



Opeongo High School

STUDENT AGENDA 2011 – 2012

1990 Cobden Road
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Douglas, Ontario
K0J 1S0

“Learn to Live”

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Principal's Message

Welcome to the 2011-2012 school year. Opeongo is a wonderful place of learning and we invite you to take advantage of all it has to offer. Our student agenda includes all of the school and RCDSB policies that students and parents need to know. We hope you find success academically as well as extra-curricularly. Opeongo stands for RESPECT so you can also be assured that it will be a respectful place for you to learn – inside and outside of the classroom.

Please do not hesitate to contact anyone on staff if you have a question or concern. We are here to help you enjoy your high school experience. On behalf of all OHS staff.....have a great school year!

Ms. A. Johnson

Principal:Amy Johnson, johnsona@renfrew.edu.on.ca, phone ext. 203
Vice-Principal: Mr. B. Smith, smithb@renfrew.edu.on.ca, phone ext. 205
Head of Guidance:.....John Hitchins, hitchinsj@renfrew.edu.on.ca, phone ext. 207
Office Manager: Beth Ellis, ellisb@renfrew.edu.on.ca, phone ext. 344

| Daily Schedule | Per. | Assembly Day Schedule (Assembly 8:20 – 8:50) |
|--------------------|------|-------------------------------------------------|
| 8:20 – 9:35 a.m. | 1 | 8:50 – 9:57 a.m. |
| 9:45 – 11:00 a.m. | 2 | 10:07 – 11:15 a.m. |
| Lunch | | |
| 11:40 – 12:55 p.m. | 3 | 11:55 – 1:02 p.m. |
| 1:00 – 2:15 p.m. | 4 | 1:07 – 2:15 p.m. |

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Semester 1

| | |
|---------------------------------|---------------------------|
| Thu., Sept. 1 and Fri., Sept. 2 | Board Designated Holidays |
| Mon., Sept. 5 | Labour Day |
| Tues., Sept. 6 | Classes Begin |
| Mon. Sept. 26 | P.A. Day |
| Mon., Oct. 10 | Thanksgiving |
| Thurs., Oct. 20 | Parent-Teacher Interviews |
| Wed. Nov. 9 | End of Term |
| Fri., Nov. 18 | P.A. Day |
| Mon., Dec. 26 – Fri., Jan. 06 | Christmas Holidays |
| Fri., Jan. 27 - Thurs., Feb. 02 | Examinations |
| Fri., Feb. 03 | P.A. Day |

Semester 2

| | |
|---------------------------------|------------------------|
| Mon., Feb. 6 | First Day – Sem. II |
| Mon. Feb. 20 | Family Day |
| Mon., Mar. 12– Fri., Mar. 16 | Winter Break |
| Thurs., March 22 | Parent-Teacher Night |
| Thurs., Mar. 29 | Grade 10 Literacy Test |
| Fri., April 06–Mon. April 09 | Easter Holidays |
| Tues., April 17 | End of Term |
| Fri., May 4 | P.A. Day |
| Mon., May 21 | Victoria Day Holiday |
| Fri., June 8 | P.A. Day |
| Fri., Jun. 22 – Thurs., Jun. 28 | Examinations |
| Thurs., Jun. 28 | Graduation |
| Fri., June 29 | P.A. Day |

STUDENT FEES

Cost: \$20.00*/student or \$30.00*/family
*includes a student card

EXTRA-CURRICULAR

1. Students must be registered as full-time students and have paid their student fee to participate in extra-curricular activities.
2. Students must have paid the transportation levy and any other necessary expenses not subsidized by the Board or by the Student Council. Any student participating in the school's inter-school athletic program must pay a transportation levy. For cross-country, rugby, basketball, volleyball and soccer, a fee of \$50 is charged. A \$15 fee per tournament is charged for most other sports.
3. Students are responsible for all work missed due to games and they should keep their teachers informed about upcoming absences due to extracurricular activities.

- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability or physical characteristics;
- respect the rights of others;
- employ non-violent means to resolve conflicts;
- show proper care and regard for school property and the property of others;
- adhere to administrative procedures with regard to the use of technology;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and
- attend to responsibilities in a punctual manner.

Standards of Behaviour

Respect, Civility and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity (e.g. avoidance of plagiarism);
- respect differences in people, their ideas and opinions;

Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- smoke on school premises; on school buses or in taxis; or on school outings, trips or excursions;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Student Conduct

Under the *Education Act*, principals are required to maintain proper order and discipline in schools, and students are responsible to the principal for their conduct. A vital goal of the school system is the development of self-disciplined, responsible citizens.

Code of Student Conduct

Students of the Renfrew County District School Board are expected to demonstrate a commitment to the core values reflected in the Code of Conduct, and character traits such as:

Respect
Responsibility
Empathy
Initiative
Integrity
Courage
Optimism

In acting according to these character traits, students will bring credit to themselves, their families and their school. Each student is expected to:

- attend classes punctually and regularly;
- be neat and clean in person and habits;
- be diligent in studies;
- be kind and courteous to fellow students;
- use proper, acceptable language at all times;
- be co-operative and respectful to all staff members;
- have respect for personal and public property;

- exhibit honesty and responsibility in personal obligations;
- be responsible for personal conduct on school premises, on school buses and during all extracurricular functions; and
- refrain from smoking and the use of tobacco products, drugs, intoxicating inhalants, alcohol and near-beer or wine anywhere on the property of the Board, on school buses or in taxis, including on school trips or excursions and at school-related functions.

Student Discipline

It is important that all students and staff members have a safe, caring and respectful learning and working environment that promotes student achievement.

When a principal has reasonable grounds to believe that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has a negative impact on the school climate, the principal shall suspend the student.

Suspension Infractions

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or restricted drugs;
- being under the influence of alcohol or drugs;
- 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 at the student's school or to property located on the premises of the student's school;
- bullying;
- any act considered by the principal to be injurious to the moral tone of the school;
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; and
- any act considered by the principal to be contrary to the Board or school Code of Conduct.

Students have a responsibility to discourage and to report inappropriate behaviour. Participating as a "spectator" in a fight, for example, is NOT appropriate.

Expulsion Infractions

The principal shall suspend a student pending an investigation (for or against expulsion) if he or she believes that the student has engaged in any of the following activities:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons or restricted drugs;
- committing robbery;
- giving alcohol or drugs to a minor;
- an act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- a pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
- activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other persons in the school or district;
- activities engaged in by the student 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 behaviour 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 behaviour which would enable him or her to prosper; or
- any act considered by the principal to be a serious violation of the district or school Code of Conduct.

Bullying/Harassment Prevention and Intervention

Bullying adversely affects healthy relationships, the school climate, and a school's ability to educate its students. It impacts negatively on students' ability to learn. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where engaging in bullying will have a negative impact on the life of the school.

Definitions

Bullying: Bullying is typically a form of repeated, persistent, and aggressive behaviour 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.

Harassment: Harassment is words, conduct or action that is directed at an individual and serves no legitimate purpose and which annoys, alarms or causes that individual emotional distress. Harassment occurs when an individual is repeatedly singled out for serious mistreatment, which may include threats, bullying, verbal assault, taunting, ostracizing or violent gestures and actions.

Both bullying and harassment are related to real or perceived power over others. Students may attain or maintain power over others in the school through real or perceived differences. Some areas of difference may be size, strength, age, intelligence, economic status, social status, solidarity of the peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender and race.

Bullying and harassment are dynamics of unhealthy interaction that can take many forms. Bullying or harassment can be physical (e.g., hitting, pushing, tripping); verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments); or social (e.g., cyber bullying - spreading rumours, images, or hurtful comments through the use of email, cell phones, text messaging, Internet websites, or other technology).

Bullying and harassment are serious offenses for which a student may be suspended.

WHAT DO I DO IF IT HAPPENS TO ME?

There are three options you can take to deal with the harassment.

1. If possible, you can talk to the person who is harassing you. Tell the person clearly and firmly that you find the behaviour offensive and you want it to stop immediately.
2. You can request help and support to stop the harassment. This is not a formal complaint, but a request to have the student harassing you talked to about his/her behaviour, by a counsellor or administrator.
3. Report the harassment incident to the school administration as a formal complaint

Computers: Network, Internet and Electronic Devices

Guidelines for Use

All students must adhere to the following guidelines in return for the privilege of using the district and school networks and access to the Internet.

- Use the access to the Internet and to board and school networks only for educational purposes.
- Use only the passwords and accounts assigned and refrain from sharing accounts and passwords and from using another person's account.
- Report immediately any security problem to a person in authority and refrain from sharing the problem with others.
- Refrain from use of the networks for any of the following specifically prohibited purposes:
 - to access resources or data of others for any purpose without authorization, including passwords, files or tapes, whether at school or elsewhere;
 - to send messages or files containing digital information likely to result in loss or disruption of the recipient's work or system ("viruses"), or to load such messages or files onto the networks;
 - to transfer commercial software, materials protected by trade secret or other copyright protected material;
 - to commit any illegal act;
 - to intentionally obtain or send any materials which are or might be considered inappropriate, obscene, abusive, offensive, harassing, illegal, or counsel to illegal activities;
 - to obtain or attempt to obtain any material or item prohibited by the district; and
 - to use the networks for commercial purposes, or for games.

Integrated digital cameras, cell phones and personal digital assistants (PDA's) and similar types of electronic devices may not be carried or be in the possession of students during examinations and/or other major assessments.

Unless it is a school-sanctioned activity, the taking of photographic images of a person or persons on school property, at school events, and during school activities and/or school hours is prohibited without the permission of the person or persons being photographed.

The electronic transmission or posting of photographic images of a person or persons taken on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, and where the student is below the age of eighteen (18), the consent of the parent or guardian.

Penalties for violation of these procedures may include temporary or permanent withdrawal of network computer privileges, suspension from school and/or prosecution under the law.

The school will be the initial arbiter of what constitutes materials which are or might be considered to be inappropriate, obscene, abusive, offensive, harassing, illegal, or counsel to illegal activities, or what constitutes any other violation of these regulations.

All users, and in the cases of users under the age of eighteen (18), a parent or guardian, will sign an agreement acknowledging an understanding of these guidelines. All users will follow "Rules of Personal Safety" and "Netiquette" guidelines regarding appropriate use of networks.

Rules of Personal Safety

- I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without permission.
- I will tell the teacher if I come across information that is inappropriate or makes me feel uncomfortable.
- I will agree never to get together with someone I "meet" on-line without first getting permission from my parents/teacher.
- I will never send a person my picture or anything else without first getting permission from my parents/teacher.
- I will not respond to messages that are mean or in any way make me feel uncomfortable. If I get such a message, I will tell the teacher right away.
- I will follow the Renfrew County District School Board's regulations for use of networked computers.

Netiquette

- Be polite. Do not write or send abusive messages to others.
- Do not swear, use vulgarities or other inappropriate language.
- Do not reveal your personal address or telephone number, or those of others.

- Note that 'e'-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages in violation of the regulations may be reported to the authorities.
- Do not use the network in such a way that it might disrupt the use of the network by others (e.g. downloading large files at busy times, sending mass 'e'-mail messages, sending chain letters, annoying other users).
- Upon request of a supervisor, immediately explain one's activities on the Net and the purpose for accessing certain files.

Cyber Bullying

- Cyber bullying is using electronic means to intimidate, harm, shun, attack or ruin a reputation. Cyber bullying includes the use of e-mails and instant messaging, text or digital imaging sent on cell phones, web pages and web logs (blogs), chat rooms and discussion groups.
- When Cyber Bullying takes place off school property or outside school hours it is normally not a school matter, but rather community or police issue. However, these activities can have an impact on the school and negatively affect the safety, climate and the learning environment at the school. In such cases, the use of the Internet and text messaging for bullying or harassment may be dealt with by the principal.

Cell phone Use at Opeongo High School

- We have a no cell phone policy at Opeongo High School.** This means that cell phones are to remain away and turned off while in the school. If a person wishes to use their phone they may do so by stepping outside during lunch or on a break.
- Opeongo High School is dedicated to having the telephones answered in the main office and will deliver a message if an emergency arises. We also have a payphone in the building for your use.
- Although cell phones have many uses they are first and foremost a phone. Do not use them as an alarm, a clock or a calculator while in the school.
- If your cell phone rings in class it can be confiscated. Note: Remember a vibrating cell phone = a ringing cell phone.
- If you are using your cell phone in class (eg. texting) your phone will be confiscated by a staff member. The first time it will be returned at the end of the day. The second time the phone will only be returned to the parent. The third time will result in a suspension.

Why all this fuss?

- Cell phone use in class distracts from your learning. It is also disrespectful.
- Cell phones may be used for negative reasons... bullying, drug trafficking to name a few.
- Cell phone use does not allow the school to know who students are in contact with during the day. It is our job to keep all students safe and therefore contact with students should be made through the main office.
- Cell phones have cameras that compromise people's privacy.

Loss, Theft or Confiscation of Devices

- The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.
- Misuse of an electronic device may result in the electronic device being confiscated.

SMOKING ON SCHOOL PROPERTY

Provincial Legislation and the Renfrew County District School Board have banned the use of tobacco products on school property and in its buildings. This includes cigarettes and chewing tobacco.

To assist students in complying with this law, stop smoking programs are available to students on a volunteer basis. All students choosing to smoke must have the permission form completed before they can leave school property. **Students under the age of 18 must have parental permission to leave school property to smoke at Opeongo.** The permission form can be requested at the Main Office. **Grade nine students may NOT smoke at Opeongo.**

Consequences for being caught smoking on school property can range from detentions to suspensions. In addition, the Tobacco Enforcement Officer can patrol restricted areas. A fine of \$300 (approx.) may be assessed should anyone be caught smoking on school property.

Note: There were fines levied in the 2010/2011 school year!!

OUT OF BOUNDS AREAS

Students are not permitted to be in the crawl spaces, on the roof, **in the woods** surrounding the school, behind or near the garages, near or behind the buses, in teacher/administration preparation rooms or in unsupervised classrooms at any time including the gym.

During lunch period, students should not be on the second floor or the basement area. **Students are not allowed to be in the halls during class time.**

Students are **not** to drive or park vehicles on the lawns, track or playing fields.

POND – students are welcome to enjoy the pond but need to keep a respectable distance to ensure their own safety.

CLASS EXCLUSION

When excluded, the student will report directly to the Office. The student will be required to fill in an "Incident Report" and may be interviewed by administration. Students will be required to meet with their teacher prior to returning to class the next day. It is the student's responsibility to schedule this meeting. At this meeting, the student will provide his/her teacher with the copy of the class exclusion form given to them in the office. If a student fails to meet with his/her teacher as required, he/she will be directed to the office and excluded again.

Students will also often be assigned a detention as a result of their exclusion.

ATTENDANCE

Procedures

1. A student who wishes to leave the school during a scheduled class must bring a dated note authorized by a parent or guardian. Students eighteen years of age or older may write their own note. This note is used to sign out at the main office. Administration decides if an absence is excused or unexcused.
2. A student who is away without advance notice must present the office with a note before he/she will be admitted to class. Students should report to the office **immediately** after returning from an absence.
3. Parents should call the school before 8:00 a.m. (649-2041 or 735-7587) when a student is ill or absent for an excused reason.
4. Any unexcused absences are referred directly to administration. Consequences include detentions as well as progressive discipline if it persists.

Attendance Policy

Research studies tell us that good attendance has an overall positive affect on student performance and achievement at school. (Allan King, The Good School).

To this end, their classroom teacher will initially counsel students' with poor attendance. If the situation does not improve, students will be referred to administration. Parents will be contacted with regard to attendance issues. Persistent attendance problems may include failure to earn a credit in the course(s) where the problem exists.

Skipping Classes

Students who miss a class without a valid reason will be sent to the office. The principal/VP will address persistent truancy and consequences may range from detention, suspension or removal from the course or program. Generally 2 detentions will be assigned for a skipped class.

Late to Class

Students arriving to class after the bell rings and do not have a note from a staff member, or an Admit Slip, are late. Teachers will deal with students who are late. Students who are continually late may be referred to the Vice-Principal. Detentions may be assigned.

DETENTIONS

Detentions take priority over all extracurricular activities. Detentions may be assigned for lateness, truancy and misbehaviour. Students may request modification or deferment of a detention for an important reason but in making any request they must realize that they are not entitled to make the decision. Failure to report for an assigned detention may lead to suspension. Detentions take place in room 142.

VIOLENCE

Opeongo has zero tolerance for violence, including fighting. Any student exhibiting violent behaviour may be suspended or expelled.

VANDALISM

A student who damages or defaces school property will be suspended or expelled, depending upon circumstances. A condition of return will be repair and/or payment for repair.

RENFREW COUNTY DISTRICT SCHOOL BOARD'S DRUG & ALCOHOL POLICY

The Renfrew County District School Board recognizes that the use of alcohol and/or illicit drugs is detrimental to education and harmful to the health of students. The Board prohibits persons who are under the influence or in possession of alcohol or illicit drugs to be present on school property, at school sponsored functions or while traveling to and from school activities.

When a school employee suspects that a student has consumed, or has in his or her possession, restricted drugs or alcohol, during school hours, on school premises (anytime), on school buses or at a school related or sponsored function on or off campus, the employee is required to inform the principal or designate. The principal or designate will determine the nature of the offense and take appropriate action: i.e. involve the police regarding charges to be laid, inform the parents or guardians and suspend the student for a period of not less than 3 school days but not more than 20 days.

The Renfrew County District School Board believes that the major responsibility for the provision of counselling and rehabilitative programs for those who abuse alcohol and drugs rests with other community agencies. The Renfrew County District School Board will cooperate with such community agencies in the referral to counselling and rehabilitative programs of Renfrew County students who abuse alcohol and drugs.

BUS POLICY

Students are expected to behave properly on the school bus. Persistent failure to do so will result in the loss of bus privileges.

The transportation department policy prohibits students from making any change to their existing transportation arrangements without prior approval from the transportation department.

Bus slips are no longer available except in case of emergency. Only administration is authorized to provide them.

SCHOOL DRESS

Students are asked to dress in a neat and respectable fashion. Dress should reflect the general rule of good sense in a working environment. Clothing must not offend students and staff who work in the building nor distract from the learning environment of the school.

A student wearing any clothing that is unacceptable will be asked to change (i.e. short shorts, biker shorts, halter tops, exposed midriff, muscle shirts, spaghetti straps, clothing with vulgar or suggestive language, clothing which advertises alcohol or illicit drugs or any clothing which is deemed to be inappropriate for a school environment; frayed or intentionally/excessively ripped clothing). Stomachs must be covered. Wide strap tank tops are allowed. Repeat violations will have

consequences and persistent opposition to the dress code may lead to suspension.

INAPPROPRIATE DISPLAYS OF AFFECTION

As in a place of business, inappropriate kissing and embracing are not acceptable in a school environment.

DANCES

School dances are open only to county secondary school students in good standing (including RCCDSB students).

Students and guests are to be appropriately dressed, as defined by the Principal.

Students with a guest must register the guest with the principal, obtain a special admit slip for the guest, accompany the guest and make sure the guest is aware of school procedures concerning behaviour, and encourage proper behaviour of the guest.

Students must provide their student cards at the door.

Dances run from 8:00 till 11:00 p.m., with doors closing at 10:00 p.m.

Students who leave the building will not be permitted to re-enter at any time during the dance.

TIMETABLE CHANGES

Students with a valid reason for a timetable change should contact Student Services during the scheduled timetable change period. Once school begins in September the only requests for timetable changes that will be processed will be changes required for medical reasons and changes recommended by school staff.

DROPPING A SUBJECT

Before students are allowed to drop a subject they must discuss their request with a school counsellor in the Student Services department. Any timetable change must be approved in writing by their parent after input from the teacher of the subject, and/or a guidance counsellor. The deadlines for dropping a course are five days after mid-term reports are distributed for that semester. Students in grades 9, 10 and 11 will not be allowed to drop a subject.

FULL DISCLOSURE

Students who have not officially changed their timetable through Student Services before the above deadline will receive a final mark that will be recorded on their transcript.

PROCEDURE FOR STUDENTS WHO FAIL OR DO NOT COMPLETE A COURSE

Parents are encouraged to call the Opeongo Guidance Department to determine what procedure or type of program would best meet the needs of their child.

STUDY PERIODS

1. Students in grade 9, 10 and 11 must carry a full timetable (8 credits per year).
2. Senior students may go to the library or cafeteria during their study period. Half-time students (mornings or afternoons) are asked to leave the property when not attending classes, unless permission to remain is granted by the principal.
3. The halls are **out of bounds** while classes are in progress.
4. Students who fail a class semester 1 will not be permitted to take a spare semester 2.
5. Part-time students must have 28 or 29 credits (depending on the number of credits needed to graduate).

E-LEARNING

Students will not be permitted to take a course through "E-Learning" if it is offered within the regular day-school program. Students taking e-Learning courses are expected to be working on these courses, daily, in a place designated by the Guidance Counsellor.

LEAVING SCHOOL PERMANENTLY

Students who are considering leaving school permanently before the end of the school year are asked to complete a clearance form in Student Services. School counselors and administration are available to assist in this major decision.

Please return all textbooks, library books and other school materials.

EXAMINATIONS

Formal examinations will be written in most subjects during the school year. Students missing any examination **without** an unavoidable reason may receive a mark of zero on the final assessment portion of the course, which may result in the failure of the course. The principal determines the validity of the absence. Cheating on an assignment, quiz, test or exam may result in a mark of zero.

ONTARIO STUDENT RECORDS (OSR)

OSRs are available at the school for enrolled students. Access to OSRs by parents after a student reaches eighteen years of age is restricted.

PARKING

Student parking is limited to the student parking lot. Cars should be locked when unattended. Cars parked illegally will be towed away.

Students are not to be driving motorized vehicles in a reckless manner around school or in the parking lots. Use of the parking lots is a privilege which can be revoked by the principal.

Motorized vehicles, including cars, snow machines, four wheelers, etc., are not to be on the lawns, tracks or playing fields. Motorized vehicles should **not** be driving through the bus loading area between 7:45 a.m. and 8:15 a.m. and 2:15 p.m. and 3:00 p.m.

ACCIDENT INSURANCE

Insurance for accidents is **not** covered by the Board. Students are encouraged to have their own insurance coverage. This may be purchased through Seaboard Life

Insurance. Students receive an information form from Seaboard in early September.

LOCKERS

1. Lockers will be assigned to students during the first day of school.
2. A student may use only the locker assigned to him/her.
3. Only locks of the type provided by the school may be used on lockers.
4. Locks may be purchased through the school office.
5. No responsibility is assumed by the Board for the loss of property in lockers.
6. Students may go to their lockers before school, during lunch period and at the end of the day.
7. Students quitting school must remove the lock and the contents within a week. After this time the contents will be discarded.
8. In June all students must clear their lockers and remove the locks.
9. Lockers remain the property of the Renfrew County District School Board.
10. The Renfrew County District School Board retains the right to search lockers at any time.

VALUABLES

The school cannot assume responsibility for money or valuables left in change rooms or lockers. Please do NOT leave valuables in the change rooms.

TEXTBOOKS/LIBRARY BOOKS/SCHOOL SUPPLIES

The school supplies each student with numbered textbooks. The student is responsible for school supplies (texts, library books, uniforms, etc.) and must return them or their monetary value. NOTE: Texts will be withheld until those lost are returned or paid for.

GUESTS and VISITORS

All visitors to the school must report to the office. Students are advised that visitors are not normally allowed during school hours. In special circumstances, prior approval may be obtained from the administration.

PLAGIARISM

Plagiarism is presenting the words, work or ideas of another person as your own. Plagiarism may exist if the work submitted was done in whole or in part by someone other than the person submitting the work:

* Parts of a work are taken from another source without reference to the original author; or,

* The whole work (such as an essay) is copied from another source.

Examples:

| Plagiarism | Not Plagiarism |
|-------------------------------------------------------------------|-----------------------------------------------------------|
| Copying from another student | Common knowledge (e.g. WW II started in 1939) |
| Cutting and pasting from the internet or magazine article summary | Having someone else help you with proofreading or editing |
| Copying from another source | Quoting a source |
| Using someone's work and claiming it as your own | Working in a group as assigned and sharing ideas |
| Rewording someone's ideas and presenting them as yours | |
| Having someone else revise your draft | |
| Re-submitting work completed and assessed for another course | |

How To Avoid Plagiarism:

1. Your writing should contain only words or concepts you understand.
2. Recognize the difference between assigned individual and group work, and follow your teacher's guidelines regarding the amount of research you do.
3. If you use someone else's ideas, either directly quoted or paraphrased, acknowledge the source. When in doubt acknowledge the source.
4. Develop effective research skills.
5. Acknowledge the source of diagrams and pictures.

Consequence of submitting plagiarized work may include:

1. Work that has been plagiarized, in whole or in part, will be assigned a mark of zero.
2. The student will be required to complete an additional alternate assignment during a one-day in-school suspension.
3. The student's parents will be notified.
4. All of the student's teachers will be advised that the offence occurred.
5. A record of the offence will be kept in the student's OSR.
6. A senior student may be removed from the course in which the offence occurred.
7. Repeat instances of plagiarism will result in more serious consequences to be determined by the principal.

ROLLER SKATES; SKATEBOARDS; ROLLER BLADES; PORTABLE STEREOS

Roller blades, skates, or skateboards are **not** allowed in the school, on school property, or on school buses.

I-PODS and other portable stereos may not be played out loud in or near the school. These may be used in the classroom **only** with teacher's permission.

TELEPHONE CALLS

One pay telephone is available for student use near the office. Office phones should only be used in cases of emergency. Students needing to call home should use the pay phones and reverse charges for long distance if they feel the call is necessary.

LIBRARY RESOURCE CENTRE

Hours:7:45 a.m.-3:00 p.m.

Librarian:..... Roberta Robertson

Borrowing:

Books3 weeks

Magazines/Vertical files.....3 weeks

Audio-visual (videos, music, CD ROM's) ..3 weeks

Fines:\$0.10 per school day

Services:

Printing/Photocopying..... \$0.10 per page

Daily/weekly (local) newspapers Free

SCHOOL BASED SEXUAL HEALTH CENTRE

A Public Health Nurse from the Renfrew County and District Health Unit can be available for students at pre-arranged times. Students are welcome to contact the Nurse directly or arrange for an appointment through the school office.

The Public Health Nurse provides counselling on health-related problems such as nutrition and healthy weights, alcohol or drug use, sexual health and birth control, pregnancy, personal worries, illness or injury. The primary focus of the counselling is to support effective student decision-making, problem solving and to make referrals to appropriate services. The Nurse regards any matter discussed with the student as confidential.

The Public Health Nurse is also actively involved in promoting health by making presentations and acting as a resource to students, teachers and parents about such issues as teen stress, depression and suicide, healthy sexuality, responsible decision-making, body image and eating disorders.

NURSE PRACTITIONER

A Nurse Practitioner from the Westmeath Bromley Nurse Practitioner Project is available for students and staff for individual appointments along with health promotion group sessions. Group sessions include recreational sports, smoking cessation, stress management, nutrition counselling and healthy body image.

Appointments can be made by leaving a message in the nurse's mailbox at the office, booking the morning of the clinic or by calling the Cobden Health Centre at 646-7997.

Assessment and Evaluation:

The Renfrew County District School Board believes that the purpose of assessment and evaluation is to improve student learning. To this end, Assessment and Evaluation practices shall:

- be focused upon clearly identified curriculum expectations and the achievement chart;
- provide opportunity for students to demonstrate learning to the best of their ability;
- be fair and equitable to all students;
- address the needs of all students, while appropriately recognizing relevant student differences;
- enhance learning by building on previous successes;
- identify next steps for students to improve their learning;
- include provisions for student self-assessment and goal setting;
- address both what a student learns and how well a student learns;
- be preceded by a clear description of the expectations and standards.

Specifically, the RCDSB has an Assessment and Evaluation procedure that:

- provides for ongoing, varied assessment that provides students with multiple opportunities to demonstrate their learning
- regards assessment as an opportunity to guide instruction, thereby meeting the needs of individual students.
- ensures communication with parent/guardians regarding their child's progress and development.
- provides timely feedback to students to help students set appropriate learning goals.
- addresses the needs of students with an Individual Education Plan (IEP).
- ensures that students clearly understand what the curriculum expectations are as well as what the evaluation criteria are before beginning a task and/or course.
- provides in-class time for students to work on assessment tasks.
- requires the gathering of data on learning skills and provides feedback and progress updates to students and parents in regards to the student's progress in these skills.

Reporting

- Provincial report cards will be issued twice a semester. Reports will include an indication of a student's development of the Learning Skills and Work Habits as well as the student's achievement of the curriculum expectations.
- Students in Grade 9 – 12 can expect their achievement to be reported as a pegged

percentage mark at midterm and a percentage mark on the final report card.

- Students in grades 9 and 10, who have not been able to demonstrate their competency in a specific subject area, due to such instances as prolonged absence or illness will receive a mark of "I". This indicates that there is insufficient evidence to provide a mark at that time. According to Ministry Policy, a mark of "I" is not permitted in grade 11 and 12.
- Students who receive a mark below 50% on their final report card, may be eligible for Credit Recovery. This will be determined through the Student Success Team at the school, in consultation with the subject teacher.

Late or Missing Assignments:

The timely submission of assessment tasks is a Work Habit. As educators, our role is to support the development of learning skills and work habits. Teachers will use a variety of strategies to ensure that work is submitted on time.

However, if work is late a teacher may require a student to complete the task through academic detention and will notify parents to discuss consequences and next steps. In addition, the Student Success Team will be involved in providing support to both the student and teacher in the completion of this work. Any issues with non-compliance, regarding the submission of work will be referred to the Principal.

STAFF LIST

| | | |
|-----------------|---|--------------------|
| Teachers | J | Armstrong-Gagnon |
| | D | Bishop |
| | C | Brash |
| | N | Cairnie |
| | C | Clark |
| | T | Demmons |
| | S | Edmison |
| | A | Gagan |
| | G | Good |
| | M | Hamel |
| | S | Haring |
| | A | Hawkins |
| | J | Hitchins |
| | M | Harris |
| | S | Kennedy |
| | V | Luhta |
| | T | McEnery |
| | T | Neadow |
| | M | Neill |
| | S | O'Connor |
| | J | Oattes |
| | J | Pierce |
| | B | Pilgrim |
| | J | Reiche-Schoenfeldt |
| | S | Schroeder |
| | J | Scott |
| | B | Scott-Cole |
| | M | Sinclair |
| | N | Stevens |
| | C | Straathof |
| | W | Wallace |
| | T | Wren |

| | | |
|---------------------------------|---|---------------|
| Office Staff | B | Ellis |
| | C | Farrell |
| | P | McFarlane |
| | K | Wagstaff |
| Librarian | R | Robertson |
| Native Support Counselor | J | Ellis |
| School Support Counselor | C | Wishman-Leury |
| Educational Assistants | | TBA |
| Custodial Staff | J | Boldt |
| | B | Coleman |
| | B | Crozier |
| | B | Florent |
| | K | Jessup |
| | G | Leech |
| | A | Lorbetskie |