

# Student Handbook



**S U D B U R Y**  
**SECONDARY SCHOOL**

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# Home of the NORTHSTARS

Welcome to Sudbury Secondary School !

## **Our School**

Sudbury Secondary School has been an essential place of learning for over 100 years! We have recently undergone extensive renovations and new construction to provide state of the art facilities for our students to learn, grow and succeed in. In addition to our exceptional regular school programming of Math, Science, Languages, Social Science, Physical Education, Technology, Computers, Special Education and Student Success, we are also the home of the Rainbow Schools Arts Education Magnet program that provides students with exceptional educational programming in the art disciplines of Drama, Visual Art, Vocal Music, Instrumental Music, Dance and Media Arts.

Sudbury Secondary has a welcoming and inclusive atmosphere that supports diversity and is accepting of individual differences. We are proud of this culture and each day we work hard to maintain this. As such, we have established a student code of conduct that reflects our community of caring while supporting the need for a safe and respectful learning environment.

The success of any school is measured by the commitment of its teaching staff and its students. Here at Sudbury Secondary School we have a school full of dedicated people striving for excellence each and every day. As you walk through our doors and participate in the learning opportunities, you too will discover why Sudbury Secondary School is held in high esteem by our graduates.

**ONCE A NORTHSTAR .....**  
**..... ALWAYS A NORTHSTAR !**

**Diversity is the  
one true thing  
we all have in  
common.**



# Rainbow District School Board and Sudbury Secondary School

## Code of Conduct

All students, parents/guardians and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk. We believe that every student has the right to an education without disruption, along with the equally important responsibility not to deny this right to any other student.

Rainbow District School Boards and Sudbury Secondary Schools Code Of Conduct encourages positive student behavior. A firm and fair application of this code of conduct shall prevail in all matters related to Rainbow District School Board including school activities, School Board business and school buses.

## Positive Attitudes

We strive to create positive attitudes towards punctuality, regular attendance, completion of classroom assignments, and interest in learning through classroom participation.

## Parental Support

Parents/guardians support SSS staff by encouraging students to fulfill their responsibilities towards their school, other students and themselves. We recognize that an important factor in success at school is the regular completion of homework and regular attendance which requires the cooperation of the home.

## Guiding Principles

Our Code of Conduct is shaped by the Ontario Schools Code of Conduct. All participants in the publicly funded school system - students, parents/guardian, volunteers, teachers and other staff members are included in this Code of Conduct, whether they are on school property, on school buses or at school authorized events or activities.

All members of the school community must be treated with respect and dignity, especially persons in positions of authority. Responsible citizenship involves appropriate participation in the life of the school community. Active and engaged citizens are aware of their rights, and more importantly, they accept responsibility for protecting their rights and the rights of others. Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behavior is not a responsible means for interacting with others.

The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others. Alcohol and illegal drugs are addictive and present a health hazard. Schools will work co-operatively with police as well as drug and alcohol agencies to promote prevention strategies and when necessary, respond to school members who are in possession or under the influence of alcohol or illegal drugs. Insults, disrespect, and other hurtful acts disrupt the teach, learning and business in a school community. Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.

## Roles and Responsibilities of the School Community

School members include principals, teachers, support staff, students, parents and/or guardians, school councils, trustees, volunteers and visitors. Principals, under the direction of the School Board, take leadership role in the daily operation of schools.

They provide this leadership by:

- Demonstrating care and commitment to academic excellence and safe teaching and learning environments
- Holding everyone under their authority accountable for their behavior and actions
- Empowering students to be positive leaders in their school and community
- Communicating regularly and meaningfully with all members of their school community

Teachers and school staff, under the leadership of their principals, maintain order in the school and are expected to:

- Empowering students to be positive leaders in their school and community
- Communicating regularly and meaningfully with all members of their school community

Teachers and school staff, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. As role models, teachers and support staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth
- Empower students to be positive leaders in their classroom, school and community
- Communicate regularly and meaningfully with parents/guardians
- Maintain consistent standards of behavior for all students
- Demonstrate respect for all students, staff, parents/guardians, volunteers, and other members of the school community
- Prepare students for the full responsibilities of citizenship

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behavior. Respect and responsibilities are demonstrated when a student:

- Comes to school prepared, on time and ready to learn
- Shows respect for himself/herself for others and for those in authority
- Refrains from bringing anything to school that may compromise the safety of others
- Follows the established rules and take responsibility for his or her own actions
- Dresses in accordance with the school dress code

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/guardians fulfill their responsibilities when they:

- Show an active interest in their child(s) homework, school work and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed and prepares for school
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the provincial Code of Conduct, the Boards Code of Conduct and school rules
- Encourage and assist their child in following the rules of behavior
- Assist school staff in dealing with disciplinary issues involving their child

School council members serve as a valuable support mechanism to their local school when they:

- Act as a liaison group on school related issues
- Act in an advisory capacity to principals on specified school policies

Police and community members are essential partners in making our school and communities safe. Community members need to support and respect the rules of their local school. Community agencies deliver prevention or intervention programs that may be used by the school community. Protocols are effective ways of establishing linkages between them. These partnerships must respect all applicable collective agreements. The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was developed by the Ministry of the Solicitor General and the Ministry of Education.

### **Standards of Behavior**

The standards of behavior apply to students, staff, parents/guardians, volunteers, school council members, trustees and visitors engaged in any school activity. In addition, principals will, in conjunction with members of the school council, develop a school code of conduct clarifying acceptable and non-acceptable behavior for all members of their school community. These school Codes of Conduct are subject to review on a regular basis.

## **Respect, civility and responsible citizenship**

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity in achieving academic excellence and in the appropriate use of technology
- respect differences in people, their ideas and their opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of race, ancestry, place of origin, color, ethnic origin, financial status, citizenship, religion, gender, sexual orientation, age, or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect all members of the school community, especially persons in positions of authority

## **Safety**

All members of the school community must:

### **Weapons**

- not be in possession of any weapon, including but not limited to firearms
- not use any object to threaten or intimidate another person
- not use any object to cause personal injury

### **Alcohol and Drugs**

- not be in possession of, or be under the influence of, or provide others alcohol, cannabis or illegal drugs
- not traffic weapons, cannabis, or illegal drugs
- not give alcohol and/or cannabis to a minor

### **Physical Aggression**

- not inflict or encourage others to inflict bodily harm on another person
- seek staff assistance, if necessary, to resolve conflict peacefully

### **Other**

- not engage in bullying behavior
- not commit sexual assault
- not commit robbery
- not engage in hate propaganda and other forms of behavior motivated by hate or bias
- not commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school
- not use the internet and electronic devices in a manner that violates the privacy or dignity of others

**Note:** Bullying is typically a form of repeated, persistent and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and or harm to another person(s) body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance

### **Suspension**

The purpose of a suspension is to caution students and deter them from continuing with or repeating unacceptable behavior, prevent other students from being exposed to or involved in dangerous and damaging activities, discipline students who have transgressed the rules of the school, and to warn parents or guardians of serious discipline problems with their children. The primary purpose underlying the implementation of a suspension is to result in a change in behavior for the student.

## **Activities Leading to Possible Suspension**

Suspension shall be considered when a principal's investigation of an incident, which should include consultation with the pupil's parent/guardian and pupil or the adult pupil, determines that the pupil has committed one or more of the infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on school climate. A student may be suspended for a minimum of one school day, and a maximum of twenty school days.

### **The infractions include:**

- Uttering a threat to or inflicting serious bodily harm on another person;
- Possessing alcohol, cannabis, illegal drugs and/or restricted drugs;
- Consumption of cannabis on school property;
- Being under the influence of alcohol, drugs, and/or cannabis;
- Sharing cannabis on school property;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property;
- Bullying;
- Use of profane or improper language;
- Smoking/vaping on school board property;
- Academic dishonesty;
- Inappropriate use of technology;
- Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community;
- Any act considered by the principal to be contrary to the Board or school Code of Conduct.

## **Suspension Reviews**

The parents/guardian or the adult pupil (18 years or older) may request a review of a decision to suspend where a suspension has been issued.

A written request setting out the reasons for a review must be made within three days of receipt of notice of the suspension. The time for requesting the review may be extended at the discretion of the superintendent of the school where circumstances precluded a request within the requisite time frame. The review shall take place upon receipt by the Superintendent of the school of a request for a review.

## **Suspension Appeals**

Where a suspension review occurred, the pupil's parents/guardian or the adult pupil may appeal the suspension imposed by the principal. In accordance with the Board's administrative procedures, the appeal must be made in writing and delivered to the Director of Education within ten days of the commencement of the suspension.

## **Expulsion**

Expulsion shall be considered when a principal's investigation of an incident, which should include consultation with the pupil's parent/guardian or the adult pupil determines that the pupil has committed one or more of the infraction outlines below on school property, on a school bus, and/or during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate.

## **Activities Leading to Possible Expulsion**

The infractions for which a principal may consider recommending to the Discipline Committee of the Board that a pupil may be expelled from the pupil's school or from all schools of the Board include:

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing a physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault

- Trafficking in weapons, cannabis and/or illegal drugs and/or possession of weapons, cannabis and/or illegal drugs for the purpose of trafficking
- Committing robbery
- Giving alcohol and/or cannabis to a minor
- Bullying, if the student has been suspended for engaging in bullying, and the student's continuing presence in the school creates an unacceptable risk to the safety of another person;
- Any activity that is a suspension infraction under subsection 306(1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor;
- An act, including opposition to authority, considered by the principal to be significantly injurious to the school climate and/or to the physical or mental well-being of others
- A pattern of behavior that is so inappropriate that the pupils continued presence is injurious to the effective learning and/or working environment of others
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property
- A pattern of behavior that demonstrates that the student has not prospered by the instruction available to him or her and that the student is persistently resistant to making changes in behavior which would enable him or her to succeed;
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

### **Expulsion Appeals**

A pupil's parent/guardian or adult pupil may appeal a Board's decision to expel a pupil to the Child and Family Services Review Board in accordance with the procedures set out by the Ministry of Education. Rainbow District School Board is committed to the promotion of respect, responsibility and civility in its elementary and secondary schools.

### **Restart: Sudbury**

Restart is a program for students who have been suspended or expelled. Students are supported in both academic and nonacademic areas. For more information, talk to your school principal. This program will be available to students who have a suspension of 6 days or longer and are approved by the Principal of the Program.

## *Specific Policies and Expectations at SSS*

### School Day Times and Schedule:

Warning Bell: 8:15am

Start Bell: 8:20am

Home room: 8:20am - 8:23am

Period One: 8:23am - 9:38am

Period Two: 9:42am - 10:57am

Lunch: 10:57am - 11:46am

Period Three: 11:46am - 1:01pm

Period Four: 1:05pm - 2:20pm

### **Daily Class Attendance**

Good attendance is essential for academic success. The Ministry of Education regulations require students under the age of 18 attend classes on a regular basis. A credit is based on accumulating 110 hours of instruction. Attendance is a significant part of the evaluation process in a subject and students are expected to arrive on-time and attend regularly. Class attendance is recorded each period. When a student misses a class, an automated phone call home is made to the home at the end of the day. An examination recommendation policy for junior grades is in effect to promote good attendance.

All students who are absent must provide a verified and valid reason for their absence. A written note or a phone call by a parent/guardian is required for all students who miss a class. Students who do not verify their absence with a parent/guardian note or a parent/guardian phone call, are subject to disciplinary measures such as detentions.

### **Lates/Sign-ins/Sign-outs**

Students arriving late or leaving early disrupt classroom routines and learning situations. Students are expected to be on time for school and for learning situations. Students arriving to school after 8:15am must sign in at the office. Students leaving before 2:20pm must sign out at the office. Students must have parent/guardian consent to account for late arrival or early departure. **Students who do not verify their absence with a parent/guardian note or a parent/guardian phone call, are subject to disciplinary measures.**

### **Attendance expectations with Co-Curricular activities**

Students must attend classes prior to a rehearsal, performance or athletic activity. Failure to do so may result in a suspension from that day(s) co-curricular activity.

### **Field Trips attendance expectations**

Field trips are an important aspect of a student's education. They demonstrate practical applications of concepts learned in school and/or extend the students understanding of those concepts. SSS recognizes the academic value associated with field trips, but reminds students that their participation is a privilege. Removal from field trip activities may occur if there are attendance, academic or behavior concerns.

### **Student Timetable**

Students in grade 9, 10, and 11 are required to enroll in 8 courses. When students have accumulated 21 credits, they may take a study period per semester. Students in grade 12 must carry 3 courses a semester.

### **Arts Education Requirements**

Students in Arts Education are expected to maintain good academics, attendance and behaviour. Grade 9&10 Arts Education learners must achieve 65% or better in their Art major course and an overall average of 60%. Grade 11&12 Arts Education learners must achieve 70% or better in their Art major course and an overall average of 65%. Failure to do so may involve probation status designations and possible removal from the Arts Education program at the discretion of administration



## **Assembly & Guest Speaker Etiquette**

- Consuming food and drink is not allowed in the auditorium. If pop is on sale at intermission, don't take it back into the auditorium. Do not unwrap candy during the show—everyone **can** hear you no matter how quiet you try to be!
- No cameras, tape recorders or video cameras are to be taken into the theatre. A flash can blind an actor temporarily!
- Turn off alarms, MP3's and cell phones.
- During the performance, it is not polite to talk or whisper to others in the audience. You could spoil a very special moment in the show for everyone around you! Wait until intermission or after the performance to discuss the show.
- Applause at certain moments during the show is appropriate, particularly after a musical number. It is a thoughtful response to what has happened on stage.
- Once the play begins, leave your seat only in an emergency. If you must leave, do so quietly and carefully. An usher will re-admit you only when he/she considers it to be a suitable time.

## **Supervised Study Periods**

A supervised study period occurs when the regular teacher is absent. Supervised study periods may be either an on-call teacher supervising in the regular classroom OR the class may be directed to the cafeteria by a posted sign on the classroom door. It is every student's responsibility to report to a supervised study period for attendance and assignment of class work. Students are to follow instructions given by the supervising teacher. **AT NO TIME ARE STUDENTS TO LEAVE THE ASSIGNED STUDY HALL AREA WITHOUT REQUESTING AND RECEIVING PRIOR PERMISSION FROM THE SUPERVISING TEACHER.** Students who are absent without verification from supervised study hall are subject to disciplinary measures such as detentions.

## **Homework**

An important factor in success at Sudbury Secondary School is the amount of time spent on homework. Homework can be used for completion of unfinished classroom work, project work, additional practice of skills taught, studying and test preparation, and/or practical application of a skill. The Rainbow District School Board suggests that students in grades 9 to 12 spend up to 90 minutes a night on homework.

## **Examinations**

Exams are considered to be part of the school term and will not be rescheduled to accommodate family trips or extracurricular activities. Personal holidays and work are not to be scheduled during these periods. It is the student's responsibility to be present at all exams. Students absent from exams will receive a zero unless the absence is due to illness (supported by a Doctor's Note) or bereavement.

## **Recommendation Policy**

Students in grade 9 & 10 courses will have the opportunity to be considered for exam recommendations. In order to receive a recommendation, the student must:

- i* achieve a 75% grade point average for their term mark; and
- i* have missed no more than 10 days of school (exceptions - Doctor's note, high performance; bereavement, field trips).

## **Textbooks**

Students are responsible for returning books at the end of the course and must pay the replacement cost of lost or unreturned books.

## **Academic Honesty Policy Statement**

Sudbury Secondary School teachers use two distinct referencing conventions: MLA and APA. Both conventions are expected at Universities and Colleges and are distinct to English and Social Sciences. Students are expected to be familiar with both styles of acknowledgment, as taught by their teachers.

## **Plagiarism**

Plagiarism is defined as taking another person's work and representing it as your own. This includes the use of print, audio, video and internet materials. If plagiarism occurs at the grade 9 or 10 level of study, students will be given a warning, and an opportunity to rewrite the plagiarized assignment. The teacher will make contact with parent/guardians to inform. If

subsequent plagiarism occurs the teacher will use his or her discretion. If the classroom teachers feel that the plagiarism was intentional, then the steps which apply to senior level students may be applied.

At the grade 11 and 12 level a plagiarized assignment may be given a mark of zero, Parent/Guardians and Administration will be notified of the dishonesty and a consequence may be assigned to the student. If subsequent academic dishonesty occurs, further consequences may be applied, at the discretion of the administration.

### **Late Assignment Policy**

Guidelines for Students:

Handing in assigned work on time is important because it teaches time management skills, responsibility and good work habits. These skills are essential in school because not submitting assignments is the second leading cause of failure in secondary school (the first is poor attendance). Students are expected to hand in to their teacher, all assigned work on or before the due date.

### **Students responsibilities:**

Students are to be aware of due dates and hand in assigned work on time. If you are unable to meet a deadline, it is your responsibility to talk to your teacher and explain why your work is not done. After speaking with your teacher, he/she may grant you an extension, and may ask you to sign a late assignment completion contract. This decision is up to your teacher. He/she will consider all things such as the reason for lateness, the nature of the assignment, and the frequency of such lateness. If you are not granted an extension, it is your responsibility to hand in your work on or before the new due date. If you do not meet the re-negotiated deadline in the late assignment completion contract, marks maybe be deducted. Absence from school, forgetting your assignment at home, and computer/printer malfunctions are not valid reason for missing a deadline. In such cases, it is your responsibility to problem solve a solution that may include such actions as:

- If you forget your assignments at home, get someone to deliver it to the school or take you home to get it
- Bring a copy of the assignment on a memory stick/etc, print it in a computer lab before school, at lunch, or after school
- Email the assignment to your teacher, or to your First-class account
- Keep all rough work including research notes, drafts

### **Student Activity Fee**

The student activity fee of \$25.00 is voluntary. It is used to cover costs including the student agenda, lock, locker maintenance, student recognition programs, student parliament activities and guest speakers, See administration for more information on fees.

### **Lockers**

Each student will be issued a locker and use of a school-issued lock. Students should never give out their combination to anyone. The school will not be responsible for missing property. Students are expected to use their lockers. Coats, hats and backpacks/bags are to be placed in lockers and not taken to class. Periodically during the school year, students will be asked to clean out their lockers and tidy the contents. At the conclusion of the school year, all students must remove all their belongings and discard any garbage.

### **Dress and Appearance Code**

The dress code is intended to lead to a safe and respectful learning and teaching environment at Sudbury Secondary School. The dress code is based on principles of respect, safety and cultural diversity. The dress code does not restrict in any way a student's right to dress in a manner that is prescribed by religious, cultural, ethnic or similar tenets and customs.

### ***Appropriate Dress:***

Students are encouraged to maintain dress and appearance appropriate for the professional atmosphere of the school. In particular, students must:

- wear clothing and jewelry in a manner that does not present either a health or safety risk to the individual wearing it or to others (e.g., jewelry must be removed for dance and physical education classes)

- shorts and sleeveless shirts may be worn as long as they adequately cover the body and underwear is not visible (e.g., shorts that are reasonable in length and tops that cover the midriff and chest);
- maintain good personal hygiene, no perfume, cologne, Axe or scented products

### ***Inappropriate Dress:***

Inappropriate dress refers to a standard of attire which does not meet the school community standards of decency.

Inappropriate dress at Sudbury Secondary School includes the following:

- language and/or any representations on attire that indicates gang affiliation;
- attire with inappropriate logos or writing that depicts violence, profanity, sexual messages, racial or gender discrimination or discrimination of any kind;
- attire that otherwise demeans an identifiable individual or group;
- attire that fails to adequately cover the individual's body (e.g., the top must meet the bottom and the bottom must meet the top at all times so that underwear is not visible)
- hats, headgear (e.g., bandanas, kerchiefs, headbands, "do-rags" and sunglasses are considered outdoor clothing and are not to be worn indoors).
- Appropriate shoes must be worn at all times unless directed otherwise for specific school/classroom activities

Administration has the responsibility of making the final determination as whether a student is in violation of the dress code. Any inappropriate accessories may be confiscated by the administration.

### **Smoking/Vaping**

Smoking/vaping is not permitted anywhere on school property. This applies to students, staff and guests to our school. The school designated smoking area is on Davidson Street. Benches and ashtrays are available at that location. The smoking area boundaries are from the school entrance fence towards College Street. Smoking/vaping is not to occur 20 feet from the entrance nor on the entrance walkways or steps. Students are not allowed to leave the building during classes to smoke/vape. Cigarettes/vape devices must not be visible in your possession in the school building. The Sudbury and District Health Unit enforcement division will be called for any infractions. Fines up to \$315.00 and/or suspensions may be given for smoking on school property. We also have a civic responsibility to be good neighbours. Students are reminded not to cross the street and infringe on private property. Please also refrain from littering and loitering. Your cooperation with keeping our school grounds clean is expected.

### **Lost and Found**

Please bring any found articles to the office. Lost articles can be claimed at the office before and after school or during lunch. Mark your name clearly on all books, and personal belonging to assist in identifying lost items. PLEASE DO NOT bring valuable items or large amounts of money to school.

### **School Visitors**

Visitors in the school must report to the office where they will receive assistance. Guests are not allowed to attend classes without the prior approval of administration. If you wish to have a student from another school shadow you for the day, see the office for details.

### **Parking**

Parking at the front of the school is reserved for staff. Parking at the Baker St. side of the school is for students. Any student using this area must first see administration for a parking pass. Parking on Davidson St. is not encouraged.

### **Insurance**

Accident insurance is available early in the school year; pamphlets are distributed to each student. Students playing team or individual sports or taking Cooperative Education are strongly encouraged to have this insurance coverage. It is the students responsibility to report any accident, no matter how minor to the teacher responsible for the class.

## **Cafeteria**

Lunch may be eaten at home or in the cafeteria. A selection of hot and cold foods is available at reasonable prices. Food and beverages are to be consumed in the cafeteria. Students who use the lunchroom are expected to pick up after themselves and keep the cafeteria clean. Please place garbage and recyclables in the containers provided.

## **Student Services: Guidance**

Counselors are available every day, including the lunch hour, to discuss educational, vocational and personal concerns. Students will find many print resources available to them and may make an appointment with counselors. An example of some of the SSS supports are Student Success Services, Math help, Arts Education Study Hall, lunch and after school assistance.

## **Student Support Services**

Partnerships with a number of community agencies allow us to provide on-site support and assistance to students. An Aboriginal Support Worker, the Breakfast Club, the Value Vault and Food Bank, our school based mental health counselor, the Sudbury and District Health Unit nurse and the Shkagamik-Kwe Health Center nurse practitioner are some of the initiatives we offer to meet student needs.

## **Nurse Practitioner Student Health Services**

Our nurse practitioner provided health care services for a wide range of health concerns including counseling, physical exams, testing, prescriptions and referrals as needed. Students can book their own appointment confidentially through the Guidance office or by visiting the Nurse Practitioner during the day. School personnel may also refer students who wish to see a Nurse Practitioner.

## **Computer Acceptable Use Policy**

Sudbury Secondary School and the Rainbow District School Board provide computer and internet access to enhance classroom teaching and learning. Access to school computers and the network is a privilege, which requires that each user adhere to the Computer Acceptable Use Policy. The purpose of this policy is to ensure that students using these information resources will do so with respect and in accordance with school and Board policies. Violation of this policy, abuse of the network, and/or illegal conduct, such as vandalism, may result in disciplinary action.

The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is important that each user recognize his/her responsibilities in having access to a vast number of sites, services, systems, and people. Sites accessible via the Internet may contain material that is objectionable, adult-oriented, or otherwise inappropriate. The user is responsible for his/her actions and may not access, upload, or print from these sites.

Students must not use school computers to play games, access chat lines, or to load personal software. The use of Facebook and other social media sites is not permitted. The network is not to be used for illegal, malicious, harmful, inappropriate, unethical or obscene purposes, or in support of such activities. Students are not to eat food or drink beverages when using school computers.

Sudbury Secondary School and Rainbow District School Board employees may monitor student use and review corresponding history files and file-server space at any time to make determinations on whether specific uses of the network are inappropriate. Individual student time usage will also be tracked and in some cases limited in order to ensure accessibility to all students who wish to use network resources. Sudbury Secondary School and the Rainbow District School Board make no warranties of any kind, whether expressed or implied, for the service they are providing. Sudbury Secondary School reserves the right to modify the Computer Acceptable Use Policy at any time.

## **Important Message about the Use of Internet and Electronic Devices**

Internet and electronic devices have changed our world, offering unparalleled resources and associated challenges. As the technology has expanded, so have the implications related to the safety and privacy of students and staff. Rainbow schools remind students and parents/guardians that cell phones, digital cameras, personal digital and other electronic devices can be disruptive and must not be visible or activated in class or during exams and/or class assessments.

Electronic devices must not be used in a manner that violates the privacy or dignity of others. This includes the use of cell phones with cameras (and similar devices) in washrooms, change rooms and any other areas where privacy prevails; taking photographs of a person or persons on school property and/or at school events without the permission of the person or persons in the photograph.

Using the internet and electronic devices with care will ensure that the safety and privacy of students and staff remain first and foremost.

### **Video Surveillance Equipment**

Video surveillance equipment may be used in the school and on school busses for the following purposes:

- To enhance the safety of students and staff
- To protect property against theft and vandalism
- To help identify intruders and persons breaking the law or school policies

Personal information is collected under the authority of the Education Act and used in accordance with the Municipal Freedom of Information and Protection of Privacy (MFIPPA). For more information, please contact the Principal.

### **Scent Free School**

Scented products contain chemicals which can cause migraines, nausea and even breathing problems for people with asthma, allergies, and environmental illness.

Sudbury Secondary School is committed to creating a healthy and safe environment in which to study and work. Scented personal products may affect staff, students and visitors who are sensitive, have asthma or have allergies to chemicals in scented products. All individuals are to refrain from wearing scented personal products, such as perfume, aftershave lotions, hair spray, etc. while within Sudbury Secondary facilities.

No scents is good sense! If you are unsure if a product is safe to wear, a good rule of thumb to just not wear it.

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## **Non-compliance of the rules of the Rainbow District School Board or Sudbury Secondary are covered under the Ontario Trespass Act and can be enforced by law.**

- **School boards**

(2) A school board has all the rights and duties of an occupier in respect of its school sites as defined in the [Education Act, R.S.O. 1990, c. T.21, s. 1 \(2\)](#).

### ***Trespass an offence***

**2. (1) Every person who is not acting under a right or authority conferred by law and who,**

**(a) without the express permission of the occupier, the proof of which rests on the defendant,**

**(i) enters on premises when entry is prohibited under this Act, or**

**(ii) engages in an activity on premises when the activity is prohibited under this Act; or**

**(b) does not leave the premises immediately after he or she is directed to do so by the occupier of the premises or a person authorized by the occupier, is guilty of an offence and on conviction is liable to a fine of not more than \$2,000.**

[R.S.O. 1990, c. T.21, s. 2 \(1\)](#).

