

ATIKOKAN 7-12 SCHOOL



STUDENT HANDBOOK 2018 - 2019

"Excellence Through The Courage To Care"

Principal
Ms. Beth Fairfield

Vice Principal
Mr. Brad Gascoigne

Box 2460 - 324 Mercury Avenue
Atikokan, ON P0T 1C0
P: (807) 597-2703
F: (807) 597-6533
Website: ahs.rrdsb.com

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Message From the Administration

Atikokan High School has a proud tradition of excellence in Academics, Athletics, Outers and Technology. We depend heavily on staff, students, parents and the community to keep these traditions alive and well. We must all work together to make your experience at Atikokan High School the best it can be.

It is important that the students and parents/guardians read the handbook thoroughly to become acquainted with the school expectations and procedures. Further information is available on any aspect of this book by contacting the school at 597- 2703.

We look forward to the school year and hope it will be an exciting and rewarding year for all of our students.

**Principal
Ms. Beth Fairfield**

**Vice Principal
Mr. Brad Gascoigne**

Atikokan High School Mission: *"Excellence Through the Courage To Care."*

Common Vision: Our unique educational community will:

- foster well-rounded individuals;
- provide positive role models for students to strive toward;
- provide all students with opportunities for success;
- encourage and promote interaction between community and school;
- provide an environment in which students pursue self-improvement.

Our vision is future focused and based on exit outcomes for our graduates.

Belief Statements: At Atikokan High School, we believe:

- all students can learn;
- students learn in different ways and at different rates;
- students need active engagement;
- students need a safe and supportive environment;
- success breeds success.

OSSD DIPLOMA REQUIREMENTS

In order to earn an Ontario Secondary School Diploma (OSSD), a student must earn a minimum of 30 credits distributed as follows:

COMPULSORY CREDITS (Total of 18)

- 4 credits in English (1 credit per grade)
- 1 credit in French as a second language
- 3 credits in Mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- 0.5 credit in Civics
- 0.5 credit in Career Studies

PLUS

- 1 additional credit in English, *or* a third language, *or* social sciences and the humanities, *or* Canadian and world studies, *or* guidance and career studies, *or* co-operative education
- 1 additional credit in health and physical education, *or* the arts, *or* business studies, *or* co-operative education
- 1 additional credit in science (Gr. 11-12) *or* technological education (Gr. 9-12) *or* co-operative education *or* computer studies

*Note: A maximum of 2 credits in co-operative education can count as compulsory credits
May also obtain more than one credit in many technical courses.*

OPTIONAL CREDITS (Minimum of 12)

The optional credits may be chosen from the rest of the school programme based on interest.

PLUS

SUCCESSFUL COMPLETION OF:

- ✓ Ontario Secondary School Literacy Test or the Ontario Secondary School Literacy Course
- ✓ 40 Hours of Community Involvement Activities

Specialist High Skills Major (SHSM)

What is a Specialist High Skills Major (SHSM)?

An SHSM is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements to graduate from secondary school. It also assists in their transition after graduation to apprenticeship training, college, university or the workplace.

SHSM programs allow students to customize their high school experience through a variety of new and enhanced learning options. These options include Dual Credits, Specialized Certifications in Industry Sectors, Experiential Learning and Cooperative Education. These programs help to meet the needs, interests and strengths of all students, engaging them in learning and better preparing them for graduation and beyond.

How is a Specialist High Skills Major recognized?

Students who successfully complete an SHSM receive:

- an Ontario Secondary School Diploma with an embossed SHSM seal
- an SHSM Record documenting his/her achievement
- formal recognition on his/her Ontario Student Transcript.

SHSMs that are available at the Atikokan High School are in the following sectors:

- Environment
- Hospitality and Tourism

2018-2019 SCHOOL YEAR CALENDAR

1. **Grade 9-12 First Semester** September 4, 2018 – January 31, 2019
Grade 9-12 Second Semester February 1, 2019 – June 28, 2019

Grade 7&8 First Term September 4, 2018 – January 31, 2019
Grade 7&8 Second Term February 1, 2019 – June 28, 2019

2. **School Holidays:**
Labour Day September 3, 2018
Thanksgiving Day October 8, 2018
Christmas Holidays December 24, 2018 – January 4, 2019
Family Day February 18, 2019
March Break March 11 - 15, 2019
Good Friday April 19, 2019
Easter Monday April 22, 2019
Victoria Day May 20, 2019

3. **Grade 10 OSSLT** March 27, 2019

Grade 9 Math Assessment June 5-June 18, 2019

4. **Outers Parent Info Night** September 10, 2018 (7:00 – 8:00 pm)

5. **Grade 7 & 8 Open House** September 20, 2018 (5:30 – 7:00 pm)

6. **Parent-Teacher Interviews** **Grades 9 - 12 - 5:30 - 7:00pm**
October 16, 2018
March 20, 2019

Grade 7 & 8 - 5:30 - 7:00pm
February 21, 2019

7. **PROFESSIONAL ACTIVITY DAYS**

September 4, 2018 February 1, 2019
September 28, 2018 April 26, 2019
October 26, 2018 June 14, 2019
November 26, 2018

8. **MID TERMS**

Grade 9 - 12 Mid-Term Tests Semester I: October 31, Nov 1, 2, 5, (6 if needed)

Grade 9 - 12 Final Exams Semester I: January 28, 29, 30, 31, 2019

Grade 9 - 12 Mid-Term Tests Semester II: April 4, 5, 8, 9 2019

Grade 9 - 12 Final Exams Semester II: June 21, 24, 25, 26, 27, 28, 2019

9. **GRADE 9-12 REPORT CARDS**

Semester 1:

Progress Report October 9, 2018

Mid-Term Report November 30, 2018

Final Report: February 22, 2019

Semester 2:

Progress Report March 4, 2019

Mid-Term Report May 3, 2019

Final Report Mailed in July 2018

10. **GRADE 7 & 8 REPORT CARDS**

Progress Reports November 14, 2018

Term 1 Report February 12, 2019

Term 2 Report June 28, 2019

CLASS TIMES

A warning bell will ring at 8:40 a.m. Students must be moving to their homeroom at this time and be seated by the second bell which will ring at 8:46 a.m. A third bell will ring at 8:50 a.m. and students are asked to stand for "O'Canada."

REGULAR SCHOOL DAY - GRADES 7-12

<u>TIME PERIOD</u>		<u>STARTS</u>	<u>ENDS</u>
<i>Warning bells</i>	<i>8:40 and 8:46 am</i>		
Period 1		8:50 am	10:05 am
Transition		10:05 am	10:15 am
<i>Warning bell</i>	<i>10:11 am</i>		
Period 2		10:15 am	11:30 am
Lunch		11:30 am	12:30 pm
<i>Warning bells</i>	<i>12:20 and 12:26 pm</i>		
Period 3		12:30 pm	1:45 pm
Transition		1:45 pm	1:55 pm
<i>Warning bell</i>	<i>1:51 pm</i>		
Period 4		1:55 pm	3:10 pm

2018-2019 STUDENT REGISTER INFORMATION

New students, including students entering grade 7 and grade 9 are required to register at the High School by filling out a student registration form. When registering you must provide the following documents:

- Birth Certificate, Updated Immunization Record and two proof of address.
- Legal Documents for special guardianship, access or custody situations.

Yearbook - optional

\$40.00

Lock - must be school issued. First lock provided at no cost.

Additional or replacement locks can be purchased for \$5.00 or refurbished for \$2.00.

Serial number and combination will be kept on file in the office.

RECOGNIZING STUDENT ACHEIVEMENT

During the school year, we recognize excellence in student achievement publicly through the Honour Roll and Awards assemblies, and at Grade 8 and Grade 12 Graduation ceremonies.

Academic Assemblies and Courage to Care

Honour Roll	80% average or over in the courses taken; minimum 3 credits
Top Student, Grade 9 - 11	Average of all classes in a semester; minimum 3 credits
Top Student, Grade 7 & 8	Average of all classes in a school year
Courage to Care Plaque	Awarded to senior students who demonstrate the school mission throughout their years in high school.

Graduation Ceremonies

Top Student, Grade 12 University	Average of top 6 Grade 12 U or M courses Does not include co-operative education credits
Top Student, Grade 12 College	Average of top 6 Grade 12 courses at any level including College level English No more than 2 U or M classes 2 Grade 12 Co-op credits can be used
Ontario Scholar	Average of top 6 Grade 12 courses at any level (80% +)
Medal of the Governor General	Top average of all Grade 11 and 12 courses
Lieutenant Governor's Community Volunteer Pin	Outstanding number of Community Volunteer Hours

GENERAL INFORMATION

Bells

A ten minute and four minute warning bell will ring prior to class time. At the four minute bell, students should be heading to classes. The next bell is the bell telling you that you are late.

Lockers

School lockers are property of the school. The contents in the locker are the responsibility of the student that the locker is issued to. The administration has the right to enter lockers to get books for students who are absent due to illness, retrieve borrowed items, or do locker searches. Students are not to share a locker or reveal their combination to others. Items in your locker are assumed to belong to you by administration. Students who vandalize locker(s) will be responsible for the cost of repairs. Report any existing vandalism when issued your locker so it can be fixed.

Backpacks/Personal Baggage/Luggage

Administration has the right to inspect student's baggage at any time during the school day or during extra-curricular/co-curricular activities. If the student refuses at any point, they may be denied further participation and will incur all related expenses for transportation home.

10 Minute Transition

This time is intended for students to go to lockers for supplies, take washroom breaks, get a drink, use the phone, chat with friends within the school. *They are not intended as coffee or smoke breaks.* All students are expected to remain in the school getting ready for classes. **Grade 7 & 8 students are to remain in the hallway nearest their classroom.**

Lunch Hour

The lunch hour is 60 minutes long. **All students are encouraged to go home for lunch.** Students who choose to stay at school must remain on school property for the entire lunch hour.

The cafeteria is open at lunch hour for students to eat lunch brought from home or provided by fundraising groups. Cafeteria tables and the surrounding floor area are to be left clean.

Lunch hour activities are open to students as arranged by staff. All students are expected to show respect for others in the halls during this time. Pushing, shoving and running are not permitted at any time during the day. Appropriate language and conversations suitable for a public environment are expected.

Bused Students

Only students who live on the highway or live more than 3.2 km from the school are registered, insured riders of the school bus. All other students are expected to walk to school. The bus line does not permit “courtesy riders.” **If students are traveling to a bus student’s home after school, they must find their own transportation.** Please call the school if you have any questions about your eligibility to ride the bus.

The school bus is an extension of the school. All school rules apply for expected student behaviour. The driver requires co-operation and respect from students in order to focus on transporting them safely. Students who are unwilling to be respectful and co-operative will lose their bus privileges, and parents will have to find alternate means of transportation.

Medications

Board policy does not permit school personnel to administer any medications to students (including pain relief medication, e.g. ibuprofen, acetaminophen) without proper authorization. **If a student must take medication during school hours, the request must be registered with the Principal and written authorization of both the parent and the attending physician filed with the school office.** Medication forms providing the required authorization and information necessary to ensure proper use of the prescribed medication are available from the school office. All medication is to be stored at and administered through the school office.

Health Concerns

Students with life-threatening allergies will need to complete an Emergency Allergy Alert Form with their doctor. An Epi-pen and any medication required will be requested to be kept in the office for their protection. The office, bus drivers and all staff **MUST** be made aware of these allergies in order to assist the student if ever in distress. Students are required to carry an auto-injector.

Support for Students with Prevalent Medical Conditions

Policy 4.11, Student Health addresses supporting students with prevalent medical conditions. These conditions are as follows:

- Anaphylaxis - Procedure 4.14
- Asthma - Procedure 4.72
- Diabetes - Procedure 4.75
- Epilepsy - Procedure 4.77

Specific Plans of Care have been created for each of the prevalent medical conditions. Please ensure you provide accurate and up to date information regarding your students medical conditions for the creating of their Plan of Care. This information helps the school provide a safe environment for all learners.

Personal Music

The use of personal music will be limited to the hallways during transition times and in classrooms at the individual classroom teacher's discretion only. Students need to respect the rights of others and keep personal music levels so that others can not hear. Earbuds should be used at all times. Students need to be able to respond to staff and students who address them in the halls.

School Phones

Students will be allowed to use the phone in the office to contact parents/guardians for school related matters. Please be courteous to the office staff.

Cell Phone Policy

Cell phone use (receive calls, make calls, texting, listening to music, appropriate internet use) will be permitted in the hallways, during non-class time (before & after school, lunch and transition times). Phones should be on vibrate mode (no disruptive ring tones), no pictures unless consent from the person(s) being photographed, and only for personal use, not to be posted to Facebook etc. Cell phones are to be put away:

- In the classroom at all times, unless used specifically under teacher direction;
- In the hallways during class time
- In all school assemblies

Cell phone use policy infractions will result in:

- No warning given
- Cell phone confiscated by the teacher and/or administration
- Parent/guardian required to pick the phone up from the Vice Principal

Bikes, Skateboards, In-line Skates, and Wheeled-Shoes

For safety reasons, none of the above bikes, boards, skates and shoes are allowed in the school halls or on the front steps. They must be locked up, taken off, or stored once on school property. No sports activities are allowed in any school entrance area. Bikes should be stored in the bike racks by the front entrance of the school.

Parking Lots

All drivers are asked to slow down when entering the parking lot area. Anyone who does not show care in driving on school property puts others' safety at risk. Those drivers will be restricted from bringing a vehicle on school property. Students are asked to park in the back parking lot, or in the front lot on the tennis court side. **There is no parking in the bus route loop or in front of the main entrance steps.** *Please do not stop to drop students off in the bus loop.*

No Smoking Policy

Smoking and the use of tobacco products and electronic cigarettes is prohibited on school property. Students smoking, holding a lit cigarette or e-cigarette on school property may be issued a "Notice of Offence" under the Smoke Free Ontario Act, receive a warning or suspension. A fine under the Act may be issued. Smoking is allowed only off the school property.

Vandalism Policy

Students who vandalize school property will be held responsible for the cost of repairs. This includes the school lockers.

School Use After Hours

The school office is open from 8:00 a.m. to 4:00 p.m. **Students should not arrive for school prior to 8:00 a.m. nor stay past 4:00 p.m. unless under the direct supervision of an adult in an approved activity - - sports, gym use, weight room, classroom work, etc.**

Fitness Room

The Fitness Room is used as part of the physical education program. Students are instructed in the safe use of all equipment. Students under the age of 18 may only use this room if they are a member of the AHS fitness club. Parents and community members may sign up to be users of the Fitness Room by completing an application package and submitting it to the Board office. Please contact Heather Latter @ 1-800-214-1753 ext 4989.

Discipline Policy

Students are expected to be responsible, co-operative and respectful toward their classmates and staff members. The classroom teacher will have a discipline plan which will outline the expected behaviours and consequences for not meeting those expectations. Teachers will work with students who are struggling to meet the expectations of behaviour. The teacher will communicate with parents should any concerns arise. Students who are unwilling to follow the classroom discipline plan will be subject to the consequences outlined in this plan. **If students are asked to report to the office they must do so and must not leave until an administrator deals with them.** Students must meet with the teacher, the same day, to attempt to resolve the issue.

Students over the age of 18

When a student turns 18 they are considered an adult. Without consent from the student, the school is not able to release any information to parents/guardians listed on the student's school profile. We invite parents/guardians and the student to discuss whether completing the consent to share information will meet their needs. The form is available at the office.

DRESS CODE POLICY

Students are expected to dress in attire appropriate for the workforce. Clothing that reveals bared midriff, bared back, exposed cleavage, and bared or exposed torso, are inappropriate for school. Students not dressed appropriately will be asked to change. The Atikokan High School Dress Code reflects the commitment of the school to provide a learning environment that is responsible, safe, nurturing, positive and respectful. It integrates the principles of fairness, equity and inclusion. It also reflects the involvement of parents and guardians, through the school council, in a consultative process with student and staff representatives to develop a dress policy that is based on the principles of respect, safety and diversity.

A Dress Code strikes a balance between expression and the expectation of society for appropriate attire in a shared workplace. In order to promote an orderly learning environment at Atikokan High School, in accordance with Ministry and Board Regulations, the following guidelines for student dress have been drafted.

- Student dress should always project a positive image of the individual and should be appropriate to a school setting at all times.

- Decorations, symbols, mottos, images, statements or designs imprinted or attached to the body or clothing which identify students as members of anti-social groups or gangs or which depict racism, sexism, homophobia, profanity, violence or hatred or which demean an identifiable individual or group or which advertise, tobacco, alcohol and drugs shall not be worn to school or school functions

- Upon entering the school, students may be asked to remove, any hats, head coverings or apparel (i.e. hoods, jackets) that may conceal their face or identity.

- Students shall wear clothing of such a style and design as shall be consistent with community standards. Overly revealing and overly provocative clothing (i.e. displaying undergarments, transparent, back-less, skimpy, bikini tops, or kinds of clothing usually worn at beaches or for recreational activities) are not appropriate apparel for the regular school session. Clothing shall be worn appropriately. Students may wear shorts and skirts as long as they are of modest length. Underwear should be hidden. Blouses, shirts and sweaters are not to be low cut or so short as to expose the midriff.

- Students shall wear shoes or sandals for foot protection and hygienic reasons while in the school environment or on school transportation. Open-toed shoes are not allowed in high risk areas of science labs, auto and wood shops.

- Dress modifications will be applied to specific classes and/or subject disciplines as

directed by the school staff (i.e. appropriate attire for Physical Education, Science, Visual Arts, Technical Studies, etc.)

The Principal or designate shall determine the appropriateness of dress and appearance. The Principal or designate will decide if a student's appearance meets school and community standards. The Principal or designate's decision on appropriateness of dress is final. It is expected that, subject to the discretion of the Principal to permit exemptions regarding compliance in appropriate circumstances, every student in the school will comply with the Dress Code. A student in violation of the Dress Code will be required to change into appropriate clothing before returning to class. Failure to comply to the request or persistent opposition to Dress Code regulations may result in disciplinary consequences.

ATTENDANCE AND LATE POLICY GUIDELINES

Success in school is directly related to the students' attendance and participation in classroom activities. Students are assessed on their on-going classroom involvement and completion of work. Students who choose to be truant from the classes that they have registered in may be removed from these classes and be provided with alternate options for course completion.

It is the policy of Atikokan High School to ensure that students are in regular attendance and that unexcused absences are kept to a minimum. Regular attendance is one of the most important components of a successful experience at school; this has been well documented in educational research.

All students will take a copy of the Attendance Policy home for parent and student signatures. Parents are encouraged to track their child's attendance on "School House" attendance tracker located on our website at: ahs.rrdsb.com. Contact the school to register your email address in order to access this service.

Attendance

1. Student attendance will be tracked by the classroom teacher and the office. **Students must provide a note or a phone call from their parent/guardian explaining all absences.**
2. Parents are encouraged to call the office in advance where at all possible when they are aware of an upcoming absence. This will act as the note of explanation.
3. Extended illnesses, family trips, and out-of-town medical appointments, may be excused by the Principal. Parents are asked to call and speak to the administration about these absences as soon as they are aware of the scheduling requirements.

4. All school-sponsored activities including field trips, sports, Outers, and team activities are excused absences, but totals are still reported to parents.
5. Any community-based sports tournaments or team activities that take students away for competition will be excused once approved by the principal. **Parents are asked to have coaches contact the school to provide a schedule of competitions.**
6. Teachers will communicate with parents when they have concerns regarding a student's attendance and their achievement.
7. Parents of students in grade 7 and 8 will be contacted as per the Ministry of Education safe arrival policy. If the school office has not been notified that the student will be absent from school, the school secretary will call and check on daily absences in the morning and after lunch. If we are unable to contact home, upon return to school, please send a note to the school confirming your teen's absence.

Lates

1. Students are to be in class on time. There are 10 minute transition time between classes; a warning bell rings 4 minutes prior to class starting. This is ample time for students to pick up books, make phone calls, take washroom breaks and get ready for class.
2. If a student accumulates 5+ lates to a class, a classroom detention or appropriate consequence will be assigned by the teacher, and contact with the parent/guardian will be made (letter, phone, e-mail).
3. If a student accumulates 15 lates to a class, the student will be referred to the Vice-Principal/Guidance to help the student resolve the issue surrounding his/her lateness.

Students who have excessive lates and/or absences may be removed from the course and be provided with alternative options for credit completion.

Digital Citizenship Policy

There are two computer labs in the high school and workstations in the resource centre for student use.

All students will receive instruction on the proper and acceptable use of the school's computers. This instruction will outline how to log in, set up personal accounts, use the student mail system, and access Board approved software. It will also outline acceptable use of Internet for school purposes. Students will be made aware of security measures they must follow to keep their accounts safe.

Students must be aware that school computers are for educational purposes, not for playing games and being entertained. Students have an allowable print credit for completing assignments for school. Once students hit the limit for printing, they will need to purchase further credit if they want to print their work on school printers.

All students must use computers within the digital citizenship use procedure. This procedure is sent home for parent and student signatures on entry to AHS, it is also available on the school website. Students who do not honour the Digital Citizenship Procedure will have their access to the use of computers suspended for a period of time.

Plagiarism and Cheating Policy

The Rainy River District school board recognizes the severity of plagiarism and cheating, and assigns appropriate consequences as outlined in policy 5.51. Plagiarism is the use or close imitation of the language and thoughts of another without crediting the original source or author, in order to represent as one's own work. Plagiarism includes using work from another class, work that has been published, and work previously completed by another student. Cheating is an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating characteristically is employed to create an unfair advantage, usually in one's own interest, and often at the expense of others. Parents/Guardians of students under the age of 18 shall be contacted in cases of plagiarism or cheating. Students must understand that the tests and exams that they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned. Schools will use tools, such as online search tools, for the detection of plagiarism. Once suspected of plagiarism, the student may need to demonstrate that the work has not been plagiarized.

Integrity is expected from all students, with consequences for students who plagiarize or cheat reflecting a continuum of behavioural and academic responses and consequences, based on the grade level and maturity of the student, the number and frequency of incidents, and the individual circumstances of the student. This continuum of consequences includes, but is not limited to:

- Requiring the student to redo sections or all of the assignment;
- Counselling the student;
- Assigning the student a zero.

Cheating on any test or exam may result in a mark of zero. Parents will be contacted by the teacher or administration.

Late and Missed Assignments

Students are responsible not only for their behaviour in the classroom and the school but for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher and in a form approved by the teacher. Students must understand that there may be consequences for not completing assignments for evaluation or for submitting those assignments late. For assignments that have not been turned in, despite the use of interventions, a zero may be assigned as determined by the teacher. A student's tendency to be late in submitting, or fail to submit, other assignments including homework, may be noted on the report card as part of the evaluation of the student's development of the Learning Skills and Work Habits. Deductions of 2% per day, up to 5 school days, may be applied for late assignments; this deduction may be applied at the teacher's discretion.

ATIKOKAN HIGH SCHOOL CODE OF CONDUCT

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.

The promotion of strategies and initiatives such as Student Success, Mental Health and Wellness and character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all students.

The Atikokan High School Code of Conduct sets clear standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system-parents, volunteers, teachers, and other staff members-whether they are on school property, on school buses, at school related events or activities, or in other circumstances that could have an impact on the school climate. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Code of Conduct Guidelines

- All members involved in the Atikokan High School - students, parents or guardians, volunteers, teachers and other staff members, community partners – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.
 - All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
 - Responsible citizenship is the appropriate participation and the encouragement of appropriate participation in the civic life of the school community.
 - All members of the school community encourage the use of non-violent means to resolve conflict.
 - All members of the school community promote the safety of people in the schools.
 - All members of the school community discourage the use of alcohol and illegal drugs.
-
- All members of a school community maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
 - All members work together to prevent bullying in schools.

Roles and Responsibilities

The Rainy River District School Board will provide direction to its schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of the Atikokan High School to:

- develop policies that set out how its schools will implement and enforce the Provincial Code of Conduct and all other rules related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- seek input from school councils, the Parent Involvement Committee, the Special Education Advisory Committee, the Aboriginal Education Advisory Committee, parents, students, staff members, and the school community;
- review the Atikokan High School Code of Conduct regularly with staff, parents, volunteers, and the community;
- establish a process that clearly communicates the Atikokan High School Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- ensure effective intervention and respond to all infractions related to the standards for respect, civility, responsible citizenship and physical safety;
- provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment;
- wherever possible, collaborate to provide coordinated prevention and intervention programs and services, and endeavour to share effective practices.

Principals/Vice Principals, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone under their authority accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community;
- ensuring notification to parents of students who are victims of serious incidents (e.g., bullying, fighting, drug or alcohol possession or use, use or possession of weapons, vandalism).

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

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents/guardians;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, and the members of the school community;
- prepare students for the full responsibilities of citizenship;
- ensure timely, sensitive, and supportive response to incidents that may have a negative impact on school climate (i.e., bullying, harassment.)

To ensure the safety of students, all employees of the Atikokan High School are required to report serious incidents (e.g., bullying, harassment, fighting, drug or alcohol possession or use, use or possession of weapons, vandalism) involving students to the school Principal.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for all students, staff, parents, volunteers, and the members of the school community and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for him/herself, for others, for those in authority, and for property;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions;
- shows proper care and regard for school property;
- takes on leadership roles within the classroom, the school, and/or the community.

Students demonstrate commitment to the learning process by coming to class prepared to learn and by contributing to a safe, accepting, respectful and inclusive climate for learning and working.

When using electronic resources students must demonstrate appropriate online conduct/manners and refrain from improper/unethical use of technology, including computer hacking and cyber-bullying. Inappropriate Internet and technology use includes all forms of violence, threats and harassment directed at staff members, students or any member of the school community. This applies to school, work and home Internet use.

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

- show an active interest and involvement in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat and appropriately dressed (e.g., no inappropriate apparel such as logos, sayings and/or pictures that address/display sexual content, substance abuse, violence, profanity, inappropriate references to nationality, race or gender; weather appropriate);
- ensure that their child is prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Provincial Code of Conduct, the Board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child;
- promptly report incidents of bullying to the school.

Police and Community Members are essential partners in making our schools and communities safer:

- Community members need to support and respect the rules of their local schools.
- Police investigate incidents in accordance with the protocol developed with the school board. These protocols are based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.
- Community partners are resources that the Rainy River District School Board values in providing and assisting with prevention and intervention programs. In providing this support, community partners shall promptly report incidents of bullying to the school.

Standards of Behaviour - Respect, Civility, and Responsible Citizenship

All members of the Atikokan High School community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- 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, for example, their race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, gender identity, gender expression, sexual orientation, age or disability;
- respect the rights of others;

- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- 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;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- not swear at a teacher, another person in a position of authority, or another member of the school community.

Safety

All members of the Atikokan High School community must not:

- be in possession of any weapon, including but not limited to knives, firearms, pepper spray, or any device designed to injure, incapacitate or immobilize;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object.
- inflict or encourage others to inflict bodily harm on another person;
- not conduct sexual misconduct, including assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes damage to school property or to property located on the premises of the school.

Bullying

All school members of the Atikokan High School must not bully. Bullying means aggressively and repeatedly behaving in a way, where the behaviour is intended by the person to have the effect of, or the member ought to know that the behaviour would be likely to have the effect of,

- Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- Creating a negative environment at a school for another individual, and the behaviour occurs in a context where there is a real or perceived power imbalance between the member and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

All school members of the Atikokan High School must not bully by electronic means including creating a web page or a blog in which the creator assumes the identity of another person; impersonating another person as the author of content or messages posted on the internet; and communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Progressive Discipline

The Atikokan High School believes in and supports the concept of Progressive Discipline. In all situations, parents/guardians will be informed of the situation, and be part of the process. Progressive discipline promotes prevention and early intervention, which are important for assisting the student to achieve their potential and for maintaining a positive school environment. A positive school environment is effected through programs and activities that focus on building healthy relationships, character development, and civic responsibility, which encourage positive participation of the school community in the life of the school.

Consequences

Any student who demonstrates behaviour inconsistent with Rainy River District School Board or the Atikokan High School Code of Conduct will face a range of age and developmentally appropriate interventions, supports and consequences, which may include restorative practice, direct skill development, counseling, loss of privileges, detention, making restitution, suspension from school or expulsion from any school in the Rainy River District School Board.

**Please refer to the school website for a copy of the "School Bullying and Prevention and Intervention Plan and Safe, Equitable and Inclusive School Strategy".*

Activities Leading to Possible Suspension

A principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have a negative impact on the school climate:

- uttering a threat to inflict serious bodily harm;
- possession of illegal drugs or drug paraphernalia;
- being in possession of alcohol;
- being under the influence of alcohol or illegal drugs;
- swearing at a teacher, or other person in authority;
- committing an act of vandalism causing damage to school property or property locate on school premises;

- bullying, whether physically, verbally, socially, or cyber-bullying;
- harassment (unwelcome and offensive conduct related to sex, race, color, ethnic or place of origin, ancestry, citizenship, disability, age, religion or creed, record of offences, sexual orientation, or marital or family status);
- fighting;
- persistent opposition and/or disrespect to authority

Activities Leading to Suspension and/or Possible Expulsion

A Principal shall suspend a student and consider the student for possible expulsion, if the principal believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- possession of a weapon, including, but not limited to firearms;
- use of a weapon to cause bodily harm, or to threaten serious harm;
- physical assault causing bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in illegal drugs or weapons;
- committing robbery;
- providing alcohol to a minor;
- bullying, if the pupil has previously been suspended for engaging in bullying and his/her continuing presence in the school creates an unacceptable risk to the safety of another person.

A student shall be suspended for any of the activities listed under “leading to suspension” (e.g., uttering a threat, bullying) and considered for expulsion if the activity or activities are motivated by bias, prejudice or hate based on race, national or ethnic origin, language, color, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

CO-CURRICULAR PROGRAMS

As well as the credit courses offered, the school provides a wide variety of educational activities of interest to all students. **A Co-curricular Activities Form will be sent home for parents to read and sign, giving permission for a student to participate in any of these activities and for their picture to be used in the yearbook, website, or the local newspaper.**

The Rainy River District School Board has purchased a blanket student accident insurance policy for all full-time students which provides 24 hour coverage every day

throughout the year, including weekends, summer vacation and other school breaks. Part-time students are not covered under this policy.

Co-curricular activities are an important part of a well-rounded education. Every student is encouraged to participate more fully in the life of the school and to enrich their experiences through some of the following activities:

- Grade 7&8 Sports Teams: Basketball, Volleyball, Badminton, and Cross-Country Running & Nordic Skiing
- NORWOSSA Basketball, Volleyball, Cross-Country Running, Curling, Badminton and Cross Country Ski Team
- Phys. Ed. Field Trips: Curling, Golf, Swimming
- Intra-mural sports competitions
- Outers (staff participant)
- Fitness Room Club
- Field Trips: Downhill skiing, Lakehead University Program Day, Confederation College Tour, Sibley Park, Minneapolis, Ely, Cardboard Boat Competition
- Yearbook Committee
- Student Council Representative

These activities are provided on a voluntary basis by members of the teaching staff and/or members of the community.

Extra-Curricular Activities-Athletics Policy and Permission Form

Congratulations on being selected to represent your school in extra-curriculars. The Rainy River District School Board and your school consider it to be a privilege to represent them outside of the school and in our communities. Knowing this, all students will govern their behaviour

according to the **R.R.D.S.B Code of Conduct**. Students participating in extra-curricular activities must adhere to the expectations outlined in this policy.

Any questions or concerns arising from the interpretation of this policy will be resolved by the extra-curricular supervisor in consultation with Administration.

RRDSB Extra-Curricular-Athletics Guidelines

- The participant and one (1) parent or guardian must sign and return the permission form indicating that they have read this Policy. **The participant's signature will acknowledge that he/she understands and will comply with outlined expectations.**
- There may be additional costs associated with extra-curricular activities. Additional fees that are required, must be paid or a payment plan arranged prior to participation.
- Participants traveling who require regular or emergency medicine (e.g. epi-pens, inhalers, insulin, etc.) as prescribed by a doctor must bring their medicine and inform their supervisor.
- Fundraising events will follow Policy 8.24 (Fundraising)
- If at any time the welfare or safety of the students/staff/school is in question or illegal activity is suspected, any student's personal belongings may be searched by school staff during extra-curricular activities. If the student refuses at any point, they can be denied further participation and will incur all related expenses for transportation home. Police may also be contacted.
- If a student has been restricted from participation due to medical reasons, the student must provide a doctor's note stating that he/she can resume the activity. All students must strictly adhere to the RRDSB's Student Concussion Protocol (Procedure 4.74).
- All participants must travel in the vehicle designated by the school. Students will only be released for alternate travel arrangements once the appropriate forms are signed by parents/guardians, and submitted to the school administration. The parent/guardian should communicate these requests prior to the trips designated departure site.
- All students participating in Co-operative Sports Program(s) must follow both the RRDSB Code of Conduct and the Co-operative School's Athletic Policies. (LOTW Baudette/Minnesota State Hockey)
- A supervisor of any extra-curricular program has the right to select participants based on a set criteria that has been clearly communicated to all participants. A coach/supervisor has the right to discuss with administration the removal or suspension from participation any student if the expectations have not been met.
- Students in their 5th year of high school may be deemed eligible. Fifth year students wanting to participate must meet with Activity Supervisor/Athletic Coordinator/administration prior to the beginning of the activity. To be eligible to play NorWOSSA sports a 5th year student must be registered in a minimum of 2 courses per semester.
- A student may be granted eligibility to participate in more than one simultaneous interschool activity once agreed upon by Administration/Athletic Coordinator/Extra-Curricular Activity Supervisor. Students are committed to the team that they started with.
- If a student quits or does not adhere to the RRDSB School Code of Conduct, they may not be eligible for the remainder of that season/activity and/or the following season/activity, dependent on the timing of the incident and the discretion of administration. Should a student athlete be deemed ineligible, activity fees will not be refunded.

- If a student is achieving below 50% in any class, they will be given every opportunity to improve their marks/assignment completion. A student may be allowed to continue to participate in an extra-curricular activity as they work towards a passing grade(s). If the student improves his or her mark to the level indicated, upon consultation with administration, a student may remain eligible.
- Students are expected to attend class regularly and punctually. Students are expected to attend on the day before, the day of, and the day after any activity. Administrative approval will be needed to excuse an absence.

Behaviour:

The Rainy River District School Board Code of Conduct sets clear standards of behaviour for students, staff and parents. A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Extracurricular activities are intended to enhance character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement and well-being for all students.

Any student who demonstrates behaviour inconsistent with Rainy River District School Board policy or the School Code of Conduct may receive a range of age and developmentally appropriate interventions, supports and consequences, which may include restorative practice, direct skill development, counseling, loss of privileges, detention, making restitution, suspension from school or expulsion from any school or all schools in the Rainy River District School Board.

Student Accident/ Out-of-Country Insurance Notice

The Rainy River District School Board has purchased a blanket student accident insurance policy for all full-time students which provides 24-hour coverage every day throughout the year, including weekends, summer vacation and other school breaks. This includes Emergency Out-of-Province/Country Accident Insurance. Part-time students (2 courses or less per semester) **are not covered**. This policy is in effect from September 1, 2016 to August 31, 2017.

School: _____

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

NORWOSSA SCHEDULE 2018 - 2019

AHS - Atikokan High School
 PF - Pelican Falls High School
 RR - Rainy River High School
 TA - St. Thomas Aquinas High School

IGN - Ignace High School
 QE - Queen Elizabeth High School
 RL - Red Lake High School
 WFB - Whitefish Bay High School

Fall Season - Court Sports (Boys Volleyball, Girls Basketball)

Tues. Oct 2 PF @ AHS (Home)
 Wed. Oct 10 SL @ AHS (Home)
 Thurs. Oct 11 RL @ AHS (Home)
 Tues. Oct 16 TA @ AHS (Home)
 Thurs. Oct 18 IG @ AHS (Home)
 Tues. Oct 23 AHS @ QE/PF (Away)
 Wed. Oct 24 AHS @ IG (Away)
 Mon. Oct 29 AHS @ RR (Away)
 Tues. Oct 30 AHS @ WFB (Away)

Wed/Thurs Nov 7/8 - NorWossa Playoffs (1st place SBVB)

Thurs/Fri Nov 15/16 - NWOSSA Playoffs (NorWossa Host boys; NSSSAA Host Girls)

Nov 22-24 - OFSAA Court sports

Winter Season - Court Sports (Girls Volleyball, Boys Basketball)

Wed. Nov 28 RR @ AHS (Home)
 Wed. Dec 5 AHS @ QE/PF (Away)
 Thurs. Dec 6 AHS @ IG (Away)
 Thurs. Dec 13 QE @ AHS (Home)
 Tues. Dec 18 AHS @ RL (Away)
 Wed. Dec 19 AHS @ TA (Away)
 Wed. Jan 9 IG @ AHS (Home)
 Thurs. Jan 10 PF @ AHS (Home)
 Wed. Feb 6 WFB @ AHS (Home)

Wed/Thurs Feb 13/14 - NorWossa Playoffs (1st SGVB)

Thurs/Fri Feb 21/22 - NWOSSA Playoffs (NorWossa Host Girls; NSSSAA Host Boys)

March 4-6 - OFSAA Court Sports

X-Country Running

NWOSSA - Wed. Oct 17 - Thunder Bay

Badminton

Wed. April 3 - Badminton Exhibition

Wed. April 10 - Badminton Qualifier

Wed. April 17 - NorWossa Badminton

Wed. April 24 - NWOSSA Badminton (Thunder Bay)

May 2-4 - OFSAA Badminton

Curling

Sun/Mon Dec 16/17 - Curling Exhibition

Sun/Mon Jan 13/14 - Curling Qualifier

Sun/Mon Feb 10/11 - NorWossa Curling

Sun/Mon March 3/4 - NWOSSA Curling

March 20-23 - OFSAA Curling

OUTERS

Outers was born in 1964. The Outers tradition is entering its 53rd year at Atikokan High School. This program is based on the Outward Bound philosophy which aims to strengthen personal character and develop personal capacity for service by providing students with challenges in the outdoors. Outers is an adventure program that contains elements of risk.

The program is divided into three: expeditions, service and safety (Wilderness First Aid Course). To be eligible, a student must:

- Carry a minimum of four senior level credits.
- Undergo an interview process.
- Sign a contract committing himself/herself to the full program.
- Have the contract signed by the parent/guardian.

Outers are required to pay a \$60 refundable equipment deposit fee.

Outers Orientation and Preparation

Friday, Sept. 7

Outers Survival Swim – Swimming pool

Monday, Sept. 10

Outers Parent Meeting (7:00 pm downstairs)

Monday/Tuesday Nov. 26-27th

Outers Wilderness First Aid

Outers Schedule

Fall Trips

Thursday, September 13

1st Day Trip (Canoe Orientation)

Thursday, September 20

2nd Day Trip (Navigation)

Wednesday/Thursday, September 26 & 27

Single Overnight Canoe Trip

Wednesday/Thursday/ Friday, Oct 3-5

Double Overnight Canoe Trip

Winter Trips

Friday, January 11th

1st Day Trip Snowshoe Walk

Friday January 18th

2nd Day Trip Snowshoe Walk

Thursday/Friday Feb 7-8th

First Single Overnight Trip

Thursday/Friday Feb 28- Mar 1

Second Single Overnight Trip

March 7-8th

Overnight Walk

Spring Trip

June 14-25th, 2019

Emergency Response

Atikokan High School has plans in place to provide for the safety of staff and students in the case of emergency situations such as, Emergency Response-Evacuation, School Lockdown Response and Bomb Threat Response Plan and Emergency Response-Fire Safety. All plans shall be reviewed with staff and students at the start of the school year. Our primary emergency evacuation location is the Outers building; our secondary location is St. Patrick's school.

Student Services

The Guidance Office is adjacent to the Main Office and is open from 8:30 a.m.- 3:30 p.m. This department offers assistance in a wide variety of areas including:

1. Educational Planning
2. Career Planning
3. Personal Development/Counselling

Co-operative Education

Co-operative Education is a joint effort between the community and the school to provide students with an opportunity to examine a career during their high school education. A Co-operative Education involves applying the principles, theory, and concepts learned in a high school course directly in a place of work. Students get to put what they have learned into action in a local business or organization. Students do a pre-placement training session where they learn about work place health and safety, WHMIS, developing strong work ethic, applying for a job, job interview skills, communication with other workers, conflict management, and the importance of completing paperwork on time. In most programs, students split their day between school and work. Co-operative Education is available to students in Grade 11 and 12.

Resource Centre

The Resource Centre is open for study, research, leisure reading and preparing assignments from 8:00 a.m. to 3:30 p.m. each day. Students are able to sign out books (fiction and non-fiction), audio and video materials. These resources may be renewed unless they have been reserved by another student. Encyclopedias, magazines, and other reference materials may not be signed out, but students may photocopy single copies of articles for research purposes. The Resource Centre computers have many software programs, on-line databases, CD-ROMs, Internet access and printers available for student course work. They are not for entertainment purposes. Resource Centre staff is available to help students research, find materials and prepare assignments.

Community Liaison Offices

Student Support Worker Office: This counsellor is employed by Kenora Rainy River Child and Family Services and provides individual, group and family counselling on a referral basis for students under 16 years of age.

Community Counselling: This counsellor is employed by Atikokan Community Counselling and provides individual, group and family counselling on a referral basis for students 16 years of age and over.