



# Opeongo High School



## STUDENT HANDBOOK 2017 – 2018

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### Principal's Message

Opeongo High School is a great place to “Learn to Live”. OHS offers all students every opportunity to succeed to the best of their ability in whatever pathway their school experience takes them. At OHS, staff have high expectations for all school members. Our extra-curricular program is comprehensive and there is something for everyone to get involved in. Please take a moment to review our school policies and expectations and please do ask if you have any questions. I wish you all the best for a rewarding school year. Please join us in celebrating the OHS 50<sup>th</sup> Reunion in May of 2018!

Mr. N. Farmer

Principal: .....Mr. N. Farmer, [farmern@rcdsb.on.ca](mailto:farmern@rcdsb.on.ca), phone ext. 203  
Vice-Principal..... Ms. A. McGregor-Stewart, [mgregora@rcdsb.on.ca](mailto:mgregora@rcdsb.on.ca), phone ext 205  
Head of Guidance:.....Mrs. J. Reiche Schoenfeldt, [reichej@rcdsb.on.ca](mailto:reichej@rcdsb.on.ca), phone ext. 207  
Office Manager: ..... Ms. B. Ellis, [ellisb@rcdsb.on.ca](mailto:ellisb@rcdsb.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		
11:45 – 1:00 p.m.	3	12:00 – 1:07 p.m.
1:05 – 2:20 p.m.	4	1:12 – 2:20 p.m.

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### Semester 1

Fri., Sept. 01	P.A. Day
Mon., Sept. 04	Labour Day
Tues, Sept. 05	classes begin
Thur., Oct. 05	Parent-Teacher Interviews
Fri., Oct. 06	P.A. Day*
Mon., Oct. 09	Thanksgiving
Nov.	End of Term
Fri., Nov. 17	P.A. Day
Mon., Dec. 25 – Fri., Jan. 05	Christmas Holidays
Mon, Jan 29 - Thurs., Feb.01	Examinations
Fri., Feb. 02	P.A. Day

### Semester 2

Mon., Feb. 05	First Day – Sem. II
Mon. Feb. 19	Family Day
Wed., Mar. 07	Parent-Teacher Night
Fri., Mar. 09– Fri., Mar. 16	Winter Break
Fri., Mar. 30–Mon. Apr. 02	Easter Holidays
Apr.	End of Term
Fri., Apr. 27	P.A. Day*
Mon., May 21	Victoria Day Holiday
Fri., June 08	P.A. Day
Thur. June 21 – Thur. June 28	Examinations
Fri., June 29	P.A. Day

\*Provincially mandated

### STUDENT FEES

Cost: ..... \$15.00\*/student or \$25.00\*/family

\*includes a student card

**Parents can pay online, visit**

**[rcdsb.schoolcashonline.com](http://rcdsb.schoolcashonline.com)**

**Click “Get Started Today”!**

### EXTRA-CURRICULAR

1. Students must be registered as full-time students and have paid their student fee to participate in extra-curricular activities such as clubs or student council dances.
2. Student athletes must pay the RCDSB fees for sports. (\$65 for major sport & \$35 for minor 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.

- demonstrate honesty and integrity (e.g. avoidance of plagiarism);
- respect differences in people, their ideas and opinions;
- 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;

## 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**  
**Perseverance**  
**Integrity**  
**Optimism**  
**Courage**  
**Initiative**

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 or off 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 incident to any school staff using the "Bullying Reporting Form". A draft of this form is included in this policy book.

## Use of Computers, Networks and Technological Devices

The RCDSB Administrative Procedure 141 addresses the implications of the use of technology in terms of safety, privacy and intrusion into district schools. The procedure states clear expectations for all Users who access the Board network or who use Board or Personal-owned devices while on Board property. The full Procedure is published at the RCDSB website:

[www.renfrew.edu.on.ca](http://www.renfrew.edu.on.ca) (and click on "Staff" then the "Administrative Procedures and Forms" link).

Users are required to promote responsible use of board resources and to refrain from unauthorized access or abuse. Users are expected to make every attempt to avoid inappropriate materials. They are required to use computers and electronic devices as educational, business and communications tools and to avoid any use which has a negative impact on safe, caring and orderly schools/administrative buildings.

Users in the RCDSB may have access to the Internet, an unregulated world-wide network of computers, to the RCDSB's network and in-school wired and wireless networks. The RCDSB network is maintained by network systems administrators who may from time to time intercept electronic communication. There can be no assumption of privacy when using the network.

Personal technological devices may be used during instructional time for educational purposes.

Personal technological devices may be used outside of instructional class time, so long as the use of these devices does not distract from instructional class time, extracurricular activities, co-curricular activities and the use of the device does not violate any other school or RCDSB policy or negatively impact the network.

The school and or RCDSB is not responsible for personal technological devices in the event of loss, damage or theft.

Technological devices (for example but not limited to: smart phones, ipods, pagers, etc.) may not be carried or be in the possession of students during examinations and/or other major assessments unless the Principal has given permission for students to do so.

If a student violates this administrative procedure, their personal technological device may be confiscated and returned to the parent or guardian, or to an adult student or 16/17 year old withdrawn from parental control, after the instructional day, or as appropriate to the circumstances.

All Users Will:

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 (who shall notify a network system

administrator) and refrain from sharing the problem with others.

Refrain from the 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 RCDSB;
- to use the networks for commercial purposes, or for non-sanctioned gaming, and;
- download and/or use software designed to circumvent the user agreement and or other security measures implemented by the RCDSB.

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

All Student users (Grades 4-12) will have a parent or guardian sign an agreement acknowledging an understanding of this procedure, Form 141-1 Appropriate Use Contract for Students. Adult student users (18) or users who are 16 or 17 and have withdrawn from parental control shall also sign Form 141-1 Appropriate Use Contract for Students. All Users will follow the guidelines regarding appropriate use of networks, especially for the purposes of e-mail and chat activities outlined in this policy. The signature will also demonstrate a commitment to abide by this procedure, as well as knowledge of the range of consequences for failing to do so.

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. Cyber bullying may include but is not limited to:

- using a chat group, gaming or social networking site to attack the person's character;
- impersonating someone by breaking into his or her e-mail account, posing as that person and sending damaging messages;

- denigrating someone by sending or posting cruel rumours to damage his or her reputation;
- misusing an electronic device to take embarrassing photos and electronically sending them to others;
- outing or trickery, which involves revealing someone's secrets or embarrassing information online or tricking someone into revealing secrets while online;
- setting up polling sites by developing web pages so that peers can vote on who is the "dumbest" or "ugliest" student or staff member in the school; and
- creating hate sites, such as pages on social networking sites, designed to insult others.

These activities, when taking place off the school/work site or outside school/work hours normally are not school/work matters, but rather community or police issues. However, these activities can have an impact on the school/work and negatively affect the safety, climate and the learning environment at the school/work. In such cases, the use of the Internet and electronic messaging for bullying or harassment may be dealt with by the Principal.

Using an electronic device to violate the privacy or integrity of someone else is prohibited in all areas, especially those where there is an increased expectation of privacy, such as washrooms or change rooms (ex. taking a camera or recording sound or video).

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 unless it is for a school sanctioned activity (i.e. yearbook, school paper).

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 or consent of the student if he/she is 16 or 17 and has withdrawn from parental control.

Replacement resulting from willful or malicious damage, or theft of equipment or software shall be the responsibility of the perpetrator and/or parent or legal guardians. Malicious damage includes but is not limited to the deliberate introduction of a virus, or noxious program.

Online correspondence between staff and students must be related to course work, or school-sanctioned clubs/activities.

## 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.

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 \$400 (approx.) may be assessed should anyone be caught smoking on school property.

**Note:** Fines has been levied!

## 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 interviewed by administration.

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. Notes may not be written to excuse a student from attending class and remaining on school property.
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 of 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 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.

## 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 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 or vice-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 9:30 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 cafetorium 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).

## 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 will not receive a mark 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.

### **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.

Vehicles cannot park in the bus loading zone, or any other out of bounds areas.

### **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. Locks may be purchased through the school office.
4. No responsibility is assumed by the Board for the loss of property in lockers.
5. Lockers remain the property of the Renfrew County District School Board.
6. 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.

#### **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 not be assigned a mark.
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.

**Examples:**

<b>Plagiarism</b>	<b>Not Plagiarism</b>
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	

**LIBRARY RESOURCE CENTRE**

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

**Librarian:** ..... Mrs. R. Robertson

**Borrowing:**

Books ..... 3 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.

**CELL PHONES**

Cell Phones and electronic devices are not to be used during class time without teacher permission. All personal electronic devices must be used in accordance with Form F141 – Appropriate Use Contract for Students (Grades 4-12)

## **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	Email addresses		
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<b>Office Staff</b>	Ms.	B Ellis
	Mrs.	C Farrell
	Ms.	P McFarlane
<b>Librarian</b>	Ms.	R Robertson
<b>Native Support Counselor</b>	Mrs.	J Ellis
<b>School Support Counselor</b>	Mrs.	C Wishman-Leury
<b>Educational Assistants</b>	Ms.	B McMillan
<b>Custodial Staff</b>	Mrs.	M Lippert
	Mrs.	L Cameron
	Mrs.	B Florent
	Mrs.	L Rathwell
	Mrs.	V White