

**Parent/Caregiver/Student  
Handbook  
Revised Fall 2018**

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**Keewatin  
Patricia**

**DISTRICT SCHOOL BOARD**

## **Message from the Sioux North High School (SNHS) Admin team**

Greetings and welcome to our first year as SNHS. We eagerly await the final completion of our new building and anticipate that we will be moving at some point during the school year.

We know that students in Sioux Lookout and the many surrounding communities deserve the best educational experience possible. Our new building, coupled with a strong emphasis on care of the whole child, the belief in equity for all, and a renewed focus on assessment, evaluation, and instruction, will be the beacons to guide us through the first year together.

We value each and every student of our school and consider it an honour to serve our students and community.

## **To the student**

At SNHS, we believe that all of you can succeed. The school administration and all school staff will work very hard to help you reach your goals. In return, we fully expect your very best efforts each and every day, every class, bell to bell.

## **Keewatin Patricia District School Board (KPDSB) Vision Statement**

All stakeholders create a culture of learning so that students come first.

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## **ABOUT OUR SCHOOL**

Sioux North High School, formally known as Queen Elizabeth District High School, is located presently at 15 Fair Street, until our move to our newly built school at 86 3<sup>rd</sup> Avenue later this 2018-19 school year.

We are home to nearly 550 students from all over the region, including students from nearby Lac Seul First Nation and to many students from remote First Nations communities from all over Northwestern Ontario. It is absolutely our priority to help all our students feel welcomed and a part of the learning community in our school. We offer a wide assortment of course choices in various career pathways based on the requests made by students. We also offer a range of Indigenous courses in languages, arts, values, and Aboriginal issues.

Through the building of a trusting and supportive culture for all students, high academic standards, responsive teaching, we strive to help all of our learners meet their full potential.

### ***MISSION STATEMENT***

***Through building welcoming and trusting relationships between all members of our school community, we ensure that all SNHS students are valued and become comfortable, confident, independent, and capable individuals, who will be successful life-long learners.***

## **OUR COLLECTIVE RESPONSIBILITIES**

### **All members of the school community are expected to:**

- demonstrate honesty and integrity
- treat one another with dignity, respect and fairness, regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, gender identity, sexual orientation, age, ability, socio-economic status, or any other attribute
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully
- show proper care and regard for school property and the property of others

### **Parent/Caregiver and Guardian responsibilities include:**

- taking an active role in their student's education by ensuring that they are prepared for learning, including punctual and regular attendance, promptly reporting authorized absences and late arrivals, and maintaining ongoing communication with the school
- reviewing the school Code of Conduct with their student and helping them follow school rules
- helping their student understand that it is not appropriate to tease or bully others
- monitoring their student's internet use and taking responsibility for their behaviour when accessing electronic resources from home

### **Student responsibilities include:**

- demonstrating a commitment to learning through punctual and regular attendance, being prepared and ready to learn
- practicing honesty and integrity including, but not limited to, not participating in or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity
- following school rules and taking responsibility for one's own actions
- refraining from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others
- showing proper care and regard for school and community property, as well as only visiting other schools for school related and authorized activities

### **Staff responsibilities include:**

- helping students achieve to the best of their ability, develop self-worth, and being responsible citizens

- maintaining order in the school and holding everyone to the highest standard of respectful and responsible behavior
- communicating regularly and meaningfully with parents/guardians •
- establishing an array of extensive, clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behavior

## SCHOOL COMMUNICATION

SNHS will utilize various social media strategies, email, and automated telephone messaging to deliver messages to students, caregivers, and the community. Although, we plan on expanding our current practice, we presently use Facebook and our school webpage to communicate. Being in our first year as SNHS, we will be building these new strategies and webpages early in the fall.

## SCHEDULE OF CLASSES

Please Note: As a focus of our School Success Plan, SNHS is committed to fostering student learning through encouraging punctuality and attendance in all classes.

### Regular Rotating Day Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50-10:05	A	B	C	D	A
10:15-11:30	B	A	D	C	B
11:30-12:30 LUNCH					
12:30-1:45	C	D	A	B	C
1:55-3:10	D	C	B	A	D

### Late Start Day Rotations

Semester One	Mon, Sept 17	Tues, Oct 16	Wed, Nov 14	Thurs, Dec 13	
Semester Two	Mon, Feb 11	Tues, Mar 19	Wed, Apr 17	Thurs, May 16	
8:50 – 10:05	PLC Check-In				
10:15 – 11:30	75 min	A	B	C	D
11:30-12:30 LUNCH					
12:30 – 1:20	50 min	B	A	D	C
1:20-1:30	10 minute transition				
1:30–2:15	45 min	C	D	A	B
2:15-2:25	10 minute transition				
2:25–3:10	45 min	D	C	B	A

The complete school year calendar will be sent home with students on the first day. Students can also pick up copies from the school office or through the school board website at

[www.kpdsb.on.ca](http://www.kpdsb.on.ca).

## **FOR PARENTS/CAREGIVERS**

In addition to welcoming our students back to school, we wish to welcome all parents/caregivers and guardians to the SNHS learning community. Community and parent/caregiver involvement in the learning process of all of our students is extremely important to success. All parents/caregivers are welcomed members of the circle of support for their student in our school and are encouraged to stay informed of their progress throughout the semester through regular contact with teachers.

There are many ways to get involved in school life as well, such as volunteering with our many activities/clubs/sports programs, sitting on school council, fundraising, attending Parent/Teacher Interviews, etc. To find out more on how to get involved, please drop by to see school administration or speak with your student's teachers.

## **STUDENT ASSESSMENT AND EVALUATION**

All students are assessed for marks based on various tasks assigned during the semester, and also through several culminating projects and/or exams. These assessments are done through various methods including observations, interviews, written tasks, projects, and tests/exams. To ensure the best mark possible, it is critical that students be in class every day and complete **a** all assigned work.

At the beginning of each course, the class teacher will give students a course prospectus that outlines the units of study, timelines and the assessment/evaluation. Classes with formal exams will be written during the prescribed exam days outlined in the KPDSB school year calendar. (See Exam Policy later in this document).

## **SERVICES FOR STUDENTS**

### **GUIDANCE SERVICES**

The guidance department can be of important assistance to every student in the school. The counsellors are willing to meet with students and/or their caregivers at any time to discuss their concerns in regard to personal, education, and career counselling. Guidance staff will assist students in completing their annual education plans and course selections each year. The counsellors are able to offer information concerning prerequisites, courses and placement for entrance to colleges, universities, and other post-secondary facilities as well as information on job opportunities and requirements.



## **CO-OPERATIVE EDUCATION**

Co-operative education relates the world of work with school experience and represents one of the most effective methods of career exploration. Students may receive credits for working at careers in the community in order to extend the expectations of a course. Students choosing co-operative education must have parental approval, three teacher references and be willing to work for no remuneration. Please make an appointment with one of the Guidance staff to see if this is a good option for you.

## **HEALTH CARE SERVICES**

Typically, once a week, a nurse from the Northwestern Health Unit is here, to give advice on sexual health issues such as birth control methods, and may provide access to these methods (free of charge). The nurse may provide information on subjects such as nutrition and healthy weight, AIDS, and sexually transmitted infections. The Nurse also assesses students' immunization records and provides updates when necessary.

## **SNHS POSITIVE SPACE FOR ALL**

SNHS values all members of our school community regardless of gender identification, sexual orientation, race, age, language, or culture. Actions by any member of our school to bully or put down others based on any of the above will not be tolerated and will be subject to school disciplinary procedures. Students are reminded that disclosures of bullying can be made by anyone through our online bullying portal or in person at the school office.

SNHS (old QEDHS site) has gender neutral washroom facilities available in the school for staff and students in the guidance area. The new SNHS building will have several gender neutral washroom facilities and change areas available to staff and students. Check with the office and/or Guidance Department for more information regarding where these facilities are located within the school.

## **STUDENT SUCCESS UNIT**

The PASS Program is available for students who are not able to attend the regular day school program because they have very young children. With this program, young parents may bring their infants to class with them. Course material is packaged course material for flexible learning.

The Connections Program is available to students who are not able to fit compulsory courses into the regular day school timetable. Enrolment in this program is limited and is strictly administered by school administration.

## **SCHOOL LIBRARY / STUDENT COMMONS**

The library is the cultural center for the high school. We provide a safe welcoming environment where students can gather, work, and play. In addition to organizing, maintaining and storing the student's devices, it is stocked with over 6,000 hardcover titles, nearly 2,000 fiction titles, numerous magazines, comics and newspapers. The library is building up additional supplies

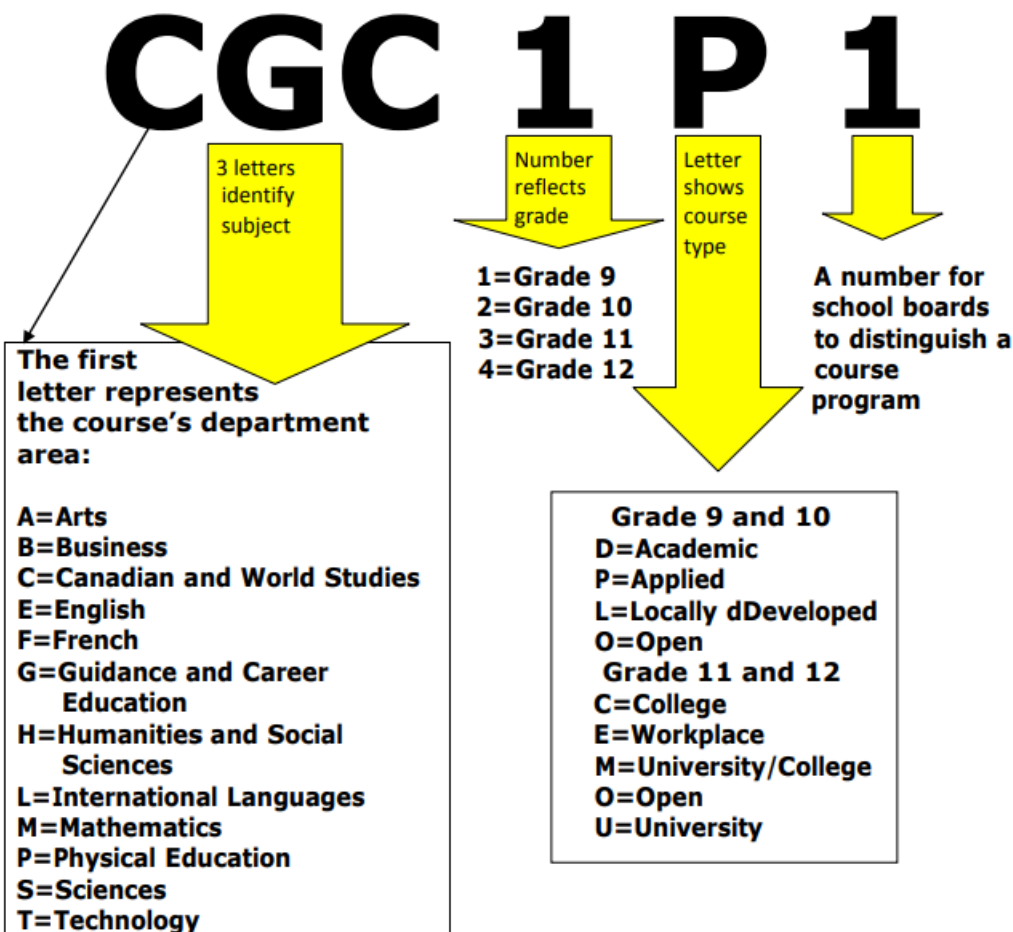
such as headphones, computer mice, I-pads, DVD's and even augmented reality gear which has recently been added to the collection. The library will often host virtual tours on our Tele Conference Device! Please stop by and share your stories, essays, songs or art as archiving of student work is just beginning. The library is open every day from 8:30am until 12:30pm and from 1:30pm until 4:00pm.

## COURSE INFORMATION

Students attending SNHS are enrolled in credit bearing programs as defined by Ontario Secondary Schools graduation requirements, unless modified for exceptional students. Please contact our guidance department regarding any questions with respect to courses and schedules.

### How to Read Course Codes

Every course in an Ontario Secondary School has a six-character course code. A code can be broken down as follows:



## WHAT DO I NEED TO GRADUATE?

# What do you need to graduate from high school?

## 18 compulsory credits

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

4	credits in English (1 credit per grade)*
3	credits in mathematics (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
1	credit in French as a second language
0.5	credit in career studies
0.5	credit in civics

In addition, students must complete:

✓	12 optional credits†
✓	40 hours of community involvement activities
✓	the provincial literacy requirement

Plus one credit from each of the following groups:

1	<b>Group 1:</b>
	<ul style="list-style-type: none"> <li>English or French as a second language**</li> <li>a Native language</li> <li>a classical or international language</li> <li>social sciences and the humanities</li> <li>Canadian and world studies</li> <li>guidance and career education</li> <li>cooperative education***</li> </ul>
	<b>Group 2:</b>
	<ul style="list-style-type: none"> <li>health and physical education</li> <li>the arts</li> <li>business studies</li> <li>French as a second language**</li> <li>cooperative education***</li> </ul>
	<b>Group 3:</b>
	<ul style="list-style-type: none"> <li>science (Grade 11 or 12)</li> <li>technological education</li> <li>French as a second language**</li> <li>computer studies</li> <li>cooperative education***</li> </ul>

\* A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

\*\* In groups 1, 2 and 3, a maximum of 2 credits in French as a second language can count as compulsory credits, one from group 1 and one from either group 2 or group 3.

\*\*\* A maximum of 2 credits in cooperative education can count as compulsory credits.

† The 12 optional credits may include up to 4 credits earned through approved dual credit courses.

## **SPECIALIST HIGH SKILLS MAJORS**

SNHS has four (4) Ministry approved pathways for students to receive a Specialist High Skills Major at the time of graduation with their diploma. We offer majors in Transportation, Health & Wellness, Construction, and Business Studies. To learn more, speak with one of our Guidance counsellors or a member of the school admin team.

## **COURSE CHANGES**

Course changes may be made (up to four weeks after classes start), subject to the availability of classes, and can be requested by students and/or parents/caregivers. Course changes during the school year may be made with the recommendation of the Student Success Teacher (SST), guidance staff, classroom teacher, or administration in coordination with the student or parent/caregiver. Course changes for students under the age of 18 require parent/guardian approval.

Program Pathway (levels) changes may be permitted in each semester until mid-term reports. There must be a real need to change and the following conditions must exist:

- The change aligns with the students' educational goals & plans
- Timetabling the change is possible
- Space exists in the course requested
- A recommendation has been made by the teacher(s) concerned
- Parental/caregiver approval for the transfer is given
- The student fulfills the necessary requirements for level changes as required by the Ministry of Education
- Students must carry a full course load of subjects in grade 9, 10, and 11, reserving spare periods for grade 12. The only exceptions will be with approval of administration after discussions with guidance and parents

## **FULL DISCLOSURE**

It is very important for students in grade 11 and 12 to understand that there is full disclosure on the OST (Ontario Student Transcript). This is the document that will gain you admission to college and university. Full disclosure means that all marks of all grade 11 and 12 courses will be shown on the transcript. Students who drop a course after the first reporting period (each semester) will have their mark at that point in the course indicated on the transcript.

## **TEXTBOOKS**

Textbooks will be issued by classroom teachers as required for courses. Students are responsible to care for textbooks and to return them to the teacher at the end of each semester. Failure to return textbooks in good condition will result in the student and/or guardian being billed for the full cost of the textbook.

## **BURSARY/SCHOLARSHIP INFORMATION**

Each year at graduation, a wide variety of scholarships, awards and bursaries are given to qualifying students. As well, most universities and colleges have entrance scholarships available to students attending programs at their respective institutions. Many other groups and/or companies have funds available to students furthering their education at a post-secondary level. For more information on any of these awards, see Ms. Nielsen or Ms. Campbell in the guidance area.

## **STUDENT PROPERTY INSURANCE**

The property insurance carried by the KPDSB does **not** cover loss of personal effects of students or staff while located at the school or while on school-sanctioned trips and activities. Any losses of personal effects will have to be claimed through the parents/caregivers' or staff member's homeowner's insurance. It is the school's recommendation that students not bring valuable personal items to school.

## **SCHOOL POLICIES**

### **STUDENT ATTENDANCE POLICY AND PROCEDURES**

The KPDSB and SNHS believe that regular attendance is an essential part of every course taught. We believe that all stakeholders share responsibility to support student learning. The learning that takes place through interaction with the teacher and other students is critical to the learning process. Missing this critical element to learning may result in the student being unable to receive a credit. Parents/caregivers, boarding home parents, staff, and most importantly students need to work extensively to ensure high levels of attendance for each student.

All students must complete work missed due to absences

Students' persistent absences from classes will result in the initiation of an intervention process. If students miss exceptional class time and/or essential course expectations for unauthorized reasons, they may not be able to meet the requirements of traditional credit courses. Assignment of alternative educational opportunities may be arranged.

Authorized reasons include bereavement, hospitalization or school related activities. Consideration for reassignment will be at the discretion of the administration and review of essential course expectations.

### **ATTENDANCE PROCEDURE**

- Students must attend school until graduation or the calendar year they turn 18 years of age
- Students must report the reasons for their absences to the attendance administrative assistant. The responsibility is placed on the student to report reasons, verified by a note from a parent/caregiver. Non-reporting assumes truancy
- Students over 18 years of age may write their own notes stating the reason(s) for their absence

- Absences will be communicated to the students' home by the student absence report system
- Truancy resulting in missed or incomplete expectations will initiate an intervention process. Intervention will include teacher/student conversation, parental contact, and identification of concerning absences to the office. Truancy may result in administrative discipline, case conference, alternative educational assignments, or suspension. Truant students over the age of 18 will be considered for removal at the discretion of the administration

Teachers have the authority to deal with student absenteeism in their subject areas, in addition to the action taken by the school administration. Students must familiarize themselves with each teacher's policy regarding attendance.

### **POLICY FOR STUDENTS WHO ARE LATE TO CLASS**

Students who are late for class not only lose out on valuable learning experiences, but also disrupt the learning experiences of their peers each time they arrive late.

All students are expected to head to class at first bell (3 minutes before class starts). They are expected to be seated in their classrooms ready to work when the bell rings to begin class. Students who are not present at this time are considered late and will be dealt with accordingly by the teacher.

Students who are late and find the classroom door closed, must knock on the classroom door and wait for the teacher to answer before they may enter a classroom, then must quickly and quietly take their seats.

If lateness becomes a pattern or if the student fails to follow through with late consequences from the teacher and calls to parents/guardians result, the student will be referred to school administration. Office consequences may be initiated, up to and including suspension.

### **HALLWAY POLICY**

Students must not be in the teaching hallways while classes are in session without a Hall Pass. Passes are available from the teacher. If a student is found in the hall without a pass/permission slip, students will be required to go to class or to the office.

### **HALL PASSES**

Teachers may not allow students to leave the classroom without a hall pass. If this privilege is abused by a student it may be removed by the teacher or administration.

### **DRESS CODE**

Our school is a place of education with a focus on high standards of personal conduct in order to promote a positive, safe learning environment.

Clothing should be suitable for active participation in school life. As we build the foundation for our future from our shared experiences, appropriate clothing encourages a respectful learning environment. These statements on suitable dress and grooming are written to assist parents/caregivers and students in selecting appropriate clothing. The intent is to help develop self-confidence, self-respect and self-esteem in our students.

Examples of inappropriate clothing which are contrary to the educational tone of the school and would be subject to consequences outlined in the school Code of Behaviour are:

- Any clothing, jewelry or accessory that contains words, symbols and/or designs that include or suggest profane language, violence, sexuality, discrimination, put-downs, illegal substances for our student age group (drugs/alcohol/tobacco), innuendo (hidden messages), “plays on words”, misspelled suggestions
- Clothing should be appropriate to the school setting and be non-offensive to other members of the learning community.
- Under no circumstances may students wear bandannas as head coverings, wrist bands, ankle bands, hanging out of pockets, etc.
- Notwithstanding the above, should exceptional circumstances exist, special permission may be granted by school administration.

## **FUNDRAISING**

Any and all fundraising initiatives associated with the school by parents, caregivers, staff, or students must be approved in advance by school administration. All proceeds from fundraising must be deposited, processed, and dispersed through the school office and in accordance with KPDSB accounting procedures.

## **CELL PHONE POLICY**

All school organizations hold learning as a core value. It is imperative that our school be sensitive to changes in technology and culture which increase the probability of student academic growth. Cell phones can now also be excellent tools for learning. SNHS believes that this technology must be embraced if our students are to have access to the best resources. However, cell phones possess functions which, if used inappropriately, can disrupt the learning environment and create the possibility for problematic behavior. Ultimately, in a changing world we must be willing to respond by embracing innovation while also limiting potential risks. SNHS will adopt the policy of acceptable cell phone usage at school while creating reasonable expectations for limits of that use.

Students who choose to bring cell phones to school do so at their own risk. The school assumes no liability for lost or stolen cell phones.

Possession and use of a cell phone must fall within these guidelines:

- Teachers have the authority to allow or not allow cell phone use during their respective class times

- All teachers will have their cell phone policy clearly posted in the classroom and in their syllabus (outlines)
- Cell phones must be on silent and put away upon entering the classroom unless directed by the teacher and remain on silent and out of sight throughout the remainder of the class
- Cell phone cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher
- There will be absolutely no cell phones allowed in the change rooms

Student use of cellphones at school is a privilege not a right. Failure to adhere to our cell phone guidelines will result in the following consequences:

1. The first time a student disrespects the guidelines: The teacher will ask the student to put the cell phone in the classroom cell phone holder and it will stay there until the end of the period. The teacher is to review the cell phone policy with the student and may call home.
2. Second Offense: The student will be asked to keep their cell phone in the classroom cell phone box for the rest of the semester. The teacher will make contact with parents/caregivers (call, email) and explain that the student is having trouble self-regulating the use of their cell phone and share with them our guidelines.
3. If there is a third offense, the student will be asked to go to the office and speak with administration. This will also result in a phone call home.
4. Multiple offenses will result in a case conference with the parents/caregivers, teacher, and administration. Students may be asked to not bring their cell phone to school at all for the remainder of the school year.
5. If after the case conference, a student continues to disrespect repeated requests to follow school guidelines, further and more serious consequences may be enforced by administration.

These guidelines can also be used in reference for other personal electronic devices such as: MP3 players, iPods, iPads, gaming systems, etc.

## **USE OF COMPUTERS**

All students of SNHS will have computer technology assigned to them, without fees. The student assigned Chrome book should only be used for school purposes which include research for projects and completing assigned tasks. In order to receive a Chrome book, students/families must sign a computer use agreement. Failure to use the technology appropriately may result in the loss of this privilege.



Additionally, all students are assigned a google email and cloud storage to be used for learning. Many of our classes are using "Google Classroom" to receive and/or hand in assignments.

## **SCENT FREE ENVIRONMENT**

Some students and staff that work at SNHS report sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health concerns.

In response to health concerns, SNHS has developed a Scent-Free Policy. Scented products such as hair spray, perfume/cologne/body spray, and deodorant can trigger reactions such as respiratory distress and headaches. Students, staff and visitors are asked to not use these products.

SNHS is a scent-free environment. Please do not use scented products while at school.

## **SMOKING**

This policy includes chewing tobacco, vapes, e-cigarettes, etc.

No smoking is permitted in the school building or on school grounds. Students found smoking on school property may be suspended from school. In addition, fines over \$300 may be assigned under the Tobacco Control Act. Second-hand smoke can be a significant health concern. As a courtesy to other people, smokers are asked to stay clear of the main entrances when smoking.

## **ALCOHOL AND DRUG USE**

The use or possession of alcohol or drugs by any student on school property, or while attending any school activity, is strictly prohibited. Students found in violation of this policy are subject to school suspension and legal charges as per the Safe Schools Act.

## **CARE OF SCHOOL AND PROPERTY OF OTHERS**

It is important that students have pride in school facilities and equipment. Students are responsible for the cost of repairing damage whether deliberate or accidental.

Students are expected to:

- Treat school property/equipment with care and respect
- Pick up litter in the halls or on school grounds, even if they were not the ones who did the littering
- Report to the school administration, any theft, accidental damage or vandalism as soon as it occurs
- Respect the property of our neighbours by not littering or loitering in these areas
- Treat the school lunchroom facilities with respect
- Take responsibility for the general cleanliness of the lunchroom

## **PARKING**

Automobiles/Motorcycles - Students may not park their vehicles in the school parking lots at the Queen Elizabeth High School (QEDHS) site as parking has very limited space. Once moved to

the new school, there will be assigned student parking. Cars parked in violation of this policy may be towed away.

Snowmobiles – Students/staff who travel to school via snowmobile may park in an area designated by the school principal.

Bicycles – Students are required to use bicycle stands located on school grounds. Students are encouraged to secure their bicycles with locks.

The school will not accept responsibility for any damage or loss of property that a student brings to school or is parked on school property.

## **LOCKERS AND VALUABLES**

- It is important for students to know that employees of the KPDSB have the right to enter and search any locker and its contents.
- Each student is assigned only one locker. No locks, other than those combination locks purchased from the school, may be used.
- Lockers must be kept clean and locked at all times. Locker clean out will be done near the end of each semester. Students are strongly advised to not share their locker combination with other students. Students will be held responsible for the contents of their lockers.
- It is important that students do not bring money or valuables to school. The school is not responsible for loss of money or valuables whether stored in lockers or not.

## **BEHAVIOUR**

Students are obliged to act in a courteous manner to schoolmates and be respectful of all staff members. The acceptance of reasonable consequences is an important component of the learning experience.

Students must:

- Respect and be courteous of their fellow students, visitors to the school, and all members of the teaching, secretarial and custodial staff
- Accept the leadership and authority of all members of staff including the principal, vice-principal, teachers, instruction and members of the support, secretarial and custodial staff
- Refrain from the use of profane/vulgar and/or inappropriate language
- Behave in an acceptable manner during school functions on or off school property and on school buses
- Respect the rights and property of others in the school

## **ASSIGNMENTS AND HOMEWORK**

Students are expected to complete homework and other assignments. At the beginning of the school year, each teacher will inform the students of course requirements.

## **HOMEWORK ROOM**

The homework room for the school year will be identified at the beginning of the school year, and will be held Monday to Friday during the lunch period. If students are behind on their work, teachers (in coordination with the parents/caregivers) may assign students to the homework room to complete their work and get caught up. Missed homework room assignments will result in a call home to the parents/caregivers to inform them their student did not meet our agreed-upon expectations. Students are to bring suitable work with them and are expected to work diligently. Students who complete their assigned work are allowed to leave early.

## **LANGUAGE**

Profane or obscene language is not acceptable in a school setting and will be dealt with seriously. Profanity directed towards any staff member will result in the incident being reported to the main office for further consequences, which can include suspension from school.

## **BUS CONDUCT**

Bus drivers have the responsibility to ensure the safety of their passengers at all times. It is important that they give attention to driving conditions and not to disciplining students. Students must realize that “riding the bus” is a privilege not a right. Board policy clearly provides penalties for students who behave improperly on the bus. This could include the loss of bus privileges for up to one year.

## **ASSEMBLIES**

Assemblies may be held at various times during the school year to provide students with opportunities to participate in activities or events that would not normally be available to them. It is important that students attend all assemblies, and behave in such a manner that brings credit to the school and community.

## **POLICIES FOR ASSEMBLIES**

All students shall attend assemblies that take place during their regularly scheduled classes. Students with spares are encouraged to attend assemblies in those periods.

- Students are not to leave the gymnasium during an assembly except in the case of emergency. Students should use the washroom facilities before, rather than during, assemblies and must have their teacher’s permission before leaving the gymnasium
- Misbehaviour of any kind will not be tolerated. Any student guilty of misbehaviour during an assembly will be removed from that assembly and will face disciplinary action from the administration. This may entail the removal of the student's privilege of attending future assemblies

## **BULLYING AND HARASSMENT**

Students are advised that the school will not tolerate any incident of bullying or harassment by any person while at school or while involved in any school sponsored activity. Bullying/cyberbullying/harassment are comments or conduct, verbal or physical, directed at any individual by another person or group who knows, or ought reasonably to know, that it is unwelcomed. Students are encouraged to report any incident of bullying or harassment confidentially to the principal, vice-principal, teacher, or a staff member.

## **ASSAULT/THREAT OF ASSAULT**

Students have the right to feel safe and secure while at school or while participating in school activities. The school will not tolerate any behavior that threatens students' safety or security. The consequences for a student who assaults or threatens another student or staff member will be suspension from school and police involvement.

Students are encouraged to report to the principal, vice-principal or teacher, any verbal, physical or sexual assault. Staff members who become aware of an assault must report it to the school administration.

## **EMERGENCY ACTION PLAN**

### **FIRE DRILLS**

From time to time during the year the fire alarm will sound. Students and staff must leave the building immediately, by the designated exit. Students must move themselves away from the sides of the building, stay out of the fire lanes, and move to a safe area. No one may return to class until the signal to return has been given by school admin/fire department.

### **COMMUNITY EVACUATION PROCEDURE**

On occasion it may be necessary to evacuate the school because of local emergencies (chemical spills, forest fire, etc.). If sufficient time is available, school buses will be called and students dismissed to go home. Announcements will be made over the local radio station.

When immediate action is necessary, the students will be led by their teacher on foot out of town following the evacuation route given by the public information officer or the police. School buses will be used when available. In this case, parents are advised not to try to reach the school, as the school will be attempting to evacuate all students in a safe, orderly manner.

### **TEMPORARY (EMERGENCY) CLOSURE OF SCHOOLS**

Occasionally, it may be necessary to evacuate schools prior to the normal school dismissal times because of emergency situations, e.g. snow storms, heating plant failures, fires, chemical spills, and other similar emergencies.

The safety and welfare of our students is of prime concern during a state of emergency. Each school within the KPDSB has developed an action plan to meet emergency situations. The success of the school's plan requires your co-operation.

Parents or guardians may be absent from the home on many occasions during school hours. In view of this fact and because of unpredictability of emergencies, we respectfully request that you make alternative plans for sheltering your student in anticipation of such early and unexpected dismissal of schools.

If an evacuation is called by the authorities, you are requested not to proceed to the school to pick up students as this could create traffic problems, hinder the evacuation process, and perhaps endanger your own safety.

Students will be evacuated to a safe area. This area will be announced by the local radio. You can then proceed to pick up students safely. Your co-operation will be greatly appreciated. Please note: Only the Director of Education or designate has authority to close schools.

## **THREATENING SITUATIONS - THE ROLE OF STUDENTS**

In a crisis situation, students should understand and follow all plans applicable to the given crisis situation. Students must familiarize themselves with the school Lockdown Procedure and the Fire Drill Policy. The following are guidelines that are expected of students.

1. DO NOT PANIC
2. Listen carefully for announcements from staff members.
3. Follow instructions from school staff, law enforcement, or other emergency response personnel about where to go or to remain.
4. If the school is being evacuated, take with you only what you have on your person. Do not go to your locker.
5. Do not touch or pick up anything that does not belong to you.
6. Report to the school staff any situation that you perceive to be dangerous. Share all relevant information with law enforcement and school staff.
7. Remain calm. Information will be given to you as soon as is practical in the situation. Information will be given to you to take home to your parents. Please ensure that you share this information with them.

## **STUDENT ACTIVITIES**

### **YEARBOOK**

Yearbooks can be purchased annually when they arrive at our school. Please note, the school no longer includes yearbook purchases in the annual student fees.

## **ACHIEVEMENT AWARDS ASSEMBLY**

Each semester and at year's end, awards assemblies are held to honour students for excellence and outstanding achievement in academics, the classroom and a wide variety of co-curricular activities. Trophies are presented to the most-improved and most-valuable athletes in all of the school's teams and to students active in clubs and other organizations. Awards will be presented for academic excellence and outstanding effort.

Student admission to the Honour Roll is done at the end of the school year. Eligible students must achieve an average of 80% or higher in their 6 best full credit courses during the course of the school year.

## **ATHLETICS PROGRAM**

Currently SNHS offers a wide range of sports for our student athletes. We compete in the NorWOSSA league against other schools from Northwestern Ontario. Students can try-out for the following teams, whether boys, girls or mixed: basketball, hockey, volleyball, curling, badminton, soccer, wrestling, golf, plus track and field. Listen to the announcements for tryouts and practice times. It should be noted that all members of school teams must pay their student activity fee, in addition to all required fees for each team. Teams usually practice three or four times per week and compete in up to 14 league games in basketball and volleyball or two or three tournaments in other sports. Athletes are expected to make-up all class work missed during league competition.

Many of our teams have been very successful in years past, and we look forward to continued high achievement. Athletes must pay a sports fee per sport. This fee is non-refundable to students who are removed from a sports activity. PRO kids, OFSAA Student Funding, and SNHS Student Funding are available through an application process. Speak to the school Athletic Director, Jason MacMillan to learn more. Other supports may be available if there is demonstrated financial need.

SNHS inherits a tradition of avid interest and participation in sports. Every effort will be made to continue this tradition, which contributes so positively to enhancing the secondary school experience and fostering school spirit and pride. It should be noted that students can only participate in NorWOSSA sports for 5 school years and must be under the age of 19 years old. Students must be registered as full-time students in order to play sports. Although athletics are an important piece of the high school experience, academics are priority and must remain so throughout all sports seasons. Student athletes must take all necessary actions to ensure they keep a balanced schedule, communicate with their teachers, parents and caregivers, and fulfill their commitment to their responsibilities as a student first.

## **SPECIAL EVENTS**

### **HOLIDAY ACTIVITIES**

Each Halloween, Christmas, Valentine's Day, etc., the Student Leadership group sponsors many traditional events including pumpkin carving, costume contests, door decorating, etc. These events have proven to be very popular with students and staff. A high percentage of participation contributes to a positive school spirit.

### **SCHOOL SPIRIT DAYS**

In order to build school spirit, the Athletic Committee and the Student Leadership Class run several SPIRIT days throughout the year, normally on days when we are having a home game for our school teams. Students and staff are urged to wear school clothing or dress in school colours to show their support for our teams.

### **SCHOOL PICTURES**

In the fall, all students have their pictures taken for school records. Students may also purchase colour photo packages. Retakes are usually done in February. These pictures are also used on the school's student cards.

Each winter, potential graduates are photographed in their graduation gowns. A composite of all graduates is also made up by the photographer, for purchase by individual graduates and to be hung in the school for future generations to see. The graduation committee also arranges for the sale of school grad rings.

### **SCHOOL CLOTHING**

Each year arrangements are made for students to purchase sweatshirts and other athletic wear. This usually takes place in the fall.

## **EVALUATION, EXAM, AND CULMINATING ACTIVITIES POLICIES**

Culminating activities comprise up to 30% of a student's final mark and therefore their completion is critical to student success. The culminating activity may include a combination of student work reflecting the expectations of the course and examinations. The activities may be completed near the end of each unit, the end of the semester or the combination of both.

Formal examinations are held during the last week of each semester. Since examinations are compulsory, students must not make appointments during these dates. The value of examinations is set by the provincial guidelines and school policy. Generally, examinations are worth 10%-30% of the final mark of a course. Teachers will inform students of the value of examinations at the beginning of each course.

Students who miss exams will receive zero on the examination portion of the final mark.

## **EXAMINATION POLICY**

Examinations are an important aspect of the assessment of a student's knowledge of a course. Curriculum guidelines, prepared by the Ministry of Education, indicate whether examinations should be a method of assessment. In some case, these guidelines also dictate the value of the exam. In the absence of these criteria, the school will make the determination.

Because of their importance, examinations will be written in accordance with the following policy.

1. Any requests to be excused for an exam must be discussed with the school administration before the exam is written.
2. A student will only be excused from an exam for extenuating circumstances as determined by the school administration. Extenuating circumstances may be defined as "those incidents that are out of the control of the student and parent(s)".
3. Unless excused, any student not reporting for an exam will receive 0 on the exam portion of the final mark.
4. If a student is excused from an exam, the student will receive their term mark as a final mark.
5. Students will not be allowed to write exams at any time other than that which is scheduled.
6. All exams will be written in the school gymnasium unless otherwise indicated.
7. No student will talk to or communicate with, in any way, another student during an exam. Students breaking this policy will be given zero for the exam concerned.
8. A student will not use any paper or book other than that provided by the presiding officer. Students breaking this policy will be given zero for the exam concerned.
9. No student will enter the examination room more than one hour after the exam begins. Students arriving late for an exam will be given only the time remaining for that exam in which to complete it. There will be no extension of the original time scheduled for those who are late.
10. No student will leave the examination room until at least one hour has elapsed.
11. Students may not leave the examination room until their exam has been collected by a teacher.
12. Students are reminded that electronic listening devices, cell phones, etc., are not allowed in the examination area.

## **STUDENT FEES FOR 2018-19**

Effective this current school year, due to the rising costs of transportation services for students, the following rates of fees have been put into place. All fees go directly back into student programming and supports. Payments can be made in person at the school office or using School Cash online at <https://kpdsb.schoolcashionline.com/>

Non Sport Activity Fee for all students (\$40.00). This amount will be utilized by student council to plan events/activities for students in the school as well as help with non-sport field trips.



Credit bearing special courses. The courses are specialized elective courses that carry additional costs to cover experiential learning activities.

- Hockey Academy - \$200 per year semester
- Outdoor Education - \$100 per course
- Senior Fitness courses - \$100 per course

Sports Fees – NorWOSSA. All sports fees will be used to help cover a portion of travel cost, support equipment/uniform acquisition, and support a championship reserve that can be accessed by teams moving on to NWOSSA and OFSSA to help with costs. Fees are determined by historical costs per season.

All fees are due to be paid prior to the first game of the season

Boys Hockey - \$1100.00

Golf - \$100.00

Girls Hockey - \$750.00

Badminton - \$100.00

Volleyball - \$120.00

Soccer - \$150.00

Basketball - \$120.00

Wrestling - \$100.00

Curling - \$100.00

Cross Country - \$50.00

Track & Field - \$100.00

Please note that while on overnight sports trips; students will share hotel rooms at their own costs. The number of overnight stays will depend on the various sports and playoff appearances.

Additionally, parents/caregivers/students should be aware that the refundable uniform deposits and meals should be budgeted into playing sports in the Norwossa League. Additional costs are associated with extra tournaments and/or for trips to NWOSSA/OFSSA. Teams are encouraged to fundraise for these costs as they are not covered by the school.

Other fees – Grad Fees - \$35.00,

Yearbook – TBA,

Locker Fee \$10.00

## RESOURCES

### Local School Contact Information:

Sioux North High School:	807-737-3500
Sioux Mountain Public School:	807-737-3480
Sacred Heart School:	807-737-1121
Pelican Falls First Nations High School:	807-737-1110
Obishikokaang Elementary School:	807-582-3525
Keewatin Patricia District School Board (Dryden):	807-223-5311
Northwestern Ontario Student Services Consortium (bussing):	807-223-1256 or 1-866-860-7770

### Tribal/Education Authorities:

Northern Nishnawbe Education Council:	807-737-2002
Shibogama Tribal Council:	807-737-2662
Keewatinook Okimakanak:	807-346-4204
Windigo Tribal Council:	807-737-1585
Independent First Nations Alliance:	807-737-1902
Lac Seul Education Authority:	807-582-3499

### Community Agencies/Resources:



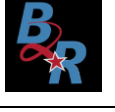

Nishnawbe-Gamik Friendship Centre:	807- 737-1903
Mental Health and Addictions Program:	807-737-1275
Community Gay-Straight Alliance (GSA):	807-737-1099
Healthy Generations Family Support Program:	807-223-3364
Firefly:	807-737-2086
Sioux Lookout Multicultural Youth Centre:	807-737-1501
Northwestern Health Unit:	807-737-2292
Nodin Child and Family Intervention:	807-737-4011
PRO Kids (Positive Recreational Opportunities for Kids):	807-737-1994

Sioux Hudson Literacy Council:	807-737-8022
Sioux Lookout Public Library:	807-737-3660
Meno Ya Win Health Centre:	807-737-3030
Crisis Response Services:	866-888-8988

Health and Wellness Websites:

[www.anxietybc.com](http://www.anxietybc.com)  
[www.mindyourmind.ca](http://www.mindyourmind.ca)  
[www.kidshelpphone.ca](http://www.kidshelpphone.ca)  
[www.kidshealth.org](http://www.kidshealth.org)  
[www.youthline.ca](http://www.youthline.ca)

Health and Wellness Apps:

	App to help teens and young adults cope with anxiety. Mindshift will help you learn how to relax, develop more helpful ways of thinking, and identify active steps that will help you take charge of your anxiety.
	App to help individuals experiencing stress and anxiety with guided meditations, sleep stories, breathing programs, and relaxing music.
	Portable stress management tool, which provides information on the effects of stress on the body as well as instructions and practice, exercises to help users learn the stress management skill of diaphragmatic breathing.
	The Be Safe app will allow you to make a safety plan (best to do this before a crisis), inform you about resources in Sioux Lookout and the Kenora Rainy River Districts, give you options for getting help, and empower you to reach out safely.