



# Southern Ontario Collegiate

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# Student Handbook

2023-2024

Principal: Ms. Alison Currie

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## WELCOME TO SOUTHERN ONTARIO COLLEGIATE FOR 2023-2024

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Thank you for choosing SOC as your study destination in Canada. To those of you who are returning WELCOME BACK. To those of you who are following in the footsteps of a sibling, a cousin or a friend, WELCOME. To those of you who are adventurers on your own, a very WARM SOC and Canadian WELCOME.

We are pleased to welcome some of you as Synchronous Remote Students. This means that you shall join our classes remotely. You are very much part of the SOC community. All academic policies are the same for REMOTE students as they are for ONSITE students. Some operational items will not pertain to REMOTE students.

The school year brings all sorts of challenges. Please do not hesitate to ask your teachers or other SOC Staff for assistance whether you are ONSITE or REMOTE. There is always someone who can help you.

### SOC OPERATES IN COMPLIANCE WITH:

- **Education Statutes and Regulations of Ontario**
- **Ontario Schools Kindergarten to Grade 12 Policy and Program Requirements (2016)**
- **Private Schools Policy and Procedures Manual (2016)**
- **All updated curriculum and policy changes** made by the Province of Ontario as they pertain to education and the operation of schools

Throughout the year you will become familiar with all the policies of the school and the community. This SOC Student Handbook is designed to cover some of the highlights that you need to know to get started at SOC.



Ms. Alison Currie

Principal

2023-2024

## STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

Southern Ontario Collegiate regards and treats students as responsible individuals who are free to organize their own lives, their behavior and their associations subject to Canadian laws and the statutes and regulations of the Ministry of Education for the Province of Ontario. These laws exist to ensure the rights of all students to live and study in a safe and equitable society regardless of their race, religion, gender, sexual orientation, language, ethnic origin, economic status or physical or mental disability.

The Purposes of the School Code of Conduct per the Ministry of Education:

301. (1) Provincial Code of Conduct – The Minister may establish a code of conduct governing the behaviour of all persons in schools

(2) Purposes – The following are the purposes of the code of conduct:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis.
7. To prevent bullying in schools.

### SOC CODE OF CONDUCT

- All students are expected to maintain a high standard of conduct exhibiting self-control and mannerly behavior in all circumstances.
- Students are expected to be individually responsible for their own actions.
- Any form of assault, harassmt, sexual harassmt, intimidation and or threats of violence are strictly prohibited within the school and the community.
- No student will knowingly create a condition that endangers the health, safety or well-being of another person within the school or the community.

- No student will willfully damage school property or the property of a classmate or property within the community.
- All students are expected to comply with the operational procedures contained in this handbook and in the SOC Homestay and Residence Guidelines, and those that are assumed to be a part of the accepted standards of practice within a school environment.
- All students are expected to comply with the operational procedures which may be created or changed throughout the school year. These will be posted in each classroom and on the student notice board.

## **FAILURE TO COMPLY WITH THE CODE OF CONDUCT – CONSEQUENCES**

- Every situation will be considered on an individual basis.
- Parents will be informed of each step within the process.
- In most cases disciplinary matters will be dealt with by the staff of Southern Ontario Collegiate.
- In extreme circumstances and with repeated noncompliance issues a student may be asked to withdraw from studies at SOC.
- Situations where noncompliance involves criminal activities which endanger the individual's safety or the safety of others, expulsion from SOC may be required and/or notification to civil authorities will ensue.

## **ATTENDANCE AND PUNCTUALITY POLICY**

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### **ATTENDANCE**

Students are expected to attend classes daily in a punctual manner. Punctuality is required for all classes.

### **EXCUSED FROM SCHOOL (ILLNESS OR OTHER REASON)**

If a student is absent due to illness or any other reason, the student must notify the school by email ([office@mysoc.ca](mailto:office@mysoc.ca)) before 9:00am. Failure to do this will be an absence without permission.

### **MEDICAL CONSULTATION**

A student who is ill with a fever, stomach ailment, or any potentially contagious disease should not attend school and seek medical help.

If a student has received an INJURY at school, the student must report the incident to the school at which time the school administration will determine the need for medical intervention.

## ACADEMIC RESPONSIBILITIES FOLLOWING ABSENCE

All work that has been missed due to student absence must be completed after consultation with the subject teachers.

## PUNCTUALITY

A student who is more than 10 minutes late may be required to get an admit slip from the office before entry to class.

A student who is later than 25 minutes for a class will be marked as absent.

A student who is late due to an appointment, transportation difficulties, or any other excusable offence must report to the office for an admit slip. The late will be excused even if it is more than 25 minutes.

At the teacher's request a student who is perpetually late will be detained after school for 45 minutes in the office.

## OTHER ABSENCES

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### PROLONGED ABSENCE FOR REASONS OTHER THAN ILLNESS

A student may request to be absent from school due to unusual circumstances such as travel, compassionate leave or a family emergency. In such a situation the student must get written permission from the principal. A form entitled "Request for absence from School" will be completed. Once permission has been granted the student will sign the form indicating the potential consequences of a prolonged absence on the successful completion of the academic requirements. The student's place at the school will be held as if the student were still in attendance.

The original form will be placed in the student's file. A copy will be given to the student.

In some circumstances a student may continue to keep up with the classes through Synchronous REMOTE Learning. Permission from the Principal will be required. The Principal will consult with the teachers involved.

### PARTICIPATION IN EXTRA CURRICULAR EVENTS

Throughout the school year a number of excursions, field trips, assemblies, and festive celebrations occur. Attendance at these events is mandatory for all students. If a student is not in attendance without permission from the principal or vice principal, the student will be financially responsible for all costs incurred.

## ACADEMIC PERIL DUE TO ABSENCES

A student who misses more than five classes before mid-semester, must report to the principal to discuss the impact of attendance on academic success.

A student who has missed a total of 10 classes may be required to demonstrate the overall course expectations through additional assignments.

A student who has missed 20 classes may be asked to withdraw from the course unless there has been health or compassionate reasons for the absence. In such a circumstance, permission from the principal and the subject teacher is required to work out a schedule for course completion. This permission will be granted subject to the flexibility of the school calendar.

## ACADEMIC INTEGRITY POLICY

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### 1. LATE AND MISSED ASSIGNMENTS

- a) Each secondary credit is planned and scheduled for 110 hours. Each student has the responsibility to attend all classes and be punctual. Students must provide evidence of their learning within the established timelines. Due dates for assignments and scheduling of tests and exams are communicated well in advance.
- b) If a student is unable to meet the timelines, the student must meet with the teacher to make alternative arrangements. A student who does not complete the required 30% examination or other summative performance task must meet with the principal and subject teacher to discuss the consequences based on the student's circumstances. If a student does not communicate with the teacher or the principal, the student will be disqualified from the assessment.
- c) There are no exemptions from the 30% final summative assessments. This includes but is not exclusive to examinations, performance tasks or research papers.

### 2. ACADEMIC HONESTY

All assessment of student learning is based on the premise that the work is an honest reflection of the student's achievement.

- a) Copying or other forms of cheating on assignments, test, exams, will disqualify the student from the assessment.



- b) Electronic devices may not be accessible during class, tests, or exams. Only a calculator approved by the teacher may be used. Use of an electronic device such as telephone, android, or computer, unless requested or required by the teacher, will disqualify the student from the assessment.
- c) Assignments that are purchased or copied from any source will not be evaluated. Assignments that are obtained through the use of Artificial Intelligence programs or apps will not be evaluated.
- d) Assignments that were previously submitted for another course will not be evaluated.
- e) An SOC student who shares, sells, or fraudulently presents work claiming to be that of another student, will be disqualified from final assessment in that course or other course of that semester.

### 3. PLAGIARISM

Plagiarism is the use of words, ideas or images without giving appropriate credit to the original creator. Plagiarism is a form of cheating.

The subject teacher will establish that students have been taught the protocol and standards for the citing of sources for the subject area.

- a) **First Offence:** The teacher will review the process of citing work to ensure the student understands of what is academically required.
- b) **Second Offence:** The student will be given an alternative assignment.
- c) **Third Offence:** The student will be disqualified from the assessment.

### 4. THIS POLICY WILL BE REVIEWED ANNUALLY.

## ASSESSMENT OF LEARNING

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Student work is assessed and/or evaluated in a balanced manner with respect to the four categories, and that achievement of particular expectations is considered within the appropriate categories.

## EVALUATION AND REPORTING OF STUDENT ACHIEVEMENT

Student achievement will be communicated formally to students and parents by means of the Provincial Report Card, Grades 9–12. The report card provides a record of the student's achievement of the curriculum expectations in every course, at particular points in the semester, in the form of a percentage grade. The percentage grade represents the quality of the student's overall achievement of the expectations for the course and reflects the corresponding level of achievement as described in the achievement chart for the discipline.

A final grade is recorded for every course, and a credit is granted and recorded for every course in which the student’s grade is 50% or higher.

The final grade will be determined as follows:

- Seventy per cent of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student’s most consistent level of achievement throughout the course, although special consideration will be given to more recent evidence of achievement.
- Thirty per cent of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course.



**LATE AND MISSED ASSIGNMENTS**

Growing Success (2010) is the assessment and evaluation policy in Ontario schools. SOC follows the guidelines and the intent of the policy. The demonstration of overall expectations of individual courses must be met before the course credit can be granted.

Students are given multiple opportunities to demonstrate expectations and learning goals. Teachers are available for extra support.

Students are required to make every effort to submit their work for assessment on the dates determined by the teacher. If the student has a legitimate reason for a time extension, the student must conference with the teacher in advance of the deadline. Failure to do so may result in an academic penalty and in some cases an alternative assignment may be required.

**REWRITING OF ASSESSMENT OF LEARNING TASKS**

The overall expectations of an individual course must be demonstrated by the student to the teacher. When a student fails to do this with a grade that is in

keeping with the course median, the student may request to redo the assignment or a similar task if further preparation or instruction is required.

The decision to allow a student to rewrite an assignment lies with the teacher in consultation with the principal or vice principal.

## **EXAMINATIONS**

The examination schedule is set by the Principal in keeping with the instructional days in the school calendar. Students are expected to familiarize themselves with the examination dates. Appointments and travel should not be made during the examination schedule.

If a student misses an examination due to illness a written note from a doctor must be provided. The examination will be rescheduled by the principal.

Students will not be admitted to the examination room after the start time unless accompanied by the principal or vice principal.

There are no exemptions from final examinations.

## **ALTERNATIVE WAYS TO EARN CREDITS**

Occasionally a circumstance may arrive when a student requires course for graduation which is not being offered during the SOC school year. Permission from the Principal of SOC is required before a student seeks an alternative means for earning a credit. The fees related to such a request are the sole responsibility of the student.

1. A student may seek a course at a local school board or Inspected Private School to satisfy the credit requirement.
2. Students may seek an International Languages credit provided by a local school board or Inspected Private School.
3. Materials from the Independent Learning Centre may be obtained by SOC. A student who uses these will be under the direction of an SOC teacher.

## **ONLINE COURSES AT SOC**

Online courses are designed for independent learning with specific Ministry of Education guidelines and oversight. SOC ONSITE and REMOTE students may only enroll in SOC online courses with the permission of the Principal. The costs incurred and execution of the classes are separate to the agreement of ONSITE or approved Synchronous REMOTE students.

## OPERATIONAL INFORMATION

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### STUDENT ATTAINING THE AGE OF 18

Upon attaining the age of 18, a student must sign a permission form to allow SOC to release their academic records to a parent or legal guardian. Students have the responsibility of informing the office when this date occurs. If a student does not inform the office, the parent will continue to have access to the full range of contact information.

### CELL PHONES

During school hours cell phones are banned in all classrooms, the cafeteria, gymnasium and auditorium. Under teacher direction/permission a cell phone may be used to enhance classroom instruction.

Please make sure your friends and parents know the times that you are in class. Phone calls are not permitted. In an emergency the school office can be called 905 546 1500 or emailed at [office@mysoc.ca](mailto:office@mysoc.ca).

Cell phones and other electronic devices cannot be used to download movies, games, television shows.

Headphones and earphones are banned in classrooms and hallways. They may be used in the cafeteria or gym.

### LOCKERS

Lockers are located throughout the school. Assignment of lockers is done at Orientation and upon request in the main office. Keys and locks must be returned before final exams of a student's last semester at SOC. Throughout the school year students will be instructed to clean out their lockers based on the overall sanitation of the school environment.

Outerwear is to be left in the designated area in the cafeteria. Personal valuables should be kept in a suitable carrying case e.g. backpack which accompanies the student through the day.

Skateboards, rollerblades, and bicycles may be stored in a designated area upon request. These items may not be taken to class.

SOC is not responsible for the loss, theft, damage of personal property.

## UNIFORMS

A school uniform shirt and a pair of black trousers (provide your own) are required. Jeans or sweatpants are not permitted. The school logo on your shirt/fleece must be visible at all times. Outerwear other than a school fleece may not be worn in classrooms. Only religious or medical head coverings are permitted.

A student who is not wearing a school shirt will be given detention and fined \$20.00 and will be required to wear a shirt dispensed from the clean used supply in the office.

A student who is not wearing approved trousers will be given detention and fined \$20.00 and may be sent home to change into appropriate attire.

## TEXTBOOKS

Each teacher will distribute course textbooks. Students will have a copy signed out in their name. The textbooks must be returned at the end of the course. If a textbook is lost or damaged the student will be charged for the replacement copy.

## LEARNING IN THE 21ST CENTURY

All students are required to have a fully functioning computer with audio/ visual capacity and a reliable word processing program. It is highly recommended that a personal computer is brought to class. All assignments must be typed and /or submitted by computer. A telephone does not replace a computer for the presentation and submission of assignments.

When necessary, a student may use a computer in the computer lab.

All REMOTE students must have reliable WiFi, and a fully functioning computer with audio and video capacity.

## USE OF THE SCHOOL GYM

Students must be supervised in the gymnasium by a teacher. Students may request use of the gym from the principal. Proper athletic shoes must be worn in the gym. Skateboards, rollerblades, bicycles are not permitted in the gym.

## CAFETERIA

The cafeteria is locked during instructional times. Food and beverages are not served during class times.

- Broadcast music may not be aired in the cafeteria.
- Use of the ping pong table is for all students.
- Food and drinks may only be consumed in the cafeteria.
- Use of skateboards, rollerblades, bicycles is not permitted.

## SMOKING, CANNABIS, ALCOHOL, ILLEGAL DRUGS POLICY

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SOC is a smoke free environment which is in compliance with the City of Hamilton Ordinance and the Education Act. Smoking of tobacco, cannabis, e-cigarettes and vaping products on school property is forbidden by law in all schools in Ontario.

- ➔ Smoking of tobacco, cannabis, e cigarettes and vaping products **is prohibited** on the school property.
- ➔ Consumption of alcohol or edible cannabis **is prohibited** on the school property.
- ➔ Use of illegal street drugs or other substances which have not been medically advised for a particular health condition **are prohibited** on the school property.

### IMMEDIATE CONSEQUENCES

- Suspension from School
- Notification to parents
- A Fine of \$200

### LONG TERM CONSEQUENCES

- Life altering long term health issues
- Expulsion from SOC resulting in study permit cancellation
- Possible criminal charges
- Possible deportation

### PRINCIPAL'S NOTE

The consequences of risky behaviour are greater than you can predict. Please talk to your teachers or SOC administration if you have any questions or concerns about this policy.

## INCLEMENT WEATHER POLICY

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During severe winter weather, the difficult decision to remain open or to close is always made with the safety and security of our students and staff in mind.

Here are the guidelines:

### WEATHER CANCELLATIONS

When bad weather is expected, the Principal of Southern Ontario College will close the school based on the decisions of the local school board. Specifically, if Hamilton Wentworth District School Board (HWDSB) closes its schools, then Southern Ontario Collegiate will be closed.

HWDSB will announce the cancellation of school by 6 a.m. based on the best information at the time. The announcement is made on the HWDSB website <http://www.hwdsb.on.ca/about/severe-weather> and HWDSB's Twitter account <https://twitter.com/HWDSB>

Local media outlets, including CHCH TV [www.chch.com/news/](http://www.chch.com/news/) and the Hamilton Spectator [www.thespec.com/](http://www.thespec.com/), also inform the public of school closures.

## **SCHOOL IS CLOSED**

SOUTHERN ONTARIO COLLEGIATE is CLOSED if HWDSB has CLOSED its schools and cancelled its school buses.

**Addendum effective September 2, 2023:** School closures affect ONSITE and REMOTE students equally. Our Inclement Weather Policy is currently under review. When any revisions are completed, all students will be informed.

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