

C.N.H.S. School Calendar 2014-2015
Semester 1 (Term 1 & 2)

| <u>Month</u> | <u>Dates</u> | <u>Events</u> |
|---------------------|---------------------|---|
| August | 20, 21 | P/VP District Opening Meeting |
| | 25 | Full Administrative Day School Based (Teachers) |
| | 26 | Subject Council District Based (Teachers) |
| | 27 | Subject Council School Based (Teachers) |
| | 28 | Full Administrative Day School Based (Teachers) |
| | 29 | No School |
| September | 1 | Labor Day (Holiday) |
| | 2 | 1 st Day for Grade 9 Student Orientation Day |
| | 3 | First Day of School for Students |
| | 10 | School Photo Day |
| | 10, 11, 12 | Potential Grad Photos |
| | 11 | Meet the Teacher/PSSC Elections (6:00-7:30 pm) |
| October | 9 | Professional Learning Day #1 EECD (Teachers) |
| | 10 | Professional Learning Day #2 District (Teachers) |
| | 13 | Thanksgiving Day (Holiday) |
| | 15, 16 | Josten's Ring Days (Grade 11 & 12) |
| | 16 | Dance (7:00-10:00 pm) |
| | 21 | Parent-Teacher Interviews (6:00-8:00 pm) |
| | 23 | Zombie Walk |
| | 30 | Grade 9 Immunizations |
| | 31 | Term One Ends |
| November | 3 | Term Two Begins |
| | 5 | Term One Marks Due at 8:30 am |
| | 7 | Report Cards Issued |
| | 7 | Remembrance Day Ceremony |
| | 10 | Parent Teacher (8:30-11:30 am)/PD (1:00-3:20 pm) |
| | 11 | Remembrance Day (Holiday) |
| | 20 | Dance (7:00-10:00 pm) |
| December | 18 | Dance (7:00-10:00 pm) |
| | 19 | Last Day before Christmas Break |
| January | 5 | Professional Learning Day #3 SIP/EECD (Teachers) |
| | 6 | Students Return from Christmas Break |
| | 16 | Last Day of Term Two |
| | 19-23 | Final Exams – Semester 1 |
| | 26, 27 | Turn Around Days (No Classes for Students) |

C.N.H.S. School Calendar 2014-2015
Semester 2 (Terms 3&4)

| <u>Month</u> | <u>Date</u> | <u>Events</u> |
|---------------------|-----------------------|---|
| January | 28 | First Day of Semester 2/Term 3 Begins |
| | 30 | Marks Due by 8:30 am |
| February | 5 | Dance (7:00-10:00 pm) |
| | 6 | Report Cards Issued |
| | 13 | Professional Learning Day #4 District (Teachers) |
| March | 2-6 | March Break |
| | 18, 19 | Josten's Ring Days |
| | 26 | Parent-Teacher Interviews (6:00-8:00 pm) |
| April | 1 | Term Three Ends |
| | 2 | Term Four Begins |
| | 3 | Good Friday (Holiday) |
| | 6 | Easter Monday (Holiday) |
| | 7 | Term Three Marks Due by 8:30 am |
| | 8 | Grade Verification Sheets Due by 8:30 am |
| | 9 | Report Cards Issued |
| | 10 | Parent-Teacher Interviews 8:30-11:30 am/PD 1:00-3:20 pm |
| | 16 | Dance (7:00-10:00 pm) |
| | 30 | Professional Learning Day #5 EECD (Teachers) |
| May | 1 | Provincial Subject Council |
| | 6, 7 | Josten's Ring Days |
| | 11 | NBTA AGM Branch Day |
| | 18 | Victoria Day (Holiday) |
| | 22 | CNHS Athletic Banquet |
| June | 5 | Last Day of Classes |
| | 7 | Baccalaureate Service 2:00 pm |
| | 8-12 | Final Exams – Semester Two |
| | 16 | Grade 12 Marks Due by 8:30 pm |
| | 16 | Prom & Safe Grad |
| | 17 | Term 4 Marks Due by 8:30 pm (Teachers) |
| | 17 | Graduate List (10:00 am) |
| | | Graduation Rehearsal (2:30 pm) |
| | 18 | Graduation Ceremony (3:00 pm) |
| | 19 | Final Report Cards Available |
| 23 | Last Day for Teachers | |

Vision

Carleton North High School promotes independence, tolerance and confidence in a respectful, inclusive environment through education, enabling students to contribute positively to the best of their ability within society.

Mission Statement

Carleton North High School is committed to a growth model of education. Our mission is to provide a respectful environment in which students, staff and community can grow, thus ensuring a quality educational experience for all.

Provincial Student Code of Conduct**As a student,****I am responsible for my own behaviour to the best of my abilities.**

- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

I will respect myself. I will respect others. I will respect my environment.

HIGH SCHOOL PROGRAM OF STUDY**Schedule of Classes**

The school timetable consists of 5 periods of 60 minutes each (3 periods before lunch & 2 after lunch). Students take the same 5 courses each day. Following period 2 is a 25 minute achievement period to accommodate homeroom announcements, attendance and a opportunity for students to complete assigned work. The school year consists of two equivalent semesters each consisting of two terms (see School Calendar). During a school year, students take a total of 10 course equivalents. While students take the same 5 courses each day, the school is scheduled on a 2-day schedule. (Monday and Wednesday are Day 1. Tuesday and Thursday are Day 2. Fridays alternate.)

Regular Bell Schedule

| | |
|---------------|-----------------------------------|
| 8:30 - 9:30 | Period One |
| 9:30 - 9:40 | Break |
| 9:40 - 10:40 | Period Two |
| 10:40 - 10:45 | Break |
| 10:45 - 11:10 | Achievement Period – Period Three |
| 11:10 - 11:15 | Break |
| 11:15 - 12:15 | Period Four |
| 12:15 - 1:00 | Lunch |
| 1:00 - 2:00 | Period Five |
| 2:00 - 2:05 | Break |
| 2:05 - 3:05 | Period Six |
| 3:10 - 3:40 | Bus Dismissal |

Promotion Policy

1. Students in grades 9-12 will be attending classes defined by their individual student timetable. The passing mark for all courses is 60%. It should be emphasized, particularly referring to courses that lead to 112 (level 2 – college preparatory) versus 113 (level 3 – general) in grade 11, that achieving the minimum pass mark does not necessarily indicate readiness for 112 courses.
2. To be placed in a grade 12 homeroom at the start of the year, a student **must** be eligible to graduate. Since a minimum of 17 credits (courses at the grade 11 and 12 level) are required to graduate, a student must have at least 7 credits at the end of grade 11 to be eligible to graduate the following/current year (i.e. would graduate if achieved pass mark on all 10 courses in grade 12).

Calculating Marks

45 Hour Courses (0.5 Semester, one term)

Only Report = 100% of course mark*

90 Hour Courses (1 Semester, two terms)

First report, mark out of 100 = 40% of course mark for final

Final report, mark out of 100 = 60% of the course mark for final

Semester marks are based on 60% - 70% of classroom assessments and 30% - 40% exam/final project mark.

180 Hour courses (2 Semesters, four terms)

First report, mark out of 100 = 20% of course mark for final

Second report, mark out of 100 = 30% of course mark for final

(Mark based on 60% - 70% of classroom assessments and 30% - 40% exam/final project mark)

Third report, mark out of 100 = 20% of course mark for final

Forth report, mark out of 100 = 30% of course mark for final

Final report mark based on 60% - 70% of classroom assessments and 30% - 40% exam mark

*Note: Each marking period requires a minimum of 5 assessments, assignments, projects and or exam.

Assessment and Evaluation

1. Method

Throughout grades 9-12 educational program, students will be assessed and evaluated using a wide variety of methods and experiences. Some general examples include written tests, essays, projects, presentations, video productions, etc. More specific examples could be a portfolio of artwork, computer program, lab work and write-up, theatrical presentation, musical performance, PowerPoint presentation, research assignment, task analysis (such as engine tuning), skill demonstration, etc. The methods used will often be dependent on the nature of the course. For example, a math or science course may involve more formal written tests and have a final cumulative exam, whereas a woodworking or fine arts course may involve more hands-on tasks and include a final project or production.

2. Missed Tests

A test or other scheduled assessment should be announced to the class at least two days prior to the writing date. Any student who misses an assigned test must be prepared to write it the first day he/she returns after the writing date. The date of rewriting the test is, however, left to the discretion of the subject teacher. If a teacher determines the reason for absence to be invalid, a mark of zero may be assigned. If a student is absent on a day that an unannounced test is administered, the student may be required to write/complete the assessment at a later date. However, a teacher may decide the assessment will not count either for or against the student.

3. Assignments, Tasks, Projects, Essays, Exams Not Done or Handed In

Most assignments have an assigned due date, and teachers have pre-announced policies regarding penalties for late assignments. These assignments (such as a written report, task to complete, project, essay, etc.) are not optional, so must be included as part of the course. For minor assignments, after reminders and warnings with still no submission, the teacher may assign a mark of zero. For major components (value of 20% or more of the course, such as a major essay, project, final exam, etc.), a failing mark on the course will be assigned, since the missing major component is compulsory to complete the course. As a specific example, a student who, toward the end of a course, decides there is no way a passing mark is attainable and does not submit a final project or show up to write the final exam, will receive zero on that component and the failing course mark will be calculated accordingly.

4. Cheating and/or Plagiarism

Any student seeking to gain advantage in an unfair way, or assists another, will receive consequences for cheating and/or plagiarism. (e.g. crib notes, use of electronic device, cell phone texting, looking at or sharing another's work during testing, handing in work that is not the student's original, providing another student with work to be copied, plagiarized, etc.) A first offence will result in a zero on the assignment/test/project. A second offence, regardless of course, will result in loss of credit in that course. All infractions will carry over both semesters (e.g. a first offence may occur in semester 1, and a second offence in semester 2.) Extreme examples of cheating will be handled in a more serious manner than outlined above.

ATTENDANCE – STUDENT AND PARENT RESPONSIBILITIES

The staff of Carleton North High School, along with the Parent School Support Committee (PSSC), believes that good attendance is fundamental to academic success. Students who are frequently absent from school are at a disadvantage. Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially in the interaction and exchange of ideas amongst students, and between student and teacher. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson. In essence, attendance records reflect habits of responsibility and state of health.

Legal obligation to attend

The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents/guardians to cause regular attendance to take place, except when **just cause** exists (i.e.: documented illness, emergency, religious holidays, circumstances of a compassionate nature). Section 16(1) of the Education Act states, “A child is not required to attend school if the child

- is unable to attend school by reason of the child’s sickness or other unavoidable cause,
- is officially excluded from attendance under this Act or the regulations,
- is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child or,
- in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister.”

Student responsibilities when absent

1. Students must provide appropriate written note by parent/guardian for each absence within two (2) days of the absence to the Achievement Period (AP) teacher directly following an absence. Parents can call the main office at 392-5120 to provide the excuse or contact the Achievement Period (AP) teacher via email or written note. Each excuse must include the current date, the date (s) of the absence (s), a valid reason for the absence, and a signature if the excuse is in written format. If this is not done within **two days** of the absence, the student will be deemed truant and subject to consequences.
2. Students must ensure they catch up on missed work to the best of their ability (see below).
3. If the student arrives at school later than 8:25, they must sign in at the main office. Chronic tardiness will result in disciplinary action. Parents are asked to contact the school or leave a message when their child is absent.
4. All students must sign out with a written excuse or a visit from their parent/guardian at the main office.
5. Students must arrange to write any tests missed while absent (see below).

Missed work and missed tests due to absence

Teachers will provide assistance when students have been absent for **just cause** (reasons cited within section 16(1) of the Education Act). For short-term absences, students shall catch up when they return to school. For extended absences, teachers will provide work when requested.

- When students are absent from school with parental permission, but the absence is not for just cause (reasons cited within section 16(1) of the Education Act), it will be the responsibility of the student to obtain missed work from his/her peers. It is not reasonable to expect the teacher to re-teach material or provide detailed work packages when students are away from school for non-essential reasons (such as trips). Should testing have occurred during a non-essential absence, the student must make arrangements with the subject teacher promptly upon his/her return to school to write the test.
- A “zero” grade will be assigned to all missed assessments until the assessment is completed.
- A mark of “zero” will be assigned (and will stand) for any assessments missed due to truancy.

Schedules for final examinations in January and June must be observed. Students who take vacations during this time will receive a zero grade on any examination missed.

*****Unexcused absences will be subject to consequences such as detentions, in-school suspension, counseling, or letter of probation. Chronic unexcused absence may lead to out of school suspension (see Carleton North High School Attendance Policy).***

TRUANCY CLAUSE

When a student is absent from any class and a valid excuse is not received within **two days** of the absence by the Office or AP teacher, the student is considered truant. Ensuring the safety of that student becomes very difficult if his/her whereabouts is unknown.

CNHS has a truancy clause to make students accountable for missing classes.

| | |
|--------------------------------------|---|
| 1 st Incident of Truancy: | Subject teacher confirms truancy, assigns lunch detention. |
| 2 nd Incident of Truancy: | Subject teacher confirms truancy, assigns two lunch detentions. |
| 3 rd Incident of Truancy: | Subject teacher confirms truancy, informs Administration and 2 days ISS assigned. |
| 4 th Incident of Truancy: | Subject teacher confirms truancy, informs Administration and 2 days OSS assigned. |

- Further incidents of truancy result in 3 days out of school suspension and then 5 days out of school suspension assigned after the subject teacher confirms the truancy.
- If the truancy continues, the student could be assigned a semester suspension.
- Students having an excessive number of unexcused absences will be dealt with individually after consultation with the student, parents/guardians, subject teachers, and administration.
- If a student does not attend the assigned consequences, the next step in the policy will be implemented.
- The above incidents revert to zero at the beginning of each semester.

Students Leaving During the Day

All students, regardless of age or reason, must check out at the office.

Students sometimes must leave school during the day for appointments or due to illness. If this situation arises, students must:

1. Give the excuse, written by his/her parents or guardian, to the secretarial staff at the beginning of the day in order to document in the computer system.
2. If a student has no prior warning that he/she must leave (e.g. illness) the student **MUST** get approval from the administration before leaving. A secretary or administrator will confirm the planned absence with a parent / guardian /responsible family member prior to allowing the student to leave.
3. Failure to follow either of the above procedures will be considered a questionable absence.
4. Skipping classes will carry a minimum penalty of one noon detention for each skipped class. Other penalties may be assessed if warranted.
5. During an exam schedule a student must remain on campus after exams if he/she wants bus transportation home that evening. Students cannot write a morning exam and leave for the rest of the day and then expect to be able to come back to school to catch a bus ride home. If students leave campus after an exam it is with the expectation that the student has made alternate arrangements to go home.

Tardiness

It is the student's responsibility to have all books and other materials from locker and report to his/her 1st period class no later than 8:30 am. A student arriving after 8:30 must

IN PERSON:

1. Report to the main office when he/she arrives and have his/her name removed from the absentee list.
2. Arrange with his/her Period 1 teacher to make up missed time if required.
3. Proceed directly to his/her class then in session.
4. A student who does not follow the above procedures will be considered absent without excuse.
5. Chronic tardiness will result in consequences.

(Please note: After 8:30 am all exterior doors to the building will be locked and anyone entering the building must be buzzed in through the exterior doors located near the office. Students are not to open any other door to allow entry into the building. All visitors are required to report to the main office.)

Exclusion from Extra-Curricular Activities

Students will not be allowed to attend evening activities if they have been absent from classes during the day unless the absence has been approved by the administration. If the absence occurs on a Friday (or last day of school week), the ineligibility to participate includes weekend activities.

STUDENT CONDUCT AND DEPORTMENT

Discipline Policy

Carleton North Students are expected to maintain a high standard of conduct and self-control. Classroom teachers will take direct steps to address discipline. Students who do not respond to an individual teacher's repeated attempts to effect a change in behaviour will be placed on the *Discipline Policy*. The *Discipline Policy* means that student behaviours are now being managed jointly by the administrators, guidance counsellors, and the teachers, with continued misbehaviours resulting in escalated consequences. There are also occasions when an out-of-class incident is handled directly by the administration. The constant goal is to encourage positive, acceptable behaviours.

Policy 703, Positive Learning and Working Environment, provides a framework for the EECD, school districts and schools to create positive learning and working environments in the public education system by:

- Establishing a process for fostering positive learning and working environments.
- Setting standards for behaviour and discipline and identifying the responsibilities of all partners in the school system.
- Providing an overview of expected student behaviour in the Provincial Student Code of Conduct.

District Suspension Policy for Major Infractions

The following are in reference to student behaviours at school including to/from school and during breaks on/off school property and at any function sponsored by the school. The Education Act states that a school administrator may suspend for a fixed period of time not exceeding five consecutive days. It is understood that the administrator will consult with the District Office for long term suspensions exceeding five days. The guidelines are also applicable for bus suspensions. In these cases, the range of days indicated refers to suspension of bus privileges.

The following inappropriate behaviours and misconduct are considered serious. All consequences for serious misconduct will follow Policy 703 and district long term suspension protocol. Police will be notified when warranted.

- Bullying, hazing or any form of intimidation
- Cyber bullying
- Possession, use or provision of weapons

- Possession, use or selling of illegal or dangerous substances or objects
- Possession of or sharing pornographic materials including electronic images
- Persistent disobedience or disruption
- Persistent refusal to do assigned school work
- Conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school, while on the school premises, while attending any school activity, or while on a school bus
- Wilful damage to or destruction of property while at school
- The persistent use of profane or improper language
- Physical violence, involved or watching
- Sexual assault, harassment, abuse and misconduct
- Dissemination of any hate propaganda material, including hate literature
- Harassment; uttering threats; vandalism; theft
- Disruption to school operations
- Involvement with drugs and/or alcohol
- Any other behavior that, in the opinion of school or school district officials would reasonably be considered serious misconduct

For a full copy of policies referred to in this document, please visit: <http://www.gnb.ca/0000/policies.asp>

Physical Violence

Subject to the approval of the Senior Education Officer, if the physical violence is severe, the consequence may be an out-of-school suspension for a minimum of a half-year or a semester. The following factors will be taken into account in determining the severity of the violent act: nature of the assault, use of weapons, intent to injure, nature and severity of any injury.

In all other cases, the following consequences will apply:

- 1st offence: 3-5 days (in-school or out-of-school suspension)
- 2nd offence: minimum of 5 days out
- 3rd offence: Recommendation to the Senior Education Officer that the pupil be suspended for a minimum of a half-year or a semester

Where it is warranted, the police will be notified.

Fighting

Subject to the approval of the Senior Education Officer, if the offence is severe, the consequence may be an out-of-school suspension for a minimum of a half-year or a semester. The following factors will be taken into account in determining the severity of the fight: nature of the fight, use of weapons, intent to injure, nature and severity of any injury, number of people involved, impact on the school.

In other cases, the following consequences will apply:

- 1st offence: 3-5 days (in-school or out-of-school suspension)
- 2nd offence: 5-10 days out, subject to the approval of the Senior Education Officer
- 3rd offence: Recommendation to the Senior Education Officer that the pupil be suspended for a minimum of a half-year or a semester.

Where it is warranted, the police will be notified.

Abusive Language Towards Staff Member

The use of abusive language will not be tolerated in our school system. Staff members have the right to work in an environment that is respectful and harassment-free.

- 1st offence: 1-5 days (in-school or out-of-suspension)
- 2nd offence: 5-10 days out, subject to the approval of the Senior Education Officer.
- 3rd offence: Recommendation to the Senior Education Officer that the pupil be suspended for a minimum of a half-year or a semester.

Where it is warranted, the police will be notified.

Threatening Behaviours

Subject to the approval of the Senior Education Officer, if the threatening behaviour is deemed to be of a serious nature, the consequence may be an out-of-school suspension for a minimum of a half-year or a semester.

Depending on the nature and severity of the threatening behaviour, the first step may be conflict resolution, intervention, and/or suspension.

- 1st offence: 3-5 days (in-school or out-of-suspension)
- 2nd offence: Minimum of 5 days out

Where it is warranted, the police will be notified.

Substance Use and Abuse (Alcohol, drugs, etc.)

Possession

- 1st offence: 3-5 days (in-school or out-of-school suspension)
- 2nd offence: Recommendation to the Senior Education Officer that the pupil be suspended for a minimum of a half-year or a semester.
- in all cases, the police will be notified.

(Pupils who, during the application of this policy, refuse to go to the office or to another designated area and who, after the administration deems to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of this policy and will be subject to the same consequences.)

Under the Influence

- 1st offence: 5 days out-of-school suspension
- 2nd offence: Recommendation to the Senior Education Officer that the pupil be suspended for a minimum of a half-year or a semester.
- Where it is warranted, the police will be notified.

Any pupil smelling of a substance that is prohibited may be deemed in possession or under the influence of that substance and will be subject to the same consequences. If a pupil is an identified addict and is willingly seeking assistance, disciplinary action may be modified.

Trafficking and Possession for the Purpose of Trafficking

- Recommendation to the Senior Education Officer that the pupil be suspended for one calendar year.
- The police will be notified.

Harassment

Harassment is considered to be any mean word, act or gesture used continually with the intent of hurting a person's feelings, body or possessions. Pupils and staff have an absolute right to be and feel emotionally and physically safe at school, on buses or at school functions. No one will bully, taunt, intimidate or subject others to harassment in any form.

All staff will be expected to intervene whenever incidents of harassment are witnessed or reported. The names of all parties will be brought to the attention of the Guidance Counsellor.

The incident will be investigated by the Administration.

Both parties will receive counselling.

The Guidance Counsellor will inform parents/guardians of both parties of the concerns.

The pupil will be informed of the next consequence.

- 1st offence: Counselling and intervention
- 2nd offence: 1-5 day in-school or out-of-school suspension
- 3rd offence: Minimum of a 5-day out-of-school suspension
- 4th offence: Recommendation to the Senior Education Officer that the pupil be suspended for the remainder of the semester.

Discrimination

Discrimination can be defined in everyday terms as a practice or standard that is not reasonably necessary, that has the effect, intended or not, of putting certain persons or groups at a disadvantage because of shared personal characteristics such as race, sex or religion, and that is based on stereotypes about them or perpetuates the view that they are less capable or less worthy of recognition or value.

The behaviour violates the basic tenants of the Human Rights Act and cannot and will not be tolerated in the culture environment of the school. This would include all school-sponsored events whether taken place in the school or outside of school grounds.

All staff will be expected to intervene whenever incidents of discrimination are witnessed or reported. The names of all parties involved will be brought to the attention of the Administration of the school and the guidance counsellor.

- The incident will be investigated by the Administration.
- Both parties are offered counselling.
- The Administration will inform parents/guardians of both parties of the concerns.

The pupil will be informed of the next consequence.

- 1st offence: 1-5 day in-school or out-of-school suspension depending on the age of the student and the nature and knowledge of the intent.
- 2nd offence: 3-10 day out-of-school suspension depending on the age of the student and the nature and knowledge of the intent. Suspension of more than 5 days needs the approval of the Senior Education Officer.
- 3rd offence: Minimum 5-day out-of-school suspension at the recommendation to the Senior Education Officer for an out-of-school suspension for the remainder of the semester depending on the age of the student and the nature and knowledge of the

intent.

- 4th offence: Dependent on the age of the student and the nature of the intent, a recommendation to the Senior Education Officer for an out-of-school suspension for the remainder of the school year.

District Policy on Smoke Free Environment

1. Policy & Background

The school district, recognizing its responsibility for the health and welfare of both students and employees, is dedicated to the provision of a smoke free workplace. CNHS and property are smoke free. Students are not permitted to gather on School Street or any other street as a group for any purpose. Such loitering or interfering with traffic will result in disciplinary action.

2. Guidelines

- Cigarettes shall not be on display within the building.
- The selling or purchasing of cigarettes is prohibited and will be treated with serious consequences.
- Students arriving to school in the morning must enter the building and are not allowed to leave the property. Students leaving at the end of the day are expected to board their bus or vehicle. (Students are not permitted to leave the property and then return for bus departure.)
- Students can smoke at the designated area only between **12:15-12:55 pm ONLY**

3. Enforcement

At the start of each school year, students are informed of the smoking policy and there is constant awareness. When students violate the policy, they are not only going against the provincial and district policy; they are acting in disobedience and defiance. As such, any violation is treated as both a smoking offence and a behavioural offence. The policy will be reviewed with the student and consequence will be issued.

- 1st Offence: 1 noon detention and warning will be issued to the student.
- 2nd Offence: 3 noon detentions will be issued to the student.
- 3rd Offence: student(s) will be issued a 1 day out-of-school suspension.
- 4th Offence: student(s) will be issued a 5 day out-of-school suspension for continued defiance.

Vandalism

The destruction of school property (or property at another site of a school related event) will be paid for by the offender, and will normally be treated as a more serious infraction. If necessary, the authorities will be notified.

Dress Code

The responsibility of student dress falls within the realm of parents/guardians and their children. Students will not wear clothing that is disruptive, immodest, extreme and unsafe that interrupts the educational atmosphere of the school.

Hats, hoods and bandanas are not to be worn from the time students enter the building. Appropriate dress is required and expected. Low cut tops that reveal any cleavage, tube tops, spaghetti or string straps, low cut revealing jeans, bare abdomens and shorts or skirts that are shorter than when your fist naturally falls to your sides are inappropriate. Undergarments will not be displayed at anytime. Pajama pants are not to be worn. Any apparel that a student wears or has in their possession that is deemed unsafe will be removed. Footwear will be worn at all times. Coats will not be worn in the classroom. Any clothing, jewelry, or tattoos that by word, illustration, symbol or innuendo which promotes drugs, alcohol, tobacco products, sexual themes or violent acts is prohibited. If in doubt regarding an article of clothing meeting the dress code, please do not wear it.

Any student in violation of this code will be notified and requested to change their apparel before returning to class. A parent conference will be held when deemed necessary. Repeated offences may result in suspension. This policy will be applied during the school day and at any school sanctioned activities or events. Special events may warrant fashionable attire which conflicts with this dress code. Administration will inform students as to when fashionable attire may be worn.

EXTRA-CURRICULAR ACTIVITIES AND REGULATIONS

It is generally agreed that student participation in extra-curricular activities is one of the factors that contributes to the physical, social, emotional and intellectual well-being of the individual. Further, such activities form the basis of an overall improved school climate in the form of a "school spirit". In the interest of continued opportunities for students in extra-curricular activities, the following regulations govern student participation.

Coaches and Advisors

Coaches and advisors will be appointed annually by the administration of the school. All coaches and advisors must be trained in Policy 701 and will be held to the same ethical standards as a member of the teaching staff and must act accordingly.

Academic Performance

While participating in extra-curricular activities, it is desirable that the first priority of the student is academic achievement. Therefore:

1. Students failing one course during a semester will be placed under review by the Administration and will be given an opportunity to

improve performance.

2. Students failing two or more courses during a semester will be suspended from all extra-curricular activities until such time that significant improvement is noted.
3. Normally, review of progress is carried out at three-week intervals.

Conduct

It is expected that all students participating in extra-curricular activities, as participants or spectators on school property or at a school event at an alternate location, conduct themselves in such a manner that does not embarrass themselves, their coaches, families, school and community -- for they represent all of these groups. Students whose behaviour in class is disruptive or whose behaviour at school functions or in the community proves to be embarrassing to the school will, on the first offence, be suspended from extra-curricular activities for a period of time deemed by the administration to be appropriate. Subsequent offences will result in suspension from all extra-curricular activities as participants or spectators for a period of up to six months.

Attendance Guidelines

When a student is absent from school for at least one class period, morning or afternoon, of any school day, that student will not take part as a team member in any activity sponsored by the school during or following classes on that particular day or weekends, if the absence occurs on a Friday. If the student's absence is excusable under the school's attendance policy, with the exception of absence due to illness, they may be permitted to participate. Students with 8 or more unexcused absences may lose the privilege of participating in extra-curricular activities. The Athletic Director will track attendance and communicate with coaches.

Use of Alcohol or Drugs

1. Any student possessing or using alcohol or drugs during the time period in which he/she is involved in an extra-curricular activity will be suspended from all extra-curricular activities for a period of three months.
2. A second alcohol or drug offence during the same school year will result in loss of all extra-curricular activities for a period up to six months.
3. As stated in "Student Conduct" section, an alcohol/drug infraction occurring at a particular event will result in suspension from attending or participating in that event for a period of 6 months.
4. Notwithstanding any of the above policies the principal may suspend students for cause at any time from participation in extra-curricular activities.

Activity Fee Structure

Various clubs and teams are required to charge a participation fee. Simply inquire with the team coach or activity supervisor what the fee structure is for that organization. (If the activity fee is a problem you can confidentially discuss this issue with the administration or guidance and you will receive assistance.)

Team and Activity Initiation

Team or activity initiation procedures are strictly prohibited by the administration.

SCHOOL SANCTIONED EXCURSIONS (Curricular and Extra-Curricular)

On Site Rules and Regulations

1. The supervising teacher is at all times in charge of the group he/she is responsible for. This means that their instructions are to be obeyed at all times without question.
2. Absolutely no drinking of intoxicating beverages or use of illicit drugs by students is to be allowed.
3. The supervising teacher will establish a curfew hour for students; this hour not to be later than 11:00 p.m. For special events, however, students, when accompanied by the supervising teacher, may have this curfew extended to 12 midnight.
4. Students are not to attend commercial drinking establishments such as discotheques, bars, taverns, etc.

Fundraising

The Student Council & Administration must approve any fundraising activities associated with such proposed trips. All activities must follow Department of Education Nutrition Policy.

Transportation

Students as members of the aforementioned groups operating under the sponsorship of Carleton North will, whenever possible, travel to and from destinations on school buses driven by regular drivers. However, if cars and vans are used as a means of conveyance, adult drivers, (not students as described above), must be utilized as drivers. It is the recommendation of the school that all personal vehicles used to transport students carry a minimum of \$2,000,000.00 liability insurance. This is not an expensive item and will provide greater safety and security for all concerned. Again, the students must return in said cars and vans, except in the instance where a team member wishes to travel from the activity site with his or her parents or guardians.

SERVICES TO/FOR STUDENTS

Student Fee

A student fee of \$40.00 is levied on all students. This fee covers locker and lock rental, student identification card, free transcripts of marks, and other services. It also is the primary source of funds for all student activities and events, and enables concerts and admissions to school activities at reduced rates.

Lockers

Lockers are the property of Carleton North High School and as a result, school personnel reserve the right to periodically inspect the lockers for damage, contents, etc. Any damages incurred or loss of locks must be financially borne by the students to whom the locker was assigned. **Only standard school-issued locks are to be used on lockers.**

Textbooks

It is the expectation that the school will make every attempt to recover textbooks from students before the Education Centre intervenes by taking the following steps:

- The classroom teacher should communicate verbally and in writing to the student the textbook(s) that are to be returned within a specified period of time.
- If the textbook(s) are not returned within the timeline stated, the school should place a telephone call to the parents/guardians.
- If there is still no action, the school should follow-up with a letter to the parents/guardians.
- If the above actions produce no results, the school should complete the attached form indicating what action has been taken to date and forward to the Budget & Accounting Department at the Office of the Superintendent. The Office of the Superintendent will send an invoice to the parents to recover the cost of the textbook.
- To the extent funding is available, the district will endeavour to fund schools for lost textbooks providing the measures outlined by the district has been followed.

Library Services

The Library will be open each Tuesday through Friday from 8:00 a.m. to 3:15 pm.

Library Rules:

- Students are to read or work quietly.
- No food or drink is allowed.
- Materials other than course reserves may be borrowed for a period of two weeks. Students must sign for any materials that are removed from the library; financial payment for losses must be borne by the borrower.
- Reference books are not to be removed from the library.
- Fines will be levied for overdue books.
- Use of the computers is prioritized for students doing writing. General interest tasks may be done, but all use must follow posted guidelines and the school's "Acceptable Use Policy" for computers.

Cell Phones and other Electronic Devices

Electronic devices including cell phones and i-pods are to be used in the classroom at the teacher's discretion. They are NEVER to be used in a changing room and/or washroom. No personal recording devices are allowed in class.

Nutrition Policy

All food related activities at CNHS must follow the provincial nutrition policy. There is to be no food or drink in the classroom and hallways with the exception of bottled water. Special after hour functions such as dessert concerts that do not meet Nutrition Policy 711 require administrative approval.

Health Services

1. If a student becomes ill at school and thus is unable to attend classes, he/she must first get permission from the classroom teacher to go to the office. Where possible, the parents will be contacted and arrangements will be made for the student to be picked up after signing out. If the office decides it is appropriate, the student may be sent to one of the health rooms in the school after obtaining permission from the administrative office. **This absence will count as an unexcused absence from the classes missed.** Students may not leave the health room at noon.
2. Confidential sexual health services (counselling, testing/screening and treatments) are available at CNHS. These services are provided by a Public Health nurse practitioner. She visits CNHS bi-weekly and can be contacted directly at 1-888-829-644 Ext #3 or referrals can be made through the guidance counsellor.
3. No medication will be issued by the school, unless approved by parents under the direction of a physician. In this case it is necessary to follow the protocols and procedures outlined in Policy 704: Health Support Services.
4. In a case of head lice, the student(s) will be excluded from attending school until the child(ren) has been treated and there is evidence that ongoing nit removal is part of the treatment.

Student Vehicles

Bringing a licensed highway vehicle on the grounds of Carleton North High School is a privilege extended to our students; however, vehicles are to be used for transportation only.

- Students are required to drive with due care and attention within the speed limit of 20 km/h. The same standard applies to School

Street. Students are not to drive their vehicles around the school building.

- The intent is for students to be able to travel to and from school. The expectation is that students will not use their vehicles during noon hour, except in those circumstances where a specific pre-planned errand is necessary. Students are not to take other students with them without parental permission from all involved.
- Students are not allowed to congregate in vehicles at anytime.
- Vehicles not licensed for road use (e.g. snowmobiles, ATV's) are not to be on school property or adjacent private property. (Such vehicles may be towed at owner's expense.)

Failure to meet the above guidelines will result in loss of the privilege of driving a vehicle to school for a period of three months on a first offence, and for the remainder of the school year on a second offence.

Computers, Network, and Internet Use

Inappropriate use of computer technology will result in suspension of privileges for a specific time. Length of suspension relates to nature of offence. The school provides networked computers for use by all students, according to supervising teacher's guidelines and the school's *Acceptable Use Policy*. Policy 311: *Acceptable Use Policy* is posted at various locations throughout the school and can also be found on the school's website.

Open Campus

Our open campus applies to grade 10-12 students for the noon hour only. It is a closed campus for grade nine students. Students arriving by bus in the morning must remain on campus. Students who leave campus and cause problems such as gathering in groups on streets or private property will lose their off campus privileges.

Scent Reduced Building

CNHS is a scent reduced building. No strong scents should be worn in the building. Repeat offenders may be asked to wash or return home to remove excessive scent. This policy must be enforced to protect those with severe allergies.

Student Publications

No item concerning the school is to be published by any student of the school without the item being first reviewed and, if necessary, edited by the administration or others appointed by the administration. Posting of digital images on any venue is restricted to Policy 311.

Bulletin Board Posters and Announcements

Only posters or announcements pertaining to school-related activities or events will normally be permitted. None of the above are to be placed in view in the school building without the approval of the teacher advisor and / or the administration.

Activities offered

| | | | |
|---------------|------------|-----------------|------|
| Art Club | Badminton | Band | STAT |
| Cheerleading | Choir | Basketball | GSA |
| Drama | Grad Club | Hockey | |
| ISCF | Oratory | Rugby | |
| Safe-Grad | Soccer | Student Council | |
| Track & Field | Volleyball | Yearbook | |

All activities will be offered subject to student interest, availability of coaches, advisors and funding.

Transcripts

1. Transcripts will be issued upon request to post-secondary institutions, financial assistance committees, etc. at no charge to current students.
2. Requests should be made at least one week in advance of the date when the transcript is to be issued.

Student Council

1. All student activities of the school are conducted under the umbrella of the Student Council.
2. The principal reserves the right to veto any decision of the Student Council regarding student activities, school programs, or standing regulations of the school.
3. Notwithstanding the former statement, the administration of the school will be receptive to any responsible representation from the Student Council, and will grant them a fair hearing regarding any desired change in school operation.

Fund Raising

Any fund raising activities associated with the school (i.e. any team, club, group, organization) must be approved by the administration, and in most cases the Student Council.

Graduating Class Activities

The elected Grad Club Executive, with direction from the administration and staff advisors, will plan the Graduation and Graduating Class activities.

1. All graduating class activity expenses are paid by "Grad Dues". Only those who have paid their dues may participate in any of the

activities.

2. **Grand March and Prom** – Potential graduates and their escorts may participate in the Grand March and Prom.
3. **Safe-Grad** – Extra payment is required in advance for those potential graduates who wish to attend Safe-Grad. Only potential graduates may attend.
4. **Graduation Rehearsal – Mandatory attendance** is necessary to qualify for attending graduation.
5. **Graduation** – Official graduates who have fulfilled all financial obligations (**including delinquent list items**) and who have met conduct expectations through to the time of graduation may participate. A list of names are posted the morning after Prom.

DELINQUENT LIST

1. Students are held accountable for items loaned to or used by them during the normal course of school and school-related activities. Students who default on payment of fees or who do not return items will be placed on the delinquent list. Examples include student fee, fines on overdue library books, damaged textbook fees, damaged locker fee, payment for unreturned textbooks or uniforms or other school-provided items, unreturned lock, and so forth. To ensure fairness that all students pay for their damaged or unreturned items, this delinquent list is maintained to the end of a student's graduation year.
2. Delinquent students will not be allowed to attend or participate in extra-curricular activities, including dances.

FIRE DRILLS

If the fire alarm is sounded pupils will file out immediately through doors and down stairways as directed by teachers. Pulling of an alarm or making a false 911 call by a student for mischievous reasons will be treated as a major infraction and will be reported to the RCMP.

General Rules for Fire Drill

- There is to be no talking during fire drills.
- Students are to move out of classrooms in single file.
- Students are to move well away from the building to their designated area, where teachers will take attendance.
- All persons should leave the building even if you feel the alarm has been sounded accidentally.

LOCKDOWN PROCEDURE

This is an emergency procedure that is reviewed annually with the staff and students. The plan is put into action when there is a possible threat to the student population. In the event of a lockdown parents will receive information via school connects message. Please do not come to the school during a lockdown as students will not be released in a threatening environment. Total student co-operation is expected.

EVACUATION PROCEDURE

This is an emergency evacuation procedure that is reviewed annually with the staff and students. The plan is put into action should the building need to be evacuated due to an emergency.

NOTWITHSTANDING CLAUSE

Notwithstanding policies that have been laid down and presented herein, if conditions are such that the stated policy regarding any given situation is inappropriate, irrelevant, ineffective, or inadequate, administration reserves the right to modify that policy immediately to bring about the desired changes.

STUDENT ATHLETIC CODE OF CONDUCT

This **“Code of Conduct”** shall act as the guide by which all school representatives will conduct themselves in any capacity or endeavor. The code contained herein covers the areas of personal behaviour, attitude, courtesy, appearance, academics, sportsmanship, and commitment to the various programs.

Each team member and parent is expected to thoroughly review this conduct code before the season begins and should keep a copy at hand, in order to refer to it if necessary.

Coaches/Advisors: Appointments will be made annually by the administration of the school. All coaches and advisors must be trained in Policy 701. Coaches/Advisors will be held to the same ethical standards as a member of the teaching staff and must act accordingly.

Notwithstanding (the Code of Conduct) the administration reserves the right to make decisions they deem to be in the best interest of the student athlete and/or the overall program.

General Behaviour (Includes Coaches/Supervisors)

1. **Conduct:** It is expected that all students participating in extra-curricular activities conduct themselves in such a manner that does not embarrass themselves, their coaches, families, school and community -- for they represent all of these groups. Students whose behaviour in class is disruptive or whose behaviour at school functions or in the community proves to be embarrassing to the school

will, on the first offence, be suspended from extra-curricular activities for a period of time deemed by the administration to be appropriate. Subsequent offences will result in suspension from all extra-curricular activities for a period of up to six months.

2. **Player Discipline:** Coaches/Advisors will handle all minor offences related to team and player discipline. Discipline offences of a more severe nature will be handled by the coach/advisor in consultation with the administration.
3. **Language:** The use of profane or improper language is not acceptable. Extreme verbal outbursts show a lack of self-control and immaturity; these negatively reflect on the school as a well as the individual.
4. **Attitude:** There is an expectation that **all athletes** be courteous, mature, cooperative and respectful at all times.
5. **Sportsmanship and Fair Play:** In all practice and game situations, athletes are expected to perform to the best of their ability within the context of specific rules of their sport. Sportsmanship and fair play to teammates, opponents, and officials, should be in the forefront of a team's basic philosophy and attitude. Shaking hands with opponents after competition should be a routine procedure.
6. **Team Initiation – Intimidation (Bullying Technique):** Team initiation often intimidates new team members by forcing them to perform acts that are deemed offensive, unsafe, humiliating or in poor taste. For these reasons, there shall be **no initiation** of new team members at Carleton North High School. (Coaches should clearly explain this policy to their players and discuss this very serious matter.)

Guidelines (Athletic Policy)

1. **Academics:** While participating in extra-curricular activities, it is desirable that the first priority of the student is academic achievement.
 - a) Students failing one course during a semester will be placed under review by the Administration and will be given an opportunity to improve performance.
 - b) Students failing two or more courses during a semester will be suspended from all extra-curricular activities until such time that significant improvement is noted.
 - c) Normally, review of progress is carried out at three-week intervals.
2. **Attendance:** When a student is absent (unexcused) from school for at least one class period, morning or afternoon, of any school day, that student will not take part as a team member in any activity sponsored by the school during or following classes on that particular day, (or weekends, if the absence occurs on a Friday) unless the student's absence is excusable under the school's attendance policy with the exception of absence due to illness. In exceptional circumstances deemed excusable by the administrator, the student will be allowed to participate.
3. **Jobs/Part-time Employment:** Students must realize the difficulty of making a serious commitment to both school activities and part-time employment. Priorities should be established, and if an individual chooses to work at a job which may interfere with practices or games, it is generally understood that this will hinder his/her responsibility as a team member. Players devoting time to jobs in lieu of practice time cannot expect as much playing time or competition involvement. Their roles in that activity may be reduced or abrogated.
4. **Uniforms/Equipment:** All participants have a personal responsibility to properly care for any uniform or equipment item issued to them. This includes a neat and orderly appearance for all games, competitions, and performances, as well as the immediate return of all uniform/equipment items issued.
5. **Smoking and Smokeless Tobacco:** Smoking is detrimental to your ability to perform, and therefore hinders both you and your team, in addition to your personal health. Smoking is not an acceptable activity for students who wish to represent CNHS. *Coaches will set their own rules in this area.*
6. **Alcohol and Drug Use:**
 - a) Any student possessing or using alcohol or drugs during the time period in which he/she is involved in an extra-curricular activity will be suspended from all extra-curricular activities for a period of three months.
 - b) A second alcohol or drug offence during the same school year will result in loss of all extra-curricular activities for a period up to six months.
 - c) As stated in "Conduct" section, an alcohol/drug infraction occurring at a particular event will result in suspension from attending or participating in that event for a period of 12 months.
 - d) Notwithstanding any of the above policies the principal may suspend students for cause at any time from participation in extra-curricular activities.
7. **Varsity Team Room/Activity Areas:** Team rooms are the responsibility of users. These areas must be kept neat and orderly, and maintained in good condition. These designated areas are a privilege to use, and all participants must do their part to care for the team area. "Horseplay" or fooling around in team locker/shower areas is not allowed. Failure to comply with these rules may result in loss of personal privileges for these areas.
8. **Practices:** Team members must demonstrate a commitment to the program by attending practices. Athletes must realize the importance of game preparation. Failure to attend practices or games, without just cause, may mean loss of player status within the team structure. Regular practice attendance includes being on time and assisting with equipment needs.

9. **Overlapping Sport Seasons:** Individuals who choose to participate in overlapping sports must realize that their prime commitment lies with the team in season. Any participation in the second sport while the first is continuing may only be done with the permission of the coach of the “in season” sport. **** All students in general should not attempt to undertake too many activities. Each athlete is limited to 5 participation days in a 7 day week. Participation days include games and/or practices.**
10. **Playing Time:** Over the past few years, this has become a very contentious issue. Playing time is issued at the discretion of the coach. The coaches make every attempt to ensure that all players get playing time, but there are games (especially playoffs) where some players do not play or get limited playing time. If this is a problem to you, meet with the coach to discuss your concerns.
11. **Parent Line of Communication:** Parents should communicate with the coach concerning any sports related issues. If the issues cannot be resolved at the coach level then the administrative team would become involved.
12. **Transportation:** Where feasible school groups will travel by school bus or community van driven by bus drivers or responsible adults. From time to time it may be necessary to use cars as a means of conveyance. When this becomes necessary, only approved adult drivers may be used. It is the recommendation of the school that all personal vehicles used to transport students carry a minimum of \$2,000,000.00 liability insurance. This is not an expensive item and will provide greater safety and security for all concerned. Under no circumstances may students operate vehicles transporting other students to and from competitions. All students on school-sanctioned trips must return with the coach/driver or the approved drivers, except in the instance where a student wishes to travel with his/her parents or guardian.
13. **Policy 701:** All coaches and adults working with a team must have received Policy 701 training. This is the “Pupil Protection Policy” which is designed to educate and protect against student abuse.

**** Note to Coach – Please encourage students to participate. Be flexible and remember that the “in season” sports takes precedent over the second sport in the event of conflict.**

Participation on teams with coinciding season is not permissible. The NBIAA has a well defined sport year. See your coach if you have questions.

If individuals choose to participate in a sport that is not school related, it is understood that the school sport takes first priority.

Fee Structure

An athletic fee will be charged per team member. This fee goes to the Student Council to help offset the tremendous cost of running the athletic programs offered.

Medical

Medicals are highly recommended before athletes participate in their first practice.

Mouth Guards

Mouth guards in contact sports are highly recommended.

Parent Participation

Parents who attend their sons/daughters games are encouraged to support our Code of Conduct. This would eliminate possible problems that may occur at hotels and/or gymnasiums especially during home games. While attending games and supporting your children, parent behaviour should be in line with the expectations we have in the code of conduct for our athletes. (Please read the section on playing time as this seems to be a persistent concern every year in our athletic programs.)

Playing Time

Most games all players play. Every coach attempts to play all players. If you have concerns or issues, please contact the coach and attempt to resolve this. If there is no resolution, please contact the person in charge of athletics. Your support is greatly appreciated as most teams require a lot of parental help.

Cellular Phones / Electronic Devices

All Cellular phones are prohibited from use in any changing area, locker area or classroom. It is in violation of policy 311, to publish or post any audio recordings photographs or videos.



Anglophone West School District

September, 2014

Dear Parent/Guardian:

Anglophone West School District has developed a protocol outlining our commitment to creating and maintaining an environment in schools where students, staff, and others feel safe. In order to enhance safety and security, the District has been involved in intensive threat assessment training of school administrators, guidance counsellors, resource teachers and district staff.

The protocol requires trained school staff to complete a "Violence Threat Risk Assessment" in all cases where students make significant threats to harm themselves or others. The purpose of the threat assessment process is to use the best knowledge, skill, and experience available to assess high-risk, threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. To help keep our school communities safe, parents, students, and community members who have knowledge of a threat or high-risk behaviour are to report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all children.

Sincerely,

A handwritten signature in blue ink that reads "David M. Timoney".

David McTimoney
Superintendent