bottom of the shirt and the top of the bottoms must meet and not reveal skin. Any items of clothing worn by students deemed inappropriate contravenes the moral tone of the school.

Shorts and skirts should provide ample coverage. No part of the buttocks should be visible.

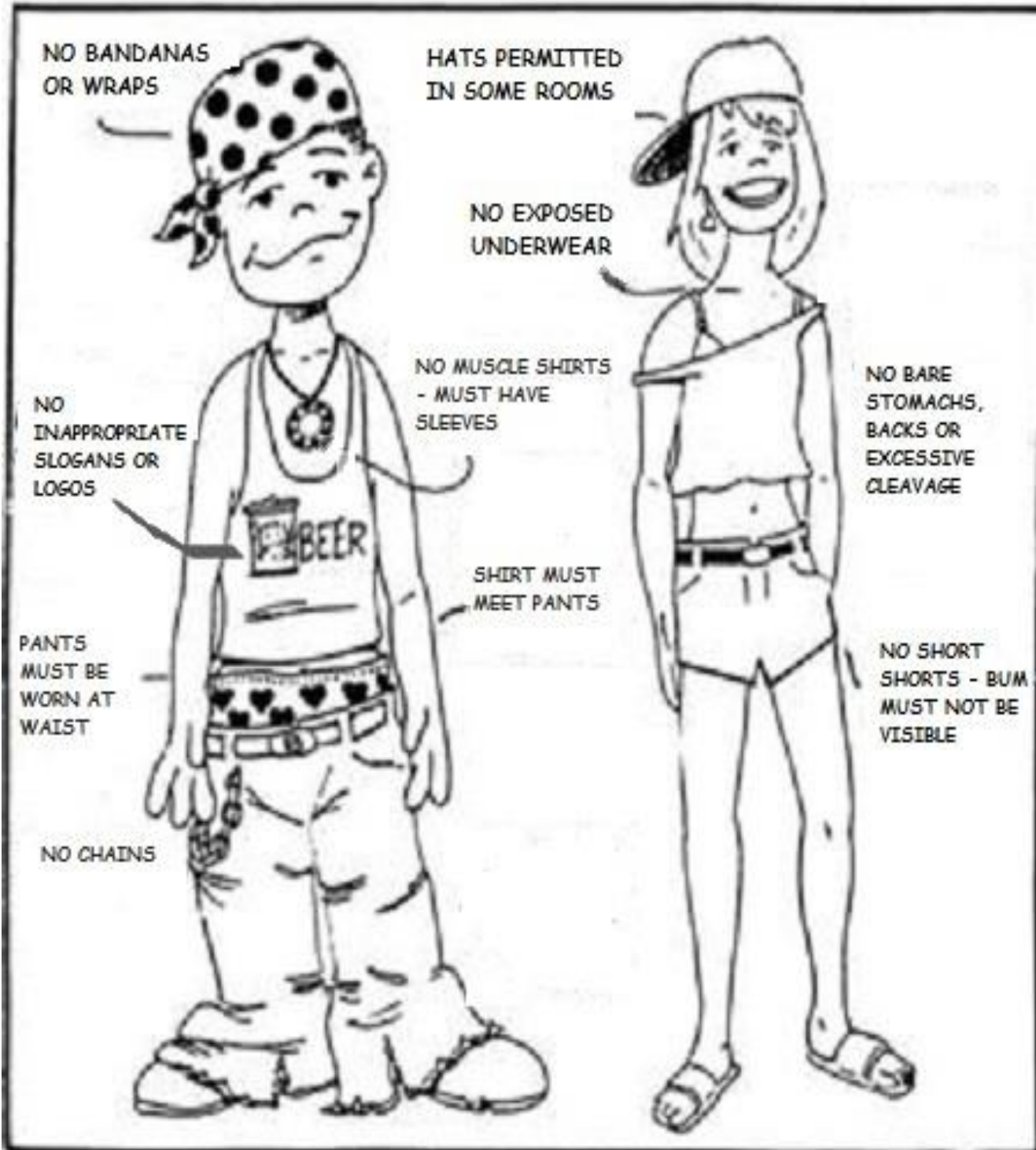
Any clothing which marks the furniture or floor is prohibited. Outdoor clothing is to be removed when in the school and stored in student lockers.

Bandanas, headscarves, headbands and chains are not to be worn in the school unless specifically allowed by a member of the administration.

The wearing of hats within the classroom is at the discretion of each teacher.

The dress code applies every day and for any school activity including the exam period. If any aspect of the dress code is in question, the **final decision is at the discretion of the school administration. You may be asked to change, cover up, or go home.**

THE DRESS CODE



INFORMATION FOR THE FAMILY

Classroom activities have changed dramatically in the past few years. No longer is it possible to obtain a credit by the following: ***“getting the notes, reading the book, or just passing the exam.”***

HOW CAN PARENTS HELP? Encourage and support your child and contact the classroom teacher to discuss any questions or concerns.

- 1. CALL THE SCHOOL IF YOUR SON OR DAUGHTER IS GOING TO BE ABSENT OR SEND A NOTE EXPLAINING THE ABSENCE ON THE DAY HE/SHE RETURNS TO SCHOOL.**
2. Permit absence only when necessary and only for a “legitimate” reason as described on page 11. Question your child about assignment due dates and tests to be written before permitting an absence.
3. Discourage your child from working long hours at a part-time job. Except in emergencies, students should not request to miss school in order to work.
4. Make sure that the school has your **correct phone number** and a **number at work** where you can be reached.
5. Please schedule appointments (dental, medical, personal business) outside of school hours, or on the 165 days of the year when school is not in session if at all possible.
6. Make vacation plans in accordance with the school calendar. Students on vacation during school time miss a great amount of work.
7. Requests to miss school to work must have Board approval. A SAL application must be completed, including a Work Education Agreement, signed by all parties, and approved by the Board before any student is permitted to miss school to work. All SAL applications must be completed through the Vice-Principal. Students will not be permitted to work until the SAL has been approved by the Board. It may take a few weeks, so planning ahead is recommended.

FEES FOR DAMAGED or LOST MATERIAL

The principal may charge fees for the replacement or repair of textbooks, library material, or other loaned materials (e.g., equipment), if said loaned material is not returned as required or is returned in damaged condition.

The fee may not exceed the replacement or repair cost, as appropriate.

INFORMATION on STUDENT FEES

There will be no fees or cost charged to students to participate in the regular day school program. Fees may be charged where the student chooses to upgrade the material or where purchase of material is optional. Students enrolled in Grand Erie District School Board schools can expect to be provided with the basic classroom learning resources required to complete the course expectations. It is recognized there may be optional resources that students may purchase to enhance their program: field trips, workbooks, upgrading materials in courses such as construction technology and visual arts. Students may choose enhanced program options where fees are required.

Students are expected to come to school ready and willing to participate actively in their own learning. To that end, students should bring materials for their own personal school work. Teachers will communicate the basic materials needed to complete learning tasks in each class such as pencils, pens, pencil crayons, markers, erasers, rulers, calculators, etc.

Students are encouraged to pay the Student Activity Fee (\$30). The activity fee includes but is not limited to access to the co-instructional program (e.g. sports, dances and other school activities). Students involved in co-instructional teams, groups and clubs will be made aware of any additional fund-raising obligations or participation fees prior to making a commitment to participate.

GUIDANCE

The Guidance Counsellor offers a variety of services to students and parents:

- Individual counselling about courses, careers and personal matters;
- Group presentations about careers and future education;
- Printed information, videos and computer programs about jobs, apprenticeships, co-op, colleges, universities, enrichment, exchanges, and other opportunities;
- An award winning website at www.mypathway.ca about careers and future opportunities;
- Records of accumulated credits;
- Information about scholarships and financial aid for further education;
- Help in adjusting to Pauline Johnson Collegiate & Vocational School;
- Personal crisis counselling;
- Referrals to community agencies for help with particular problems;
- Referrals to the Board Social Worker or Child and Youth Worker for counselling with students and/or parents;
- Confidential referrals to an appropriate counsellor for information and counselling about physical, emotional and sexual abuse.

Although Guidance Counsellors try to see every student every year with regard to future plans, a student may request an interview at any time rather than wait to be contacted.

SCHOLARSHIPS, BURSARIES AND AWARDS

All students are automatically eligible for subject awards. Bursaries and scholarships, on the other hand, must be applied for and application forms may be obtained from the Guidance Office or from the PJCVS website. Information regarding scholarships, bursaries and awards is available in the Guidance Office throughout the school year and is accessible for students' reference.

SCHOOL SECURITY PROTOCOLS

LOCKDOWN

“**Lockdown**” should only be used when there is a major incident or threat of school violence within the school, or in relation to the school. During a lock down students and staff are directed to a secure room, doors locked, windows and curtains closed, and all sight lines into rooms blocked.

HOLD AND SECURE

“**Hold and Secure**” should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

SHELTER IN PLACE

“**Shelter in Place**” should be used for an environmental or weather related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation (e.g. chemical spills, blackouts, explosions or extreme weather conditions).

Pauline Johnson Library and Learning Commons

The Pauline Johnson Library Learning Commons is a valuable resource for all of your classes. It is a very large and beautiful room set next to the PJ courtyard. Please read the following to acquaint yourself with the library, resources, and friendly staff. We hope to have you develop your research and information management skills.

STAFF

- ☺ Ms. Tice is our Teacher-Librarian
- ☺ Ms. Tenny is our Library Technician (mornings)

RESOURCES.

Destiny Catalogue: <http://destiny.granderie.ca/>
eBooks: **Overdrive** link via Destiny catalogue

HOURS OF OPERATION

- 8:00 am TO 3:00 pm
- Homework Help: from 3:00 pm to 4:10 pm Monday to Thursday in the library.

TIME OF LOAN

- Books & graphic novels – 3 weeks
- Magazines – 1 week

BORROWING BOOKS(paper or online via Overdrive)

1. Find book that you want-Bring the book to the desk/Present your student card/or name
2. Online via Overdrive <http://destiny.granderie.ca/> log in with PJ log in and password, find a book, check it out

BORROWING MAGAZINES

- Only back issues can be signed out

OVERDUES

- Please return or renew all library materials by their due dates.
- Reminder notices are sent via your homeroom teacher.
- You may not borrow library materials until outstanding items are returned/or paid for.

COMPUTER WORKSTATIONS AND THE INTERNET

- Workstations are for school work only
- You must complete a student use agreement to use a workstation.
- Use your own login (see library staff if you need help)
- Please print out only what you absolutely need (charges levied for wasted paper)

LIBRARY ETIQUETTE

- Remember that the library is an area for learning.
- Respect other students' need for a quiet work area (you may be asked to leave) .
- Be tidy: Return books to shelves or librarians.
 - Push in chairs.
 - No food or drink in the library (except bottled water).
 - Please throw out all garbage.

Graduation Requirement: 40 HOURS of COMMUNITY INVOLVEMENT

All secondary students in the province of Ontario are required to complete a minimum of 40 hours of community service in order to graduate. The following is a list of eligible and ineligible activities:

ELIGIBLE Community Involvement Activities

An event/activity/program:

Designed to be of benefit to the community

To support not-for-profit agencies, institutions or foundations

Structured to promote tutoring, mentoring, visiting, coaching whose purpose is to assist others

That supports work of a global nature

That promotes environmental awareness

That promotes and contributes to the health and wellbeing of any group, including school-based activities

Affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive contribution in the community

INELIGIBLE Community Involvement Activities

The Ministry of Education and Training's list of INELIGIBLE activities include:

Activities that displace paid workers

Activities where you are normally paid (ie. Babysitting)

'Take Our Kids to Work Day'

Experiential learning (ie. Job shadow, work experience, cooperative education)

Required activities of a course where you earn a credit

Playing on school sports team

Regular family responsibilities (ie. Chores)

Court ordered community service programs, alternative measure programs or any diversionary program that uses community service

Activities involving the operation of a vehicle, power tools or scaffolding

Activities where you might administer medication or medical procedure

Any student under 16 involved in a logging environment

Any student under 15 involved in a factory environment

Any student under 14 involved in any working environment (except health and residential care environments)

Involves handling of substances classed as "designated substances" under the OHSA

Requires the knowledge of a tradesperson whose trade is regulated by the provincial government.

Activities involving banking, securities or other valuables

Activities that take place during time allotted for instructional program on a school day

INELIGIBLE Activities as noted by the Grand Erie District School Board

In addition to those that the Ministry has listed INELIGIBLE, the following are also included:

Any activity that provides direct financial revenue or gain to the student or to the student's immediate family

Any association with an organization or an organizational activity that does not comply with the policies, procedures and regulations of both the Ministry of Education, Human Rights Legislation, and the Grand Erie District School Board

An activity that takes place during the time allotted for the instructional program on a school day.

However, an activity that takes place during the student's lunch break or 'spare' period is permissible.



Reporting Incidents Of Bullying at School



I am being bullied or
I see someone getting bullied...
Then you are empowered to choose how the situation is handled



Where do I start?

Try telling a teacher nearest to the situation. After class is a better time so the teacher can give it attention.



The teacher can help or report important information to the office.

A really good step to take is to start by seeing a guidance counsellor.



They can provide strategies and options for assistance, including ways to remain anonymous.

Sometimes going to a teacher won't work, so try going to the Talking Locker on the school's web page.



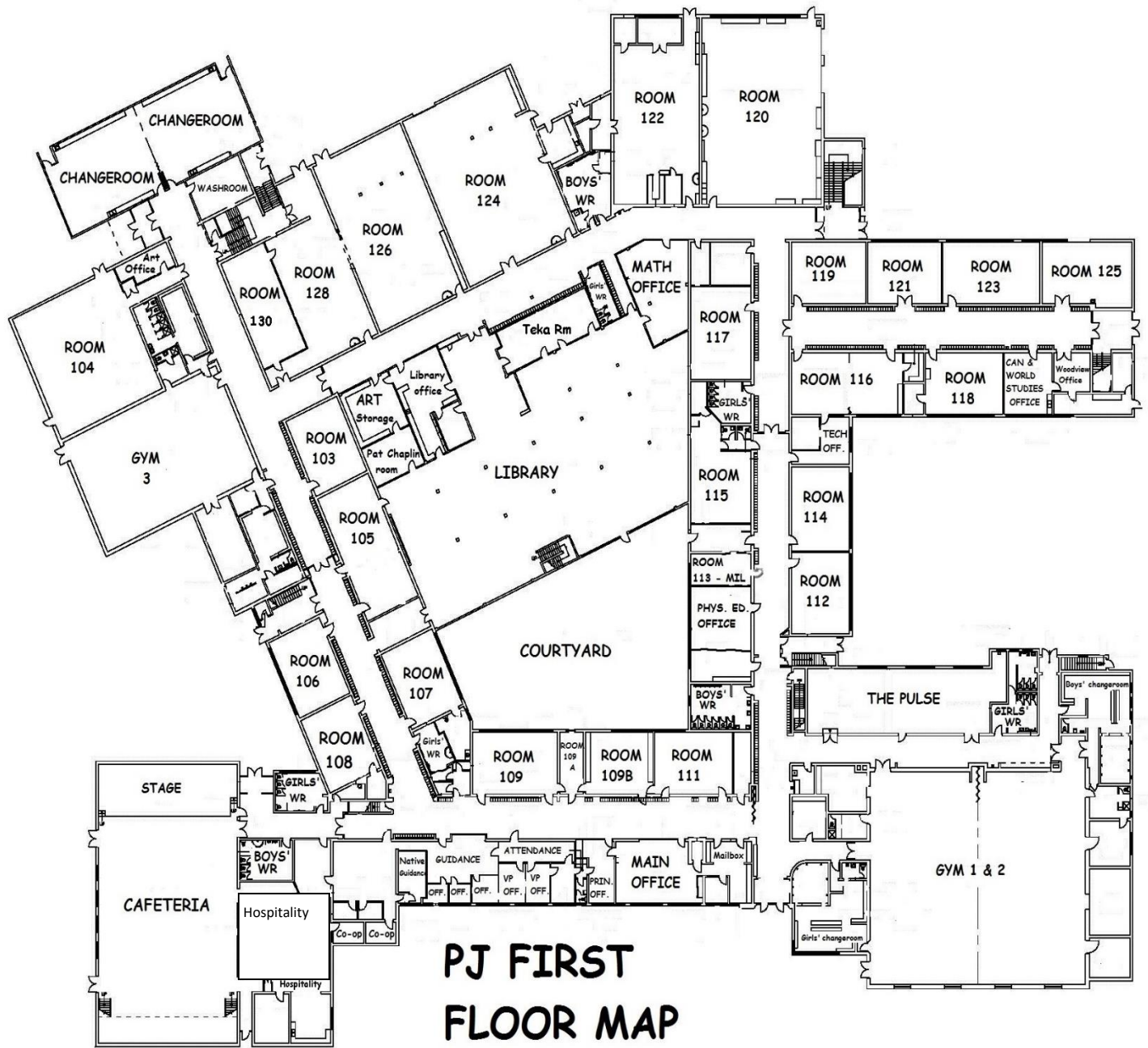
Give details like the class, the date, the time, witnesses, and the bully. The Talking Locker is anonymous so if you would like staff to know your name then please include that as well.

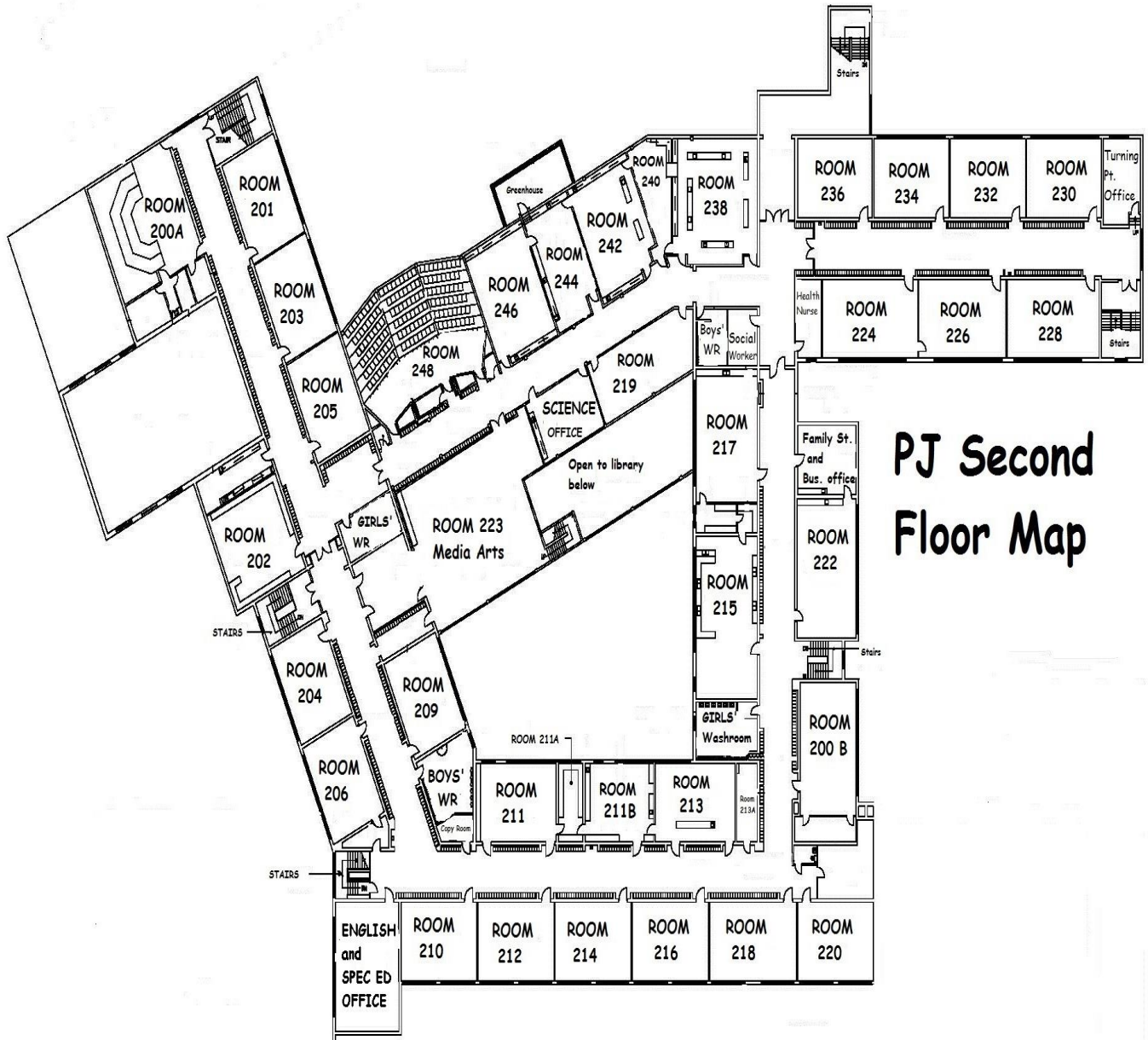


If need be, information can go to administration for further assistance. With everyone involved, we can help make PJ a safe space for all.

SCHOOL CALENDAR DATES 2018-2019

First Day of Classes	September 4, 2018	
Grade 9 BBQ	September 4, 2018	NOON
Photo Day & School Fees	September 5, 2018	
PD Day	September 14, 2018	
Grade 9 MEET the TEACHER	September 19, 2018	5:00 – 7:00 pm
Grade 9 FUN Day	September 21, 2018	
PD Day	October 2, 2018	
Thanksgiving Holiday	October 8, 2018	
Photo Retake Day	October 9, 2018	
Semester 1 Progress Reports	October 10, 2018	
Awards Assembly	October 17, 2018	5:30 – 6:30 pm
Parent-Teacher Interviews	October 17, 2018	6:45 – 8:30 pm
Halloween Dance	October 31, 2018	12:30 - 2:30 pm
Graduation Ceremony	November 1, 2018	
Take Your Kids To Work Day	November 7, 2018	
Grade 8 Tour Day	November 7, 2018	
Term 1 (Sem 1) ENDS	November 7, 2018	
Term 2 (Sem 1) BEGINS	November 8, 2018	
Remembrance Day Assembly	November 9, 2018	
Grade 8 Colour Night	November 14, 2018	6:00 – 8:00 pm
PD Day	November 16, 2018	
Mid-Term Reports	November 15 – 19, 2018	
Winter Semi-Formal Dance	November 30, 2018	
Grad Breakfast	December 19, 2018	
Christmas Dinner for staff & students	December 19, 2018	
Christmas Assembly/Winter Celebration	December 21, 2018	
Christmas Holidays/Winter Break	December 24 – January 4, 2019	
Grade 8 Open House	January 16, 2019 (6 pm – Enrichment) (6:30 pm – regular)	
EQAO Grade 9 Math	January 17-18, 2018	
Locker Cleanout	January 23, 2019 (students keep locker)	
Semester 1 Exam Days	January 24 – January 30, 2019	
PD Days	January 31 – February 1, 2019	
Semester 2 Begins	February 4, 2019	
Report Cards Semester 1 – carried home	February 4-8, 2019	
Grade 10 Pathways/Options Night	February 12, 2019	7:00 – 8:00 pm
Family Day Holiday	February 18, 2019	
Immunization Clinic at PJ	February 27, 2019	
Grad Photos	March 4-8, 2019	
Semester 2 Progress Reports	March 6, 2019	
March Break	March 11-15, 2019	
Parent-Teacher Interviews	March 20, 2019	6:00 – 8:00 pm
OSSLT (Literacy Test)	March 27, 2019	
PD Day	April 12, 2019	
Term 1 (Sem 2) ENDS	April 17, 2019	
Term 2 (Sem 2) BEGINS	April 18, 2019	
Easter Weekend	April 19-22, 2019	
Eco-club Earth Week	April 22-26, 2019	
Mid-term Reports	April 25 – May 1, 2019	
Victoria Day	May 20, 2019	
Fete de Folk	May 24 and 25, 2019	
Fitnic Day	May 28, 2019	
E3 Program Canoe Trip	June 3-6, 2019	
Grad Mystery Bus	June 7, 2019	
EQAO Grade 9 Math	June 13-14, 2019	
Athletic Banquet	June 13, 2019	
Prom	June 14, 2019	
Recognition Assembly	June 19, 2019	
Semester 2 Exam Days	June 20-26, 2019	
PD Day	June 28, 2019	
Report Cards Semester 2 – mailed home	July 2 to 10, 2019	





PJ Second Floor Map