

# FORT FRANCES HIGH SCHOOL

## STUDENT HANDBOOK 2015-2016

**P.H. Keffer**  
Principal

**D. J. Bird**  
Vice-Principal

**C. Magisano**  
Vice-Principal

**J. Leishman**  
Vice-Principal

440 McIrvine Road  
Fort Frances, Ontario  
P9A 3T8  
Telephone: (807)-274-7747



# OUR MISSION

**Fort Frances High School will strive to provide a welcoming and safe environment, assist students to achieve their full potential, and encourage all learners to develop the skills necessary to become successful and responsible citizens.**



FORT FRANCES HIGH SCHOOL  
STUDENT HANDBOOK 2015-2016  
TABLE OF CONTENTS

	Page
Cover Page .....	1
Mission Statement.....	2
Table of Contents .....	3
Principal’s Message .....	4
Staff List .....	4
Student Rights and Responsibilities .....	5
Rules of Behaviour for Students Participating in Extra-Curricular Activities/fees .....	6
Academic Honours & Awards.....	7
Athletic Honours & Awards.....	8-9
Community Involvement.....	10-11
Class Times .....	12
Chemical Abuse and Family Counselling Contacts .....	13
Code of Conduct .....	14 - 33
Attendance Policy .....	34 - 35
Late Policy.....	36

## PRINCIPAL'S MESSAGE

Welcome to the 2015-16 school year at Fort Frances High School. This handbook contains valuable information. It is your responsibility as a student to have read this handbook as it contains rules and procedures you will be expected to follow. If you or your parents have questions about anything you find in the handbook, do not hesitate to ask one of your teachers or check at the Main Office. We look forward to working with you throughout your school career.

HAVE A GREAT YEAR!!!

Peg Keffer, Principal

### FORT FRANCES HIGH SCHOOL FACULTY 2015-2016

P.H. Keffer – Principal

D.J. Bird - Vice-Principal

C. Magisano – Vice-Principal

J. Leishman – Vice-Principal

H. Algie  
S. Arpin  
K. Bassett  
C. Bruyere  
J. Cain  
C. Campagna  
B. Church  
K. Connor  
B. Coyle  
K. DeGagne  
S. Denby  
R. Donaldson  
D. Erickson  
S. Fairbrother  
S. Faragher  
W. Fisher  
K. Gilbert  
V. Gouin  
R. Guertin  
B. Gustafson  
E. Handberg  
R. Himanen  
C. Hill  
M. Jarvis  
C. Jean  
O. Johnston  
K. Kerber  
S. LaRocque  
A. Laur  
A. Little  
L. Loney  
K. McKinnon  
T. McLean  
D. Michaud  
I. Milne  
T. Norman  
R. Ogden  
J. Rajala  
P. Redford  
K. Richardson

T. Rob  
D. Robson  
D. Roen  
T. Roen  
D. Rybuck  
J. Spooner  
G. Ste. Croix  
J. Tucker  
S. Westover  
F. White  
G. Witherspoon

#### Native Education Counsellors

D. Radigan  
G. Medicine

#### Library Technician

J. Dupuis-Brandi

#### Special Education Teachers' Assistants

J. Scott  
W. Wreggitt  
K. Pirie  
M. Loveday  
L. Brown  
F. Booth  
T. Romyn  
T. Smith  
K. Perrault  
G. Johnson  
L. Kavanaugh  
K. Gagne  
P. Wilson  
S. Chiasson  
K. Lengyel  
M. Wilson  
T. Handorgan

#### Secretarial Staff

S. Hammond  
L. Armstrong  
K. Pruys  
J. Barron  
P. Fischer

#### Custodial Staff

G. Scott  
K. Basaraba  
L. Brough  
L. Caul  
G. Dyson  
L. Muloin  
D. Olson  
O. Woods

# Fort Frances High School

## Student Rights and Responsibilities

### Rights

1. You have the right to pursue academic and co-curricular excellence at Fort Frances High School.
2. You have the right to the highest quality of instruction that your teachers can provide.
3. You have the right to fair, consistent evaluation and to be informed of the methods of evaluation being used in each of your courses.
4. You have the right to be treated kindly and with respect and to express your opinions with the belief that they will be respected and given due consideration.

### Responsibilities

1. You have a responsibility as a student to read the “Fort Frances High School Code of Student Behaviour” and use this document as a guideline to govern your behaviour while attending Fort Frances High School or acting as representative of the school in any capacity.
2. You have the responsibility to arrive in class on time, with all necessary materials, listen to instructions and perform the assigned tasks to the best of your ability.
3. You must complete your assignments on your own (or fulfill your role in a group assignment) and submit your assignments on time for evaluation.
4. You must respect the views, opinions and feelings of others at all times.

## **RULES OF BEHAVIOUR FOR STUDENTS PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES**

The students will be expected to adhere to the following specific regulations which affect interschool activities:

1. A student may participate in only one interschool sport per season. An athlete who leaves a team may not become a member of another school team for a period of one year without the Athletic Director's permission. All players who leave a team will be reported by the coach to the Vice-Principal in charge of Athletics. An athlete who is suspended from a school team is not eligible for an athletic award that year.
2. A student who is absent from school on the day of the activity may not participate in the activity that day without approval from the administration.
3. Students who have participated in a school activity at FFHS must return to class upon completion of the activity.
4. Athletes who are restricted from participation for medical reasons must have doctor's permission in writing before resuming play. Permission form must be given to the coach who will then provide a copy to the Vice-Principal.
5. All students will travel with the group vehicle unless other arrangements are approved first by the supervisor and written approval is given by administration. A note from a parent/guardian must be presented to request alternate transportation. Forms for this purpose are available in the Main Office.
6. During school trips, there will be no use of tobacco either smoking or smokeless allowed while associated with the school, travelling or in public. Any infraction will result in a one game suspension and subsequent occurrences will result in loss of eligibility.
7. Members of individual groups will be governed by rules and curfews which shall not contradict the Code of Conduct.
8. There will be no initiations on any teams/groups. The penalty for infractions may result in suspensions and/or ineligibility.
9. Any grievance by a student will be dealt with first by the supervisor concerned. The student may then appeal to the Principal or Principal's Designate.
10. Any infraction of the student activities policy and/or the Code of Student Behaviour seen or reported will be subject to review. In minor areas, e.g. curfew, team rules - the supervisor will make a decision and inform the Principal or Principal's Designate. In major areas e.g. drinking, drug infractions - the supervisor will inform the Principal and the Principal will make a decision.

The athletic fee for each sport is as follows:

Hockey	200.00
Court sports	225.00
Soccer	225.00
Football	200.00
Curling	250.00
Badminton	100.00
Cheerleaders	125.00
Golf	150.00
Cross Country	175.00
Track & Field	175.00
Nordic Skiing	100.00

Any exhibition travel costs will be the responsibility of any booster clubs and/or the athletes themselves.

# ACADEMIC HONOURS & AWARDS

The Fort Frances High School **Honour Roll** is published twice each semester for a total of four times a year.

To receive Honour Roll status you must be a full-time student (taking at least three credits per semester) and have an average mark of at least 80%. (Averages are not rounded. An average mark of 79.9% does not give you Honour Roll status.) Courses of all levels - Academic, Applied, Essential, Workplace and Open - are counted equally in a student's average mark.

Total number of times on the Honour Roll is calculated during a student's first four years of high school. Therefore, there are 16 opportunities for a student to be on the Honour Roll.

If a student is on the Honour Roll . . .

3 times, they receive an Honour Society crest.

7 times, they receive a Fort Frances High School medallion.

11 times, they receive a Certificate of Merit and High School pin.

14 times, they receive an engraved pen.

## Merit Certificates

Students also have an opportunity to receive a number of Merit Certificates.

1. **Academic Certificate** - If a student has been on the Honour Roll 11 times.
2. **Arts Certificate** - If a student has accumulated 25 points for involvement in the Arts.  
Students earn points from such activities as Muskie Theatre, Musical, Musical Revue.  
Points are accumulated throughout high school. (May be more than 4 years)  
Points are awarded by the staff advisor (with student involvement) based on the level of student participation in the activity.
3. **Athletic Certificate** - If a student has been on 10 inter-school athletic teams.  
The student will also receive the Letterman Award.
4. **Club and Organization Certificate** - If a student has accumulated 25 points for involvement in a School Club or Organization. Students earn points from such activities as SEC, Yearbook, ISCF, OSAID, etc.  
Points are accumulated throughout high school. (may be more than 4 years)  
Points are awarded by the staff advisor (with student involvement) based on the level of student participation in the activity.
5. **Music Certificate** - If a student has been a member of the High School Band for four years.

**Most Valuable Contribution Awards** - Each club and organization including art, will select an MVC recipient that will be announced at the Recognition Assembly.

**Gold Clock Award** - Presented at graduation to students earning a minimum of 3 certificates.

**\*\*Please Note** – Any student who feels they have qualified for any of the above awards **MUST** inform the Main Office in May prior to the Athletic and Academic Awards ceremony.

## ATHLETIC HONOURS & AWARDS

The following individual awards are handed out at the annual Athletic Awards Banquet;

<b>AWARD</b>	<b>NAME OF AWARD</b>	<b>TEAM</b>
Letterman Awards & Athletic Certificates (Awarded to students who have been members of at least ten school teams/athletic clubs)		
MVP	Paul Renaud Trophy	'A' Football
Outstanding Contribution	Marc DeGagne	'A' Football
Outstanding Defensive Player	Reece Scofield Memorial	'A' Football
MVP		'B' Football
WHSFL Awards		'A' Football
MVP	Horban Award	Junior Girls Volleyball
MVP		Junior Boys Volleyball
MVP	Patti-Jo Reid	Senior Girls Volleyball
MVP	Horban Award	Senior Boys Volleyball
MVP	Horban Award	Junior Girls Basketball
MVP	Tim Callaghan Memorial Trophy	Junior Boys Basketball
MVP	Patti-Jo Reid	Senior Girls Basketball
MVP	Tim Callaghan Memorial Trophy	Senior Boys Basketball
MVP		Swimming
MVP		Junior Badminton
MVP		Senior Badminton
MVP		Cheerleading
Rookie of the Year		Cheerleading
MVP		Girls Curling Boys Curling
MVP	Frank 'Ike' Eisenzoph Memorial	Girls Hockey
Most Dedicated Player	Shirley Ann Fowler Memorial	Girls Hockey
Outstanding Contribution to Muskies Hockey	Mrs. Bert Egan Memorial Trophy	Boys Hockey



Contributing Most to the Development of Good Sportsmanship, Morale and Teamwork	Rod Cain Memorial Trophy	Boys Hockey
MVP		Girls Soccer
Outstanding Contribution	Struchan Gilson Award	Girls Soccer
MVP		Boys Soccer
Outstanding Contribution	Jim Curr Senior Memorial Trophy	Boys Soccer

The following special recognition awards are also handed out to student-athletes for excellence throughout the school year in a variety of sports;

<b>AWARD</b>	<b>NAME OF THE AWARD</b>
Grade 12 Boy for Academic and Athletic Achievement	Douglas Morrow Memorial Award
Sportsmanship & Perseverance	Brent Ogden Memorial Trophy
Female Rookie of the Year	
Male Rookie of the Year	
Female Athlete of the Year	
Male Athlete of the Year	

# FORT FRANCES HIGH SCHOOL COMMUNITY INVOLVEMENT

Every student who begins secondary school during or after the 1999-2000 school year must complete community involvement activities as a part of the requirements for an Ontario Secondary School Diploma (O.S.S.D.).

## KEY ELEMENTS OF THIS GRADUATION REQUIREMENT ARE:

- a minimum of 40 hours;
- completed outside of scheduled class time;
- must be unpaid activities;
- completed by the end of Grade 12.

## THE GOALS OF THE COMMUNITY INVOLVEMENT ACTIVITIES ARE:

- develop a positive self-image and a sense of worth within the community;
- develop civic responsibility;
- begin developing links and contacts within the community.

## STUDENT RESPONSIBILITIES:

- submit a **Notification of Planned Community Involvement Activity** form to a Vice-Principal if the activity is not on the school board's list of approved activities;
- complete 40 hours (minimum) of community involvement;
- submit **Completion of Community Involvement Activity** forms to a Vice-Principal in the Main Office.

## PARENT/GUARDIAN RESPONSIBILITIES:

- A student under the age of eighteen must complete the form in consultation with his/her parents or guardians, and must also have one parent or guardian sign the form.

## SUPERVISOR RESPONSIBILITIES:

- provide the student with adequate safety training specific to the activity;
- monitor the activity to ensure the safety of the student;
- record the hours volunteered, and date and sign the form at the conclusion of the activity.

## INELIGIBLE ACTIVITIES

The Ministry of Education has developed a list of activities that may not be chosen as Community Involvement activities. These are referred to as ineligible activities. An ineligible activity is any activity that:

- is a requirement of a class or course in which the student is enrolled (i.e., co-operative education portion of a course, job shadowing, work experience);
- takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or *spare periods* is permissible;
- takes place in a logging or mining environment, if the student is under sixteen years of age;
- takes place in a factory if the student is under fifteen
- takes place in a workplace other than a factory if the student is under fourteen years of age and is not accompanied by an adult;
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling of substances classed as **designated substances** under the Occupational Health and Safety Act;
- requires the knowledge of a trades person whose trade is regulated by the provincial government;
- involves banking or handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;

## APPROVED ACTIVITIES

### YOUTH GROUPS:

e.g., assist with leadership of Cubs, Scouts, Brownies, 4H

### COACHING:

e.g., assist with coaching hockey, figure skating, soccer

### TUTORING:

e.g., help younger students (not siblings) with a school subject

**SERVICE GROUPS AND CHARITABLE ORGANIZATIONS:**

e.g., Lions Club, Cancer Society, Heart and Stroke Foundation, CNIB, etc.  
(canvassing, bingo volunteer, project helper)

**SERVICE TO YOUR CHURCH COMMUNITY:**

e.g., teaching Sunday School, pastoral visiting, assisting at church events, readings

**HELPING THE ELDERLY (EXCLUDING MEMBERS OF YOUR FAMILY):**

e.g., snow shovelling, raking, delivering *Meals on Wheels*, visiting, reading, recreational activities

**COMMUNITY SERVICE GROUPS AND ACTIVITIES:**

e.g., fairs, fishing tournaments, winter carnivals, trade shows, major community events

**CONSERVATION AND RECYCLING PROJECTS:**

e.g., highway cleanup, fish habitat work

**COMMUNITY SERVICES AND ORGANIZATIONS:**

e.g., Toy Lending Library, Public Library, hospital auxiliary worker, music and drama festival helper

**QUESTIONS? If you have any questions about the Community Involvement program, or your responsibilities as either a student, parent or supervisor, please contact Fort Frances High School at 274-7747.**

<b>CLASS TIMES</b>	
<b>8:50 – 10:07</b>	<b>PERIOD 1</b> (O'Canada @ 8:50)
<b>10:07 – 10:14</b>	<b>TRAVEL TIME</b>
<b>10:14 – 11:32</b>	<b>PERIOD 2</b> (Includes announcements)
<b>11:32 – 12:32</b>	<b>LUNCH</b>
<b>12:32 – 1:47</b>	<b>PERIOD 3</b>
<b>1:47 – 1:54</b>	<b>TRAVEL TIME</b>
<b>1:54 – 3:09</b>	<b>PERIOD 4</b>

## CHEMICAL ABUSE AND FAMILY COUNSELLING CONTACTS

Riverside Community Counselling Services.....	274-4807
Annishinabeg Counselling.....	274-9839
Family and Children's Services.....	(807)-274-7787 (24 hr.)
.....	1-800-465-7764 (24 hr.)
(Atikokan).....	1-(807)-597-2700 (24 hr.)
Weechi-it-te-win Family Services.....	(807)-274-3201 (24 hr.)
.....	1-800-465-2911 (24 hr.)
KIDS Help Phone.....	1-800-668-6868 (24 hr.)
DRUG Hotline.....	1-800-567-DRUG(3784) (24 hr.)
Atikokan Crisis Centre.....	1-800-465-3348 (24 hr.)
Sexual Assault Sunrise Centre	
International Falls.....	1-(218)-283-9334 (24 hr.)
Friends Against Abuse (Family Violence Program)	
International Falls.....	1-(218)-285-7220 (24 hr.)
Sexual Assault Crisis Line.....	1-800-565-6161

# Fort Frances High School

## CODE OF CONDUCT

### 2015 - 2016

#### **INTRODUCTION**

The Code of Conduct for Fort Frances High School was developed by administration through consultations with teachers, students, and parents, and was established following the *Ontario Schools Code of Conduct (2000)* and the applicable policies, regulations and procedures of the Rainy River District School Board.

The Code of Conduct for Fort Frances High School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Rainy River District School Board.

#### **RATIONALE (*Ontario Schools Code of Conduct*)**

In June 2000, the province enacted the Safe Schools Act. That Act prescribes certain rights, standards, expectations and consequences. The Codes of Conduct for the Rainy River District School Board and Fort Frances High School reflect the following provincial policy.

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The *Ontario Schools Code of Conduct* sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards.

The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

#### **GUIDING PRINCIPLES (*Ontario Schools Code of Conduct*)**

The Rainy River District School Board and Fort Frances High School support the provincial guiding principles and endorse recognition, acceptance and sensitivity toward ethno cultural diversity.

All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in the Ontario Schools 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 a position of authority.

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.

Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.

The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.

Alcohol and illegal drugs are addictive and present a health hazard. Ontario schools will work

cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. (As well, smoking in school buildings and on school property is prohibited by law.)

Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

### **ROLES AND RESPONSIBILITIES (*Ontario Schools Code of Conduct*)**

The Rainy River District School Board and Fort Frances High School accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

**Principals and Vice-Principals**, under the direction of their school board, 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;

- communicating regularly and meaningfully with all members of their school community.

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

- help students work to their full potential and develop their self-worth;

- communicate regularly and meaningfully with parents;

- maintain consistent standards of behaviour for all students;

- demonstrate respect for all students, staff and parents;

- prepare students for the full responsibilities of citizenship.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others 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 themselves, others and for those in authority;

- 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 action.

**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 and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;

- communicate regularly with the school;

- help their child be neat, appropriately dressed and 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 Code of Conduct and school rules;  
encourage and assist their child in following the rules of behaviour;  
assist school staff in dealing with discipline issues;  
demonstrate respect for all students, staff and parents.

**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 local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

### **Mandatory Notification of Police**

The police must be notified of the following types of incidents:

- all deaths;
- physical assault causing bodily harm requiring medical attention;
- sexual assault;
- robbery;
- criminal harassment;
- relationship-based violence;
- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- trafficking in weapons or in illegal drugs;
- possessing an illegal drug;
- hate and/or bias-motivated occurrences;
- gang-related occurrences; and
- extortion

(From *Police and School Board Response Protocol* <http://www.rrdsb.com/?q=parents-community#safeschools>)

### **STANDARDS OF BEHAVIOUR**

The Rainy River District School Board and Fort Frances High School support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

### **Respect, Civility and Responsible Citizenship**

All school members 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 the race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, 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 persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.



## **PHYSICAL SAFETY**

**Weapons** - All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

**Alcohol and Drugs** - All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

**Physical Aggression** - All school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

## **CONSEQUENCES**

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case. Consequences may include:

- caution by teacher, support staff, administrator or adult supervisor
- temporary removal from class, activity or event
- problem-solving exercise
- parental contact
- counselling
- community/school service
- loss of privileges
- detention
- restitution
- suspension
- expulsion
- referral to Ontario Provincial Police or Northwest Health Unit Tobacco Control Act Enforcement Officer

The teachers and administrators at Fort Frances High School endeavour to work closely with students and parents to ensure that matters of a disciplinary nature are communicated and understood.

## **SUSPENSIONS**

Depending on the type of infraction, a discretionary or mandatory suspension may be imposed.

### **Discretionary Suspension**

A student may be suspended, depending on the circumstances, if the student commits any of the following infractions while he or she is at school. Inappropriate behaviour in the community, where there is a direct link to the school, may also result in a suspension.

- persistent absence unacceptable to the school
- persistent opposition to authority
- habitual neglect of duty
- wilful destruction of school property
- incidents off school property which impact on the school
- the use of profane or improper language
- inappropriate use of social media
- conduct inconsistent with the Code of Conduct of Fort Frances High School
- conduct injurious to the physical or mental well-being of others in the school.

### **Mandatory Suspension**

Immediate suspension will be the minimum penalty faced by a student for:

- uttering a threat to inflict serious bodily harm;
- possession of alcohol or illegal drugs;
- being under the influence of alcohol or illegal drugs (added by Rainy River District School Board)
- acts of vandalism causing extensive damage to school property or property located on school premises.

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

A student will be immediately suspended for:

- swearing at a teacher, or other person in authority;
- bullying

## **EXPULSIONS**

Depending on the type of infraction, a discretionary or mandatory expulsion may be imposed.

### **Discretionary Expulsion**

A student may be suspended and proceed to an expulsion hearing if the student commits any of the following infractions while he or she is at school or engaged in a school related activity as outlined in Rainy River District School Board Policy and Procedure 4:16

- Hate-Motivated Violence
- Vandalism
- Refractory Conduct.

### **Mandatory Expulsion**

Police will be involved, as indicated by the police/school protocol, and the student will be immediately suspended and proceed to an expulsion hearing for the following:

- Possession of a Weapon, including, possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Providing alcohol to a minor.

## **CONCLUSION**

When staff, students and families work together, a positive and productive learning environment is established at Fort Frances High School where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.

# FORT FRANCES HIGH SCHOOL CODE OF CONDUCT

## WHAT PARENTS NEED TO KNOW

Fort Frances High School operates a two-semester program with two terms of equal length (45 days) in each semester. The exception is Grade 9 students have full year, non-semestered, Math and English. Students in grades 9, 10, and 11 are recommended to take eight courses. Grade 12 students are encouraged to be registered full-time (three or four courses each semester). This work load prepares pupils for the rigours of apprenticeship, college or university studies, and the workplace and a higher credit count gives them more options for the future. **Senior students may take a study period when they have achieved 24 credits.** Part-time schedules will only be approved after consultation with guidance counsellors, administration, and parents/guardians.

### ATTENDANCE

Regular attendance and punctuality are essential for student success. Attendance is taken in each subject class. Students are expected to be in their seats, and ready to work before the bell rings to begin classes. If classes are missed due to illness, etc., the student is responsible for catching up on work missed. If a student knows ahead of time that s/he will be missing a class, then the work should be obtained ahead of time. The Ministry of Education requires there be a minimum of 110 instructional hours per subject in order for a credit to be granted. School policy and procedures may be summarized as follows:

Parents should notify the school when a student is going to be absent. This can be done by telephone or in writing up to the date of the absence. After the date of the absence, the notification must be in writing which **must** accompany the student on their return to school. If this is not done, the student is considered truant until the parent has informed the school in writing of the reason for the student's absence. The information required in a student note can be found in the "What Students Need to Know" section of this document under "Attendance."

Students who are truant or skip classes will be subject to: an interview, parental contact, loss of class marks, detention, in-school or formal suspension, loss of credits, removal from class. (See Truancy in "What Students Need to Know" section.)

A student who is truant or skips a class on the day of a test will receive a mark of zero on that test. Please note that while on school property, students are in the care of the school. A parent cannot give a student permission to miss class in order to study in the library, attend a sporting event, etc.,

Students absent from one or more classes on the day of sporting events or other extra-curricular activities, such as dances, are not allowed to attend or participate in these activities unless previous arrangements have been made with school administration.

### EXTENDED ABSENCES (non-medical)

Extended absences from school decrease a student's learning opportunities, and performance. If a student is absent for an extended period of time, it becomes increasingly difficult for him/her to capture missed classroom experiences. In addition, extended absences may be unfair to a student's peers when team members are working on co-operative projects/presentations.

Nonetheless, parents have the legal right to withdraw their children for short periods, if they accept the responsibility for supervising the prompt completion of work missed. Parents/guardians are expected to notify an administrator of a planned extended absence ie. family vacation, and fill out an **Extended Absence Form** (available in the office) for any non-medical absence longer than three school days. The form must be completed by the student, parent/guardian, and subject teachers.

It is expected that any work assigned must be completed before the extended absence, OR within three days upon returning from the leave, unless otherwise stated by the subject teacher. It must be noted that some classroom experiences missed due to elective extended absences cannot be simulated out of the classroom, and a loss of process marks may result regardless of rationale. **Please note that extended absences should not be planned during the end of semester examination periods in January and June.**

## **MINISTRY GUIDELINES FOR PROLONGED ABSENCE**

If a student has been absent for fifteen consecutive scheduled classes in a course without appropriate supporting medical documentation, the student must be withdrawn from the course on the day immediately following the last day of attendance.

## **ASSESSMENT AND EVALUATION OF STUDENT ACHIEVEMENT**

Student evaluation is a consolidation of marks from a variety of assessment tasks: tests, projects, assignments, examinations, etc. Evaluation procedures shall be distributed to each student in each course during the first week in each semester, and will include an explanation of all methods of evaluation, the weighting of marks assigned to each method, how marks are calculated, and the school's late and/or missed test and assignment policy.

It is the student's responsibility to review assessment and evaluation policies/procedures carefully. It is the student's responsibility to complete all assessment opportunity tasks (projects, assignments, presentations, etc.) by the **due date** assigned by the teacher.

If the student is unable to complete a task due to *insufficient knowledge or skills*, it is the student's responsibility to seek assistance from the teacher **well in advance of the due date for the task**.

If the student does not submit or complete assigned tasks by the due date: that work may not be assessed/evaluated, a mark penalty may be imposed, (as per the Fort Frances High School late policy) and/or the student may receive a mark of zero. Some due dates cannot be changed (eg. end of unit or term, mark reporting deadlines). If assessment tasks are not completed, course expectations cannot be evaluated, and a mark of zero may be assigned. No outstanding assignment will be accepted after midnight on the last day of regular classes at the end of the semester, or at the end of term for half credit courses.

If a student is absent, it remains the student's responsibility to complete all assessment tasks, and to "catch up" on all classroom work missed.

If the student is absent due to *illness, family emergency, legal matter, etc.*, he/she must provide a dated excuse of absence (eg. doctor's note, parent/guardian note) in order to submit the assignment or write a missed test on the date of return. Under extenuating circumstances, the student may be able to negotiate with the teacher, a further due date.

If the student is absent due to an *approved school activity*, it is the student's responsibility to contact each of his/her subject teachers prior to the date(s), and to negotiate with the teacher the due dates(s) of all assessment tasks.

If the student is absent due to a *suspension*, it is the student's responsibility to arrange to complete missed assessment tasks upon the student's return from suspension. The student may receive a mark of zero on missed tests during the term of the suspension.

## **FINAL COURSE EVALUATIONS**

Final course evaluations are compulsory. Students absent from a final evaluation (eg. examination) will receive a mark of zero unless the prior permission of the principal is obtained, or a medical certificate is submitted to the office within 24 hours. The medical certificate must state specifically that the student was not able to attend at the time of the evaluation. If a course includes a culminating activity which is not a formal examination, the Fort Frances High School late policy will apply. All assignments which are part of a culminating activity must be submitted by midnight on the last day of regular classes. Failing to complete a final course evaluation will not necessarily result in loss of credit. However, given that final evaluations generally count for thirty percent of a student's mark, failing to write an exam or submit a culminating activity assignment can have serious academic consequences.

## **CHEATING/PLAGIARISM**

Cheating on any assignment/test will result in a mark of zero. Cheating on the final exam will result in loss of credit in that course. Plagiarism, which is a very serious and specific form of cheating, will result in a mark of

zero. Plagiarism on the final copy of a major essay assignment will result in a mark of zero on all aspects or process related to that assignment. Parents will be informed of incidents of plagiarism which will also be reported to the office and recorded. Upon investigation, incidents of plagiarism may result in suspension.

### **MARK REPORTING**

Interim reports are sent home in early-October and early-March. Mid-semester report cards are issued in November and April, and final report cards are issued in February and July. The exact dates are included in the student calendar and are published in local media. Parents may request progress reports between report cards by contacting the subject teacher, Student Services, or an administrator.

### **HOMEWORK**

Homework is an extension of classroom activities, and is expected to be completed outside class time. Homework is intended to reinforce and review content and skills presented in class, practice skills, and introduce new topics. The parents' role in the early years of high school is to:

- provide a suitable environment for studying
- read and discuss homework on a regular basis
- follow up on assigned homework
- support the school if there is a problem

### **HELP AVAILABLE**

Subject departments establish extra help schedules.

Student services counsellors help students to develop academic and career plans, and can refer students and parents to a wide range of Board and community resources.

If demand warrants, a lunch hour tutorial centre is provided for Gr. 9 and 10 students where they can receive academic assistance and/or tutoring from Senior students.

Personal tutors can sometimes be arranged through Student Services.

AAP – Academic Assistance Program – everyday during lunch in Room 151. Computers available and teacher on site at all times. Bring your lunch.

### **CONTACTING TEACHERS**

Parents are encouraged to contact their child's teacher if they have a concern or require information. Teachers can be contacted by phoning the school and leaving a message or by email. All of our staff email addresses consist of their first name and last name (separated by .) followed by @mail.rrdsb.com. For example if William Shakespeare was a teacher of Fort High, his email address would be ***william.shakespeare@mail.rrdsb.com***.

# FORT FRANCES CODE OF CONDUCT

## WHAT STUDENTS NEED TO KNOW

**ABSENCE** - If you are absent from school, have your parent/guardian call the school (274-7747) before 8:40 a.m. on or before the day you are to be absent. The attendance secretary's extension is #221 and an attendance answering machine can be accessed after hours at extension #777. If your parent/guardian has not called the school by noon on the day/days you were absent, you must bring a note to the office before the start of classes on the day you return. This should be done as soon as you arrive at school. If you are in a grade 9 or 10 course, you will not be admitted back into class unless your note has been received and stamped at the office. All notes should include the following information:

1. Student's name
2. Date(s) absent
3. Reason for absence
4. A telephone number for contact during the school day to verify the note
5. Parent or guardian signature

Students in Grade 9 and 10 courses who return to school without a note and whose parent has not called to confirm the absence the previous day, must report to the office where they will discuss their absence with a Vice-Principal. Students in Grade 11 and 12 classes will discuss their absences with their classroom teacher although they may be referred to the office if absences become excessive and/or are affecting their achievement.

**ACTIVITY FEE** - All activity fee money is used for student programs. Some activities, such as athletic teams, require additional participation fees and/or deposits to cover the loan of materials.

**ACCIDENT/INJURIES** - If you are injured during a class, tell your teacher at once. If you have an accident and are injured on school property, notify an administrator in the main office at once so you can be assisted, and an accident form can be completed.

**ADVERTISING/FUNDRAISING** - If you wish to post information of student interest, have the posters authorized by administration. No unauthorized material should be posted in the school. All school fund raising projects must be approved by administration.

**ANNOUNCEMENTS AND NATIONAL ANTHEM** - During the National Anthem, quietly stand at attention. If you are late for class, stand in the hallway and do not rummage in your locker during the National Anthem. Listen attentively while the morning announcements are read. If you need to make an announcement, write it clearly on an announcement form in the main office, have it signed by a staff advisor, and hand it in by 9:45 a.m. on the day it is to be read. If you wish to read an announcement yourself, it must be submitted to the office for approval by 9:30 a.m. on the day it is to be read.

**ASSEMBLIES** - Student assemblies are held from time to time in the Townshend Theatre. When summoned to an assembly, students should go directly to the theatre without detouring to their lockers, the washroom etc. unless they have received permission from their teacher and have been given the hall pass. When entering the theatre, students should fill the front rows first and sit quietly until the assembly begins. Any misbehaviour during an assembly is considered very serious, especially when the presenter is a guest in our school. Students are reminded that food, beverages, backpacks, personal stereo devices and cell phones should not be brought to the assembly and the consumption of candy and gum in the theatre is strictly prohibited.

**BACKPACKS AND BAGS** - These should be stored in lockers and not brought into class.

**BICYCLES** - If you ride a bicycle to school, you should lock it securely to the bicycle rack at the front of the school. Bicycles should not be brought into the building unless they are part of a scheduled classroom or extra-curricular activity, and you are supervised by a teacher. The school will not be held responsible if your bicycle is lost or stolen.

**BULLYING** - According to the Rainy River District School Board Code of Conduct, bullying is defined as "the

use of power and aggression with the aim of controlling or hurting another person repeatedly.” All school members of the Rainy River District School Board **must not**: use physical aggression, hitting, kicking, use of weapons, verbal name-calling, racist remarks, teasing, threats, and/or psychological/social exclusion, gossip, taunting, gang activity. Bullying is a mandatory suspension in Rainy River District School Board schools.

**BUS LANES** - The bus lane west of the school is clearly marked and should not be used by any vehicle other than school buses. (PARENTS SHOULD NOT USE THIS LANE AS A DROP-OFF SPOT FOR STUDENTS.)

**BUSSING** - According to Rainy River District School Board policy, bussing is provided from home to school and school to home. Students will not be allowed to ride school buses to a friend’s house, to a place of work, etc.. Students must be conscious of the importance of proper behaviour on school buses.

**CAFETERIA** - The cafeteria is open for lunch. If you bring a bag lunch from home, you must also eat it in the cafeteria. Remember to clear your table when you are finished, place your garbage in the containers provided, and cans in the recycling bins. It is every student’s responsibility to ensure that the table they leave is clean when they leave, failing to do this could lead to consequences or loss of cafeteria privileges. Students are not to climb the stairs or be in carpeted area adjacent to the Townshend Theatre unless attending an event in the auditorium. Otherwise, this area is off limits.

**CARS AND MOTORCYCLES** - If you drive a vehicle to school, you may park it in the student parking area at the east side of the school. Students are not to sit in parked cars or loiter in the parking area. Smoking in cars on school property is not permitted. Any student who drives carelessly or at excessive speeds could lose their parking privilege.

**CARDS, DICE, HACKEY- SACK** - Games such as cards are permitted in the cafeteria before school and at lunch hour. Students who play cards during regular class hours will have these confiscated. Any type of gambling is not permitted at any time. As the game of dice is commonly used as a form of gambling, dice games are not permitted at Fort Frances High School. Hackey-sack games are not permitted in the school building, and hackey-sacks will be confiscated.

**CELL PHONES** – Cell phones can be used prior to class, after class and at travel time.

**CHANGE ROOMS** – Under no circumstances should students **EVER** leave money or other valuables in the Phys. Ed. change rooms. Leave money and valuables locked in your locker and make sure you do not share your locker combination with anyone (see section on lockers).

**CHEATING – CHEATING WILL RESULT IN A MARK OF ZERO FOR ANY TEST OR ASSIGNMENT.** Referral to the office may result in further disciplinary action. Cheating on the final exam or any final culminating activity may result in loss of credit for that course. Students must complete all assignments to the best of their ability, using their own knowledge and skills and will not knowingly take any action in completing an assignment which would be considered illegal or immoral. Students must not give or lend assignments they have completed to others who have the intent to copy them. Students who lend an assignment which is copied are also guilty of cheating and will receive a mark of zero on the copied assignments. **Plagiarism** is a specific form of cheating. Plagiarism will result in a mark of zero on an assignment. Plagiarism on the final copy of a major essay assignment will result in a mark of zero on all aspects or process related to that assignment. **PLAGIARISM ON AN ESSAY WHICH IS PART OF A CULMINATING ACTIVITY FOR A COURSE MAY RESULT IN LOSS OF CREDIT FOR THAT COURSE.** Parent will be informed of instances of plagiarism. Plagiarism will be reported to and recorded by the office. Students who plagiarise may, upon further investigation, be suspended.

**CLASSROOM MOVEMENT** - When a class is moving to another location, such as the library, computer lab etc., the entire class should move together accompanied by the teacher. Students should not travel on their own or go to their locker, washroom etc., unless permission has been given by the teacher and the student has been granted the hall pass.

**CLUBS/TEAMS** - If you want to join a club or try out for a team, listen to the announcements, watch for postings around the school, and talk to staff advisors. Most clubs begin in the fall, while the athletics program



continues throughout the year. You must have paid your student activity fee in order to participate in a club or team and there are additional fees required to play different sports.

**CONDUCT** - The school environment is a mature environment and students should conduct themselves accordingly. The general rule is that each individual should treat others the way they themselves would like to be treated. Students should avoid taunting, name calling or sarcastic “put-downs” of other students or staff. Profanity is not acceptable at school. Excessive displays of affection are not acceptable at school. The general rule for “couples” is “we hold hands at school...nothing more.”

The standards of behaviour that are expected in teaching areas of the school are also the expectations while in hallways, riding the bus, during school assemblies, participating in field trips, at dances, sports events or other extra curricular activities regardless of whether the activity is held on-campus or off-campus.

**COATS, JACKETS** - Coats and jackets must not be taken to class. Coats may only be worn in class if the teacher determines the temperature of the room warrants outerwear.

**COMPUTER USE** - The following guidelines apply for computer use at Fort Frances High School.

Staff Users:

- Personal computers (lap tops) and hand held devices may be used at FHS and connect wirelessly to a public access network and internet after acceptance of a Wireless Service Agreement. Staff and students cannot connect personal computers or devices to the school network.

#### Computer Code of Conduct – Guidelines for Acceptable Use

Logins:

- Uses only the login assigned and protects their password from other users
- Respects the privacy of other users; shall not intentionally obtain copies of or modify files, passwords, or data that belong to others

School Drives and Content:

- Understands that home directories and network shared drives are property of FFHS and can be searched/accessed by computer administration at any time
- Does not make unauthorized copies of software or information
- Does not download large files onto school drives (H:, S:)
- Does not download executable files such as .com, .exe or .zip files without teacher authorization
- Does not save MP3 or other music or video files on school drives (H:, S:) without teacher authorization
- Respects the integrity of computer systems – no one should develop programs that harass other users, or attempt to infiltrate a computer or computer system
- Attends computer and network training sessions as required

Printing and Files:

- Understands that printing is costly; only prints what is needed; previews print jobs first
- Understands that print credit is monitored and pays for printing when it is for personal use (5¢ b/w, 25¢ colour)
- Respects the rights of other individuals; does not use language that is offensive, abusive, profane, racist or sexually explicit
- Avoids plagiarism when cutting and pasting ideas into documents by giving credit to authors/artists for their work

Internet:

- Understands that use of the internet should be for education purposes while in the classroom and respects the desires and rules of the classroom teacher
- Does not tie up the network with idle activities over the internet
- Stays off of adult-oriented sites and reports any inappropriate unblocked sites to a staff member
- Does not try to circumvent teacher monitoring of his/her activity in any way. This includes prohibition of the use of anonymizers and proxy servers and disabling of programs that are designed for the

purposes of classroom monitoring

- Does not use proxy servers to bypass RRDSB internet filtering
- Uses social sites with respect for all staff and students. Understands that it is within the school's mandate to investigate activity on social sites, such as Facebook, should any offences arise that harm or hurt others within the school

Email:

- Does not send spam to other users
- Understands that school-provided Liveedu email can and will be searched/read by computer administration should there be any problems

Messaging/Chat Programs:

- Does not use messaging systems within the school that disrupt the work of staff and students

Equipment:

- Respects the hardware supplied; does not deface or steal equipment; reports any defaced, broken or missing equipment to a teacher right away
- Understands that personal flash drives may be used to transfer data files but not to run programs
- Does not purposefully alter computer desktop setup (changing monitor settings, unplugging cords)

### **Monitoring Student Use**

- FFHS staff members may monitor student use and review corresponding history files and fileserver space at any time to make determinations on whether specific uses of the network are inappropriate
- Individual student time usage, disk usage, application usage and print usage will be tracked and, in some cases, limited, in order to ensure accessibility to all students who wish to use network resources
- Microsoft Live services, including email and data may be searched and monitored by FFHS staff (revised October 2011)

School Administration reserves the right to modify this policy at any time to reflect changes in technology.

**CRIME STOPPERS** - If you witness or have knowledge of a crime or illegal activity that has occurred at school, you are encouraged to contact either the school Crimestoppers organization (see the office for information) or submit information to the drop box just inside the library doors or contact Northwestern Ontario Crimestoppers at 1-800-222-8477. All phone calls are anonymous, and callers are eligible for a reward.

**CRISIS RESPONSE TEAM** - If a tragic event occurs within our school community, a Crisis Response Team is trained in dealing with the effects of such events.

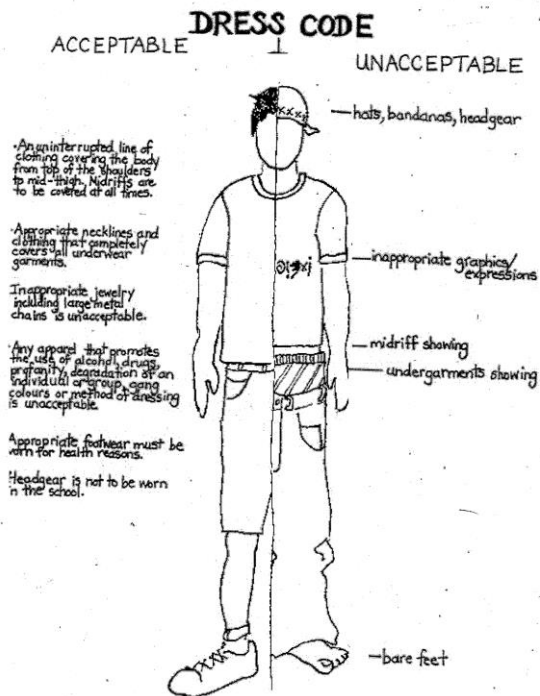
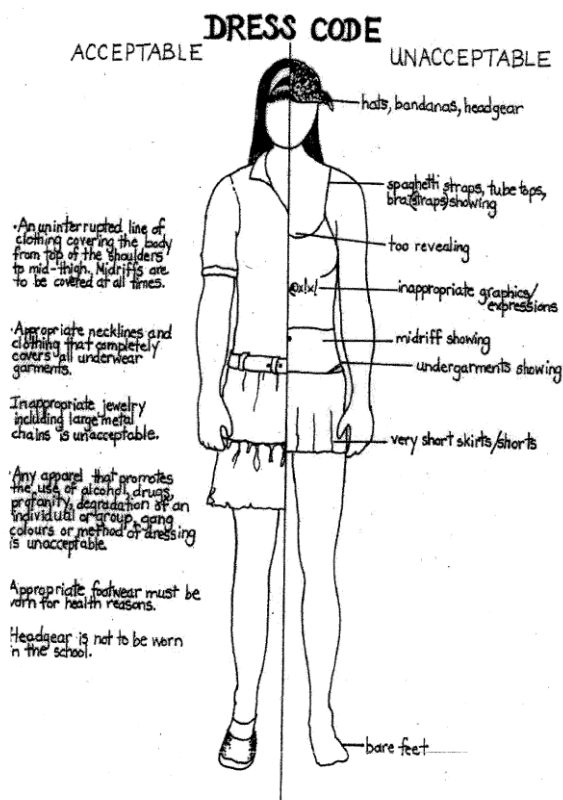
**DANCES** - Student Council or student clubs may hold several dances throughout the year. Guest passes for your friends must be obtained from Students' Council and approved by the principal or vice-principal. Elementary school students and persons 19 years of age and older cannot be guests at dances. (Note: An exemption to the age rule may be granted for prom with approval of school administration.) Students who choose to leave the school building during a dance will not be re-admitted. Be sure you consult with Student Council to find out what time the doors to the dance close, after which students are no longer admitted.

**DETENTIONS** - Teachers may assign classroom detentions to be served for violations of the Code of Conduct. Office detentions are assigned by the principal or a vice-principal for inappropriate behaviour ie. excessive number of lates, truancy, etc. If a teacher assigns you a detention, you must serve that detention with the teacher, and at a time and place designated by the teacher. Teacher detentions have priority over office detentions, but if you miss an office detention to serve a teacher detention, you must make up the office detention the next day.

Detentions are considered a relatively minor consequence, but missing a detention immediately escalates the situation. Students are responsible for attending all detentions and/or making up detentions they miss due to legitimate absence. "I forgot" is not an acceptable excuse. If you miss any detention without a reasonable excuse, the number of assigned detentions may be doubled. If you miss the "doubled" detentions, you are

demonstrating persistent opposition to authority and may be subject to suspension. Detentions hold priority over other lunch hour activities.

**DRESS CODE** - You are expected to be dressed cleanly, neatly and in a manner appropriate for a place of work and study for all school and off-campus activities. It is inappropriate to wear head wear, beachwear, or clothing which is too revealing, distracting, or offensive in nature. Shirts and tops must meet the waistline of pants/skirts when standing naturally. Shirts and tops must have adequate coverage over the shoulders and around armholes (ie. gaping basketball shirts, spaghetti straps are not permitted). Undergarments and/or bare backs or midribs must not be visible. Clothing (and/or accessories) considered to be offensive or which depict or promote: racism, sexism, violence, tobacco or alcohol, illegal drugs, etc. are not permitted. Skirts, shorts or cut-offs must be mid-thigh length or longer. Footwear must be worn at all times and students who are enrolled in Tech classes which use Rooms 166 or 167 (shops) should not wear sandals or open-toed footwear to class. Jewellery and ornaments such as spiked wristbands which could be perceived as weapons should not be worn. You will be sent home to change clothing, or asked to remove an accessory, that is unacceptable. Repeated offences could result in further consequences.



**ELECTRONIC ITEMS** - Cell phones may be used before and after school, at travel time and at lunch. Cell phones must be turned off during assemblies. Personal stereo equipment (i-pods) are not to be worn or played in the classroom unless permission is granted by the individual teacher. Students are reminded that the school does not accept responsibility for lost or stolen articles.

**END OF SCHOOL DAY** - Students must leave the school within 15 minutes of the school day ending OR be in a designated co-curricular activity location. The only exceptions to this rule are students waiting for their bus, students using the library (who must then leave promptly when the library closes) or students who are meeting with a teacher (should leave immediately following the meeting). The school is not a place to "hang out" at the end of the day.

**EXTRA HELP** - If you are having difficulty in your courses, see your teacher for extra help. If you require further assistance, see your guidance counsellor. AAP – Academic Assistance Program – everyday during

lunch in Room 151. Computers available and teacher on site at all times. Bring your lunch.

**EXAMINATIONS** - You will be required to write a formal examination in most subjects at the end of each semester. Check with your subject teachers to find out the date and time of each examination. You must be present for all examinations. A mark of zero will be assigned for any examination missed except in a case of extreme emergency or illness. In the case of illness, a doctor's note may be required. To protect the integrity of examinations, students will not be granted alternate times to write examinations unless prior approval is granted by school administration. This approval will only be granted in the most extreme cases.

**FEES** - Students must purchase their own personal school supplies such as binders, pens, paper, physical education clothing.

**FIELD TRIPS** - You are expected to follow all school rules while on any trip. A permission form must be completed by your parent or guardian before leaving. If you miss the trip, any money paid may not be refunded.

**FIRE ALARM** - When the fire alarm sounds, follow the fire exit instructions posted in your classroom. Walk quickly from the building with your teacher - do not run! Follow your teacher's lead and move a good distance away from the school. No student should be standing closer to the school than his/her teacher during a fire alarm evacuation.

**FOLLOWING INSTRUCTIONS** - If a teacher or any person in authority gives you a **reasonable** instruction, you are expected to comply immediately. A reasonable instruction would be, being asked to sit in an assigned seat or being instructed to go to the office, whether the instruction is given in class or in another area of the school. Students who are asked to go to the office by a teacher or any person in authority should do so immediately. Do not question or confront the teacher or person in authority who sends you to the office. The reason for being sent to the office can be discussed with an administrator upon arrival at the office. Persons in Authority means any adult who works in the building and includes but is not limited to, teachers, administrators, educational support personnel, secretaries, library technicians and caretakers.

**FOOD IN CLASSROOMS** - Food and beverages are not permitted in classrooms at Fort Frances High School. The only exception to this is a situation where the teacher has provided the food before class as part of a classroom activity or at lunch time when a meeting requires students to bring their lunch to the meeting. At no time should a student go to the cafeteria or the vending machines to purchase food or beverages during class time. Capped water bottles may be permitted at the discretion of the teacher.

**FRAUDULENT INFORMATION:** Fort Frances High School operates on the assumption of honesty. Any students who provides fraudulent information to a staff member such as giving a false name, forging a note regarding an absence or not telling the truth will be subject to consequences. The first offence will normally result in a one-day in school suspension. Subsequent offences may result in suspension.

**GUIDANCE SERVICES** - The Fort Frances High School Guidance Department offers assistance to students in a wide variety of areas under the umbrella of (1) Education Planning, (2) Career Planning, and (3) Personal Development. In Grade 9 and 10, students will be seen for a routine appointment with additional interviews available on request. Grade 11 and 12 students may also be seen routinely but more emphasis is placed on the student to request appointments when needed. The Guidance Department maintains a comprehensive file of information related to post-secondary institutions in Ontario, the rest of Canada and the United States. Career information is available in hard copy or electronic formats. Information on the offering of courses through other means is also available. Students and parents are encouraged to seek the assistance of the Guidance Department at any time. The Guidance Department is composed of teacher counsellors and Native Education Counsellors.

**HALLWAYS** - No student should be in the hallway during class time for any reason, unless they have been granted a hall pass by a teacher. Students on spares must be in the library, cafeteria, or outside. Students in hallways before class, between periods and at lunch must be courteous to others and leave room for people to pass. Students should not be sitting on the floor in the hallways.

**HARASSMENT** - If another student threatens you, ridicules you, or is abusive to you in a racist, violent, sexual, or demeaning manner, tell a teacher, guidance counsellor or a vice-principal immediately. Harassment only stops when you speak up for your rights. Students who harass other students may face suspension and/or expulsion.

**HATS AND HEAD WEAR** – Hoods are not permitted in the school. Hats, bandannas, scarves, or any other head coverings are not to be worn in any classroom. These can be worn prior to class, after class and at travel time.

**HONOUR ROLL** - Your name will appear on the honour roll at midterm and at the end of each semester if you earned an average of 80% or higher in your courses, and were enrolled in a full time program.

**IN-SCHOOL SUSPENSION** - In-school suspension is used as a disciplinary measure to try and keep students in school and working on academic programs. You may be assigned an in-school suspension for lates, skipping, missed detentions, inappropriate behaviour, or other reasons as determined by the administration. Repeated truancy from/or misbehaviour in the Guided Study Room will normally result in out of school suspension.

**LASER POINTERS, FIRECRACKERS, SNOWBALLS** - Dangerous objects, including snowballs, firecrackers, hand-held laser pointers, lighters, etc. must not be used on school property. Dangerous objects will be confiscated, and students will be suspended if they have threatened the safety of others through the use of these objects.

**LATES** - Fort Frances High School allows sufficient time between classes to allow students to stop at their locker, retrieve materials and travel to their next class. Travel time should be used to move between classes. A warning bell sounds before class is to begin and all students should be moving to class when they hear this bell. Travel time is not to be used for excessive socializing and students should not leave the building during the travel time between Periods 1 and 2 and Periods 3 and 4 unless they have a spare in the upcoming period.

**LIBRARY RESOURCE CENTRE** - The library resource centre offers a wide range of print, audio-visual, and computer resources to help with school work, or satisfy personal interests or hobbies. Students are welcome to use the library before and after classes, at lunch time, and during their free periods, for quiet study, homework, class assignments, or casual reading. Most materials can be borrowed for a three week period. Photocopies can be made for a minimal cost.

See the teacher-librarian or the library technician if you want to borrow an item, or if you need help. Food, beverages, and gum should not be brought into the library. Coats, jackets, head wear and backpacks should be left in your locker or in the area provided at the library entrance.

**LITTER** - You are responsible for disposing of any litter that you create (scrap paper, empty pop cans, food wrappers, etc). In addition, all members of the Fort Frances High School community are expected to assist in maintaining a litter-free environment.

**LOCKERS** - You will be assigned a locker at registration. This same locker will be assigned to you and your responsibility from Grade 9 through to Grade 12. You should not share your combination with other students. Only locks supplied by the office may be used on lockers. If you lose your lock you will be responsible for the cost of replacement. You cannot change your locker or share your locker with another person without permission from the Main Office. **DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE.** Lockers remain the property of the school, and must not be damaged or defaced. The Rainy River District School Board reserves the right of access to lockers at any time. If your locker is broken into, report the incident to the main office as soon as possible. The school is not responsible for stolen articles. Keep your locker neat and tidy and do not allow excess garbage to accumulate.

**LOST AND FOUND** - If you have lost an item, check with the main office or caretakers. If you find an item that does not belong to you, bring it to the Main Office.

**NOTE WRITING PRIVILEGES** – If you are eighteen years of age or older, you may write your own notes and sign yourself out for legitimate reasons. This means that you are taking “adult” responsibility for your education and that your parents are no longer involved in discussion with the school regarding educational issues unless you give the school permission to communicate with them. You may wish to discuss this with your parents as you approach your eighteenth birthday.

**OFFSITE AND AFTER HOURS INCIDENTS** - If you are involved in an incident off school property, or after school hours which is against the Fort Frances High School Code of Behaviour, and impacts on the learning environment of the school, you may be subject to the appropriate disciplinary consequences.

**ONTARIO SCHOLAR** - To graduate as an Ontario Scholar a student must obtain a sum of at least 480 marks in any combination of Grade 12 courses that provide a total of six credits. Roughly speaking, a student has a minimum average of 80% in their best six Grade 12 courses. Included in the calculation are Grade 12 courses of all levels - university preparation, workplace preparation and/or open courses. A student is a potential Ontario Scholar the year they receive their Ontario Secondary School Diploma (O.S.S.D.) or the year following graduation. A student is designated an Ontario Scholar only once.

Ontario Scholars will be determined automatically at Fort Frances High School.

**OPPOSITION TO AUTHORITY** - If you argue with a teacher or other staff member, and/or show disrespect to a staff member's authority (eg. ignoring a staff member's request to follow school rules, refusal to give a staff member your name, hat, etc.) you will be dealt with by the vice-principal. A student may be suspended for swearing at a teacher, or other person in authority.

**OUT OF BOUNDS AREAS** - Under no circumstances should Fort High students be loitering on school grounds at J.W. Walker or St. Francis schools. Also, no students should be loitering in any of the fast food restaurant parking lots — Pizza Hut, A&W, etc. You are permitted to travel through these parking lots to access the restaurants.

**PREPAREDNESS** - Each student is expected to come to class with the materials required for that class. Each subject teacher will make students aware early in the course as to what materials they are expected to have with them every day. Phys. Ed. Students must have their gym clothes available on a daily basis. The Phys. Ed. Department requires students to purchase FFHS t-shirts, athletic shorts and/or athletic pants. These are reasonably priced and of good quality. It is mandatory that all students enrolled in Physical Education classes have these items as part of their activity uniforms.

**REMOVAL FROM OR LEAVING CLASS** - If a teacher directs you to leave the classroom for inappropriate behaviour, or if you choose to leave a classroom without the teacher's permission, you must report to the office immediately. The only exception to this rule is if the teacher has asked you to leave the classroom and wait in the hall for further instructions. Failing to report to the office may result in suspension. If you request to leave class you must give the teacher a specific reason and only do what you have asked to do. For example, if you ask to go to the washroom, you should proceed directly to the closest washroom and then return immediately to class. You should not go to the cafeteria or your locker, or any area of the school you have not been given permission to visit.

**ROLLER BLADES, SKATEBOARDS, SCOOTERS** - Due to liability issues, roller blades, skateboards and scooters are not allowed on school property at any time and should not be brought to school.

**SAFETY** - Safety must always be a primary concern in the learning environment. Students must refrain from any actions that could endanger the safety of other members of the school community.

**SIGNING OUT** - If you need to leave the school during the school day, bring a note from your parent/guardian and sign out at the office before 8:40 a.m. or at noon. You will then be given a leave slip to present to your teacher. If you become ill at school, report to the office where your parents will be notified before you sign out. Illness cannot be used as a reason for not attending class if you have not properly signed out through the office. If you do not return to school after lunch, and did not sign out, you must bring a note to the office the next morning. (See “Attendance”) Students who have leave slips must leave the school immediately after they

are dismissed from class at the time shown on their leave slip.

**SMOKING, TOBACCO PRODUCTS** - Smoking in the school building and on the school grounds is a risk to health and safety, and prohibited by law. Students should not leave the school property between Periods 1 and 2 and Periods 3 and 4 to smoke. Students who smoke on school property will be assigned consequences, and their names may be referred to the Northwest Health Unit. Use of other tobacco products such as chewing tobacco, snuff etc., or e-cigarettes/vaporizers is prohibited on school property.

**SNOW DAYS** - If there is a severe snowstorm, listen to your local radio stations for transportation information by 7:30 a.m. According to Rainy River District School Board Policy, schools are not closed for inclement weather but buses may not run as usual. Please visit the Board website (rrdsb.com) under department and transportation for updates.

**SOCIAL MEDIA USAGE** - Social Media sites may be used to support curriculum under the guidance of the classroom teacher. Social Media used inappropriately at any time is unacceptable and affects the morale tone and culture of the school. Students who choose inappropriately use Social Media on school property, or at school activities, may face suspension, expulsion, and/or criminal prosecution.

**SPARE PERIODS** - If you have a spare period on your timetable, you may leave the school property, or go to the library or cafeteria. In order not to disturb classes, you must not go to your locker, or be in the halls, during class time. The benches at various locations around the school are off limits during class time. You must get all materials from your locker that you may need before the bell rings to start the period. You may move between the library and cafeteria, but should not go to your locker for any reason. If you choose to leave the building, do so by exiting through the Main doors. If you are found in the hallways during a spare period, you will be placed in the Guided Study Room for the remainder of that period and repeated offences could result in the loss of spare privileges. The only exception to this is the SEC hallway, where students may use the washroom but should not be sitting on the benches outside the SEC office.

**STUDENT COUNCIL** -The Student Council room is located in Room 141, just off the atrium. You are encouraged to meet your Student Council and Staff Advisor. The Student Council Staff Advisor is Mr. Ste. Croix. Student Council provides a forum for student leadership in the school. Each home room elects a representative to provide you with a voice in school decision-making. Student Council also sponsors many activities throughout the school year. These are partially funded through your student activity fees. To take part in school sports, clubs, or student council sponsored activities, you must have paid your student activity fee.

**SUBSTANCE ABUSE** - Students possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes; and/or who are under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes; and/or are in possession and/or under the influence of alcohol or illegal drugs on school property, or at school activities, may face suspension, expulsion, and/or criminal prosecution.

**SUSPENSION** - Serious or repeated violations of the Code of Conduct may result in out-of-school suspension and parental interview. Suspended students are not allowed on school property during the duration of their suspensions, and may be prosecuted under the Trespass Act. When returning to school from a suspension, you must report to the office for readmission before returning to class.

**TEXTBOOKS/LIBRARY BOOKS** - You are responsible for all textbooks and library books issued to you. You will be expected to pay for their replacement if they are lost and/or damaged. Failure to return texts and/or make proper restitution may result in transcripts, textbooks, and course changes to be withheld.

**TIMETABLE CHANGES** - Timetable changes may be made only in the following instances:

1. the timetable is unacceptable due to courses omitted.
2. improper sequencing of courses
3. failure of a compulsory course
4. changes in career plans (post secondary prerequisites)

Whenever students are allowed to transfer or change courses, every effort is made to retain the coherence of

their programs as well as the other characteristics involved in the initial planning. As with original course selections, all transfer or change of courses for students under 18 must receive parental approval. When there is limited enrolment in a course, first choice will be given to students who need the course to complete a program. If course changes are required for any of the above reasons, they must be completed within one week of the start of classes.

**TRAVEL TIME** - The brief period of time between Period 1 and 2 in the morning and Period 3 and 4 in the afternoon is designated as travel time. During this time, students should go to their locker (if necessary) to make sure they have all materials required for their next class and then proceed immediately to class.

**TRUANCY** - Missing a class without parental or administration permission will be considered a truancy. Please note that your parent cannot give you permission to miss a class unless they are removing you from the building (refer to the sign out procedure) Students who miss a test or assignment because of truancy may be given a mark of zero on that test or assignment. Truancy will be assigned consequences on a progressive basis.

**VALUABLES** - Students are discouraged from bringing anything valuable to school. Report thefts to the vice-principal immediately. The school will not be responsible for lost or stolen property.

**DO NOT LEAVE MONEY IN THE PHYS. ED. CHANGE ROOMS.....EVER!!!!**

**VANDALISM** - Destruction or defacing of school property whether through a malicious act, or indirectly caused by violent behaviour, horseplay, etc. may result in suspension, and restitution made upon return to school.

**VICE-PRINCIPAL CONTACT** - Students at Fort High are assigned a Vice-Principal upon enrolment. Students are assigned based on their last names. Students with surnames beginning with A-Ge are assigned to Ms. Magisano, students with surnames beginning with Gi-M are assigned to Mr. Bird and N-Z are assigned to Mr. Bliss. However, any administrator may interact with any student as circumstances warrant.

**VIOLENCE** - Any form of violent behaviour (including play fighting if it has threatened the safety of others) may result in suspension. Serious incidents may also include criminal prosecution and/or expulsion.

**VISITORS AND TRESPASSERS** - Fort Frances High School is private property. All visitors to the school must immediately report to the main office to receive permission to remain in the building. Persons who are in the building without office permission are trespassing and, in accordance with the Trespass Act, may be prosecuted. No student from another school is allowed to attend classes at Fort Frances High School unless their attendance has been approved by administration.

**WASHROOMS** - To avoid disrupting classes and missing valuable class time, you should use the washroom before school or during lunch hour. In urgent cases, students may be excused at the teacher's discretion. You should use the washroom closest to your classroom and return immediately to class. Being excused from class to go to the washroom is a privilege, and that privilege may be suspended for an individual student at any time if it is abused.

**WEAPONS** - A weapon is any object that could be used for attacking another person. Students in possession of weapons on school property may face suspension, expulsion, and/or criminal prosecution. If a student must legitimately bring an item on to school property which could be perceived as a weapon, it must be brought to the office for approval and possible storage. Please note that jackknives and pocket knives are weapons and should not be brought to school.



## **ATTENDANCE POLICY FORT FRANCES HIGH SCHOOL**

### **ATTENDANCE & PUNCTUALITY**

Section 21(5) of the Education Act states that: “the parent or guardian of a child who is required to attend school shall cause that child to attend school.” The attendance policy of Fort Frances High School in accordance with Ministry of Education Documents OSS (Ontario Secondary Schools), OSIS (Ontario Schools Intermediate Senior), Board Policy 4.40 and the Education Act will be as follows:

### **EXPECTED BEHAVIOUR**

Attendance in courses is mandatory unless a student is involved in some form of specialized program. If a student is to be absent from class the parent or guardian is asked to do one of the following:

1. Contact the school at 274-7747 between the hours of 8:00 a.m. and 4:00 p.m. any time up to the date of the absence, or leave a message at Extension #777 which is available 24 hours/day.
2. If the school has not been informed before the absence occurs, send a signed note with the student upon his/her return to school explaining the reason for the absence. The student must bring this note to the Main Office before the start of classes for that day. Please note that informing individual classroom teachers is not sufficient. The office must be informed.

If parents delay informing the school as to the reason for their child’s absence, it can create difficulty for the student in that he/she may be required to see an administrator before being allowed in to class. This step is taken to guard against truancies.

All absences which have not been authorized by a parent are considered truancies. Students over the age of 18 may take responsibility for their own attendance but must provide reasons for their absence which are acceptable to the school administration.

### **ATTENDANCE INFORMATION & PROCEDURES:**

1. School-related absences require approval of the administration and will be indicated by teacher notice.

1. **Students in Grade 9 and 10 Courses**

(School House Data Portal <https://schoolhouse.rdsb.com/schoolhouse1500/login.aspx>)

- A. For 2015-16, Fort Frances High School will be focusing on improved attendance for students in Grade 9 and 10 courses. All absences from Grade 9 and 10 courses must be supported by parental documentation, either through a phone call or a note accompanying the student upon their return to school. This note should be brought to the office immediately upon arrival at school so an “admit slip” will be granted. This minimizes the disruption of the student’s learning.
- B. If the school’s computerized attendance program contacts the home, it means that the student has been absent and the school does not have a reason for the absence. It does not mean the student has been truant but parents are encouraged to question the student and contact the school.

3. **Students in Grade 11 and 12 Courses**

A. While students in Grade 11 and 12 courses are still expected to provide documentation for their absences with a parental phone call (if under 18) or a note which is brought to the office, daily classroom attendance will be an issue between the student and the classroom teacher. After each absence for which no reason has been given, the teacher is expected to query the student and counsel him/her as appropriate. The student will only be referred to administration by the teacher if absences become excessive to the point where they are affecting the student's achievement.

4. Students who miss a classroom test because of truancy may not be allowed to write the test and will receive a mark of zero. Students who are absent for reasons other than truancy and are allowed to write at a later date, may be required to write a different test.

5. Lateness to class will be determined by the bell.

Students are to go directly to class when they arrive late. If the reason for being late is not legitimate (e.g., slept in, missed bus, smoking) the teacher may provide an appropriate consequence. Any student discovered in the hallway by administration after the final bell may be assigned a lunch hour detention unless he/she has a legitimate reason.

6. Leave Slips

All students under the age of 18 must have written permission from a parent/guardian before a leave slip will be issued from the Main Office. The only exception to this is if a member of the high school staff speaks to the parent/guardian directly in person or on the telephone. All leave slips are granted with the understanding that students will be marked absent from class. Students over the age of 18 may write their own leave slips but their reasons for absence must be a legitimate reason for failing to be in school as determined by school administration. Any student who leaves class during the course of the day without a leave slip or other form of authorization will be considered truant.

7. Exceptions to the preceding may be considered on an individual basis by the School Administration.

## FORT FRANCES HIGH SCHOOL LATE POLICY

The goal of the Fort Frances High School late policy is to improve the teaching and learning environment of the school and ultimately student achievement. The late policy is necessary to minimize the number of interruptions to the teaching/learning environment of each classroom. Parents, teachers and students must continue to work together to improve student achievement at Fort Frances High School.

### Teacher Responsibilities

Each classroom teacher goes over the lates and absences procedures at the beginning of each course. This must be the same for every class.

Teachers are asked to be in doorway or hallway to meet and greet students entering class.

The final bell signals the beginning of classes and time for taking attendance. A student who has not arrived in class by the final bell is late unless he/she has received permission from the teacher of that class or has documentation to justify being late.

Teachers are responsible for marking student lateness accurately and consistently.

### Parent/Guardian Responsibilities

Parents can call the school and discuss attendance issues with a Vice-Principal.

Parents or guardians are required to inform the school for all legitimate lates.

Legitimate lates are:

Medical appointments

Dental appointments

Court appointments

Other legitimate reasons as may arise. Sleeping in is not a legitimate reason for lateness.

Students are allowed two emergency lates per semester for reasonable circumstances called in by a parent.

Legitimate lates are to be recorded in Trillium as late with reason.

Families should be encouraged to schedule activities outside of school hours when possible.

If a parent is dropping a student off late with a legitimate reason, **they should accompany the student into the main office and report the reason for lateness.**

### Student Responsibilities

Students are ultimately responsible for their personal conduct and attendance at school.

Students should:

- Arrive at all classes on time with all required materials.
- Move to class as soon as the warning bell sounds for that period.
- Be aware that placing books in class and then leaving and returning after the final bell is still considered late. Students are allowed out of class only with teacher permission and not to go and get other materials.
- Use time wisely. Lunch is the time to make calls, photocopy and work on assignments.
- Breaks between period 1 and 2, 3 and 4 are times to be used to travel from one class to another and use washrooms. Any student who leaves the building during this time and is subsequently late for class will lose this privilege.