

Provincial Code of Conduct

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable and accepted. All students, parents, teachers and staff have the right to be safe and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate. The promotion of strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all students. The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Purposes of the Code:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the

civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs.

Standards of Behaviour

Respect, civility and responsible citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of their 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;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Not swear at a teacher or another person in a position of authority.

Safety

All members of the school community must not:

- Engage in bullying behaviours;
- Commit sexual assaults;
- Traffic weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Roles and Responsibilities:

School boards provide direction to their schools that ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- Develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop as related to the provincial standards that promote and support respect, civility, responsible citizenship and physical safety;
- Review these policies regularly with students, staff, parents, volunteers, and the community;
- Seek input from school councils, their Parent

<p>Involvement Committee, their Special Education Advisory Committee, parents, students, staff members and the school community;</p> <ul style="list-style-type: none"> • Establish a process that clearly communicates the Provincial Code of Conduct and school board codes of conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support; • Develop effective intervention strategies and responds to all infractions related to the standards for respect, civility, responsible citizenship and physical safety; • Provide opportunities for all of the staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment. 	<ul style="list-style-type: none"> • Empower students to be positive leaders in their classroom, school, and community; • Communicate regularly and meaningfully with parents; • Maintain consistent standards of behaviour for all students; • Demonstrate respect for all students, staff, parents, volunteers, and members of the school community; • Prepare students for the full responsibilities of citizenship. <p>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:</p> <ul style="list-style-type: none"> • Comes to school prepared, on time and ready to learn; • Shows respect for themselves, for 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. <p>Parents play an important role in the education of their children, and can support the efforts of the school in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • absence or late arrival; • Show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules; • Encourage and assist their child in following the rules of behaviour; • Assist school staff in dealing with disciplinary issues involving their child. <p>Community Partners and Police: The police play an essential role in making our schools and communities safer.</p> <ul style="list-style-type: none"> • 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. <p>Consequences:</p> <p>Suspension, Investigation and Possible Expulsion:</p> <p>A principal shall suspend a pupil if he/she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:</p> <ul style="list-style-type: none"> • possession of a weapon, including possessing a firearm; • using a weapon to cause or 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; • giving alcohol to a minor;
<p>Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:</p> <ul style="list-style-type: none"> • Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment; • Holding everyone, under their authority, accountable for their behaviour and actions; • Empowering students to be positive leaders in their school and community; • Communicating regularly and meaningfully with all members of their school community. <p>Teachers and Other School Staff, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respect and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:</p> <ul style="list-style-type: none"> • Help students work to their full potential and develop their sense of self-worth; 		

- any other activity that, under a policy of the board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct and investigation to determine whether to recommend to the board that the pupil be expelled.

Suspensions:

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

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;
- being under the influence of alcohol or illegal drugs;
- swearing at a teacher or other person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- bullying (including cyberbullying);
- any other activity that is an activity for which a principal may suspend under a policy of the board.

GERALDTON COMPOSITE HIGH SCHOOL CODE OF CONDUCT

In addition to the standards set out in the Ontario Schools Code of Conduct, Geraldton Composite High School has developed the following policies and guidelines that are applicable to each and every member of the school community: students, staff, parents/guardians, volunteers, community partners,

bus drivers and visitors to our school.

Every student has the right to an education without disruption and every student has the responsibility not to deny this right to any other student. Students are expected to do as well as they can in all subjects they study, and are accountable and expected to comply with the rules of the school.

1. Requirements for Pupils:

(Regulations under the Education act: Reg. 298 s.23)

(1): A pupil shall,

- Be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- Exercise self-discipline;
- Accept such discipline as would be exercised by a kind, firm judicious parent;
- Attend classes punctually and regularly;
- Be courteous to fellow pupils and obedient and courteous to teachers;
- Be clean in person and habits;
- Take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
- Show respect for school property.

- When a pupil returns to school after absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give the reason for the absence orally or in writing as the principal requires.
- A pupil may be excused by the principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult.
- Every pupil is responsible for his or her conduct to the principal of the school that

the pupil attends,

- On the school premises;
- On out-of-school activities that are part of the school program, and
- While traveling on a school bus that is owned by a Board or under contract to a Board.

2. Attendance Policies:

As a student it is your responsibility to attend school on a regular and consistent basis. The law pertaining to education in Ontario states "a pupil shall attend classes punctually and regularly" and "is excused from attendance if he or she is unable to attend school by reason of sickness or other unavoidable causes." In addition, the Ontario Ministry of Education defines a credit as successful completion of a course containing work that would normally be completed after 110 hours of scheduled time. It is expected that pupils will avoid missing any unnecessary class and school time.

For chronic absenteeism, with the exception of severe illness and hospitalization, Administration and the Attendance Counsellor will follow the guidelines outlined in the school's Attendance Policy.

Returning to school after an absence:

If you are returning to school after an absence, you must:

- bring a dated note from your parents or have them call the office. If 18 years or older, students may write their own notes. A message can also be left 24 hours a day by calling 854-0130, Ext. 224.
- go to the office of the Attendance Counsellor and get an "admit slip" which you must present to your teacher(s) throughout the day.

In the event of illness, you must report to the office. You can only be sent home if we have permission to do so from your parent or guardian.

Excused from Classes:

- a) If you have to leave the school or a scheduled class during the "school day", **you must get an "outslip"** from the Attendance Counsellor. If you do not obtain an outslip, you will be considered to be skipping. **To obtain an outslip, bring a note from your parent/ guardian to the Attendance Counsellor or have them call.** The Attendance Counsellor will prepare the outslip which you then must bring to your teacher for a signature before leaving. When you complete your appointment, **you must have the outslip signed at the bottom and you must return it to the school.** If not returned with a signature and time to verify outslip, it will be considered a "skipped" class(es).
- b) If a student leaves at lunch and is unable to return because of illness or any other reason, the school **must** be contacted and informed of this absence by the parent or guardian.
- c) Students who are 18 years or older who are signing out **must** have a legitimate reason and must obtain approval from the School Administration or Attendance Counsellor.

Skipping Policy:

Subject to the requirements of the Education Act, it is expected that students **SHALL** attend school on every day. School Administration will use progressive discipline strategies to address the skipping of classes. Persistent or habitual skipping will require students to account to School Administration for their actions, and can result in

further progressive discipline measures. A telephone call will be made informing parents of the offence.

Lateness:

Students will be **punctual and prepared** for each class. If you are not in the classroom when the bell stops ringing, unless you have a legitimate reason, you are late.

Teachers will deal with lates on an individual basis with each student as outlined in their first day sheets. If a situation is considered chronic, then Administration may become involved at the request of the teacher. For these chronic situations, Administration will use progressive discipline strategies to address chronic lates.

3. Dress Policy:

All students will dress in attire that is modest, free of symbols of hate, gang membership, or images which portray violence, death, abuse, alcohol, cigarettes, drugs, obscene words, racial, sexual statements or other content deemed inappropriate for the school environment.

Head Wear: Head wear, includes baseball caps and toques are permitted in the common areas of the school like hallways and cafeteria. In addition, at the discretion of the individual classroom teacher, head wear may be permitted in classrooms. Excluded from head wear are hoodie tops due to school safety matters and the inability to identify individuals with hoodies on. Students are expected to remove their head wear when they enter all offices and the auditorium during presentations. Failure to do so will result in the head wear being taken away for a time length to be determined by Administration.

Footwear: Heavy boots that mark or damage the floor are not permitted. Only clean running shoes are acceptable in the gym. Rollerblades and skateboards are not to be used in school.

Outdoor Wear: Except for unusual circumstances, outdoor jackets are not to be worn in the classrooms and library.

Clothing: Students are expected to adhere to clothing standards that are compatible with an effective learning environment. Examples of prohibited dress or appearance include, but are not limited to: beach wear, muscle shirts, tank tops, halter tops, bare midriffs, exposed under garments, sagging pants, excessively short or tight garments, spaghetti straps, see-through clothing, and attire that exposes cleavage. Shorts and skirts must be of a modest length. Acceptable shorts will be walking shorts that fall to just above the knee or longer or capris which fall to below the knee. Similar lengths will be applied to the length of skirts and dresses.

Sunglasses: Sunglasses are not to be worn within the school at any time.
Students whose dress and grooming are questionable will be referred to School Administration.

4. Smoking on school grounds:

Use of tobacco products is not allowed on school grounds, including personal vehicles, as per Ministry of Health laws. Individuals violating this policy will be immediately referred to the Thunder Bay District Health Unit and will be charged under the Tobacco Control Act. Fines of over \$300 will be issued to those individuals. In addition, students who are observed smoking on school property may also receive a school suspension for repeat offences.

5. Bussing:

The Superior-Greenstone District School Board considers bus transportation to be a privilege and not a right, and such transportation may be revoked at the Board's discretion. Therefore, students must be aware that they are permitted to ride only on the buses and routes assigned to them. At no time are students permitted to transfer between buses nor are they allowed on a bus if they are not a registered rider. Students found in violation of this policy will be addressed by Administration using progressive discipline strategies.

In addition, students are expected to follow the rules of conduct established by the bus operators. Those students that do not observe the established rules of conduct will be referred to School Administration for appropriate progressive disciplinary action.

6. Respect for Staff, Peers and Others:

All students shall show respect, courtesy and consideration in their dealings with all individuals within the school community. Students are expected not to harass others verbally, physically, sexually, or with graffiti or written material, including through the Internet. There is zero tolerance for any type of harassment, bullying or intimidation. In addition, the use of profane or abusive language is unacceptable. Finally, out of respect for others, students will refrain from sexual or intimate behaviour within the school environment.

Students that violate this policy will be referred to the Administration for appropriate progressive disciplinary action.

7. Respect for School Property:

All students shall exercise self-discipline and show respect for school property and the property of others. Students who damage, destroy, steal, or lose school property will be held responsible for the replacement or repair of such property. Acts of wanton vandalism or theft will result in suspension or expulsion, police notification and possible police action.

ADDITIONAL EXPECTATIONS

In addition to adhering to the following GCHS school expectations, students are expected to follow the expectations set out by their classroom teachers. Students who misbehave or break class rules will be dealt with by their teachers, and will be expected to serve the consequences assigned for their actions.

Students that refuse to serve the consequences assigned by their teachers will be referred to Administration to account for their actions. Students that refuse to serve the consequences assigned by Administration will be assessed appropriate progressive disciplinary consequences.

Access to Schools:

It is the policy of the Superior-Greenstone District School Board to exercise control of access to its schools in the interests of good management and the safety of students. Therefore, all visitors shall:

1. Report to the Main Office upon entering the school;
2. Obtain the permission of the Principal or designate immediately upon entering the school; and
3. Notify the Office of their intentions while on

school premises prior to contacting or visiting any teacher, other school employee, or student.

GCHS Plagiarism Policy: (excerpted from SGDSB Growing Success Policy)

“Plagiarism” is defined as the use or close imitation of the language and thought of another without attribution, in order to represent it as one’s own original work (Growing Success, p. 151).

Plagiarism usually takes one of four forms:

1. Using a quotation or sentence verbatim (word-for-word) without citing the source;
2. Paraphrasing another’s ideas, style or language or restating those ideas in your own words, style and language without acknowledging the original source;
3. Submitting any work by another student and claiming it as your own (where both students are contributing to the act of plagiarism);
4. Using without acknowledging the original source: diagrams, charts, internet graphics, questionnaires, etc.

At GCHS, we strive to help students develop integrity, a strong work ethic, responsibility and the knowledge and skills needed for success beyond school.

Academic dishonesty hinders students from developing these attributes and cannot be condoned in our schools. Academic dishonesty is often indicative of other concerns for a student, such as a student’s understanding of the assignment, academic inability to complete the work, time management or personal issues outside of school. “Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned” (Growing Success, p. 42).

<p>Students will:</p> <ul style="list-style-type: none"> • recognize the inappropriateness of academic dishonesty and accept the related consequences; • provide proof, when requested, of his/her work and research (e.g., process work); • understand that tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned; • be aware of assignment and test expectations; • seek assistance when necessary; • review work before submission to ensure that plagiarism has not occurred. 	<p>violation, the period of suspension of computer account privileges shall be not less than 2–4 weeks and,</p> <ul style="list-style-type: none"> • A letter will be sent home and kept on the student's Ontario Student Record (OSR) file documenting the incident that shall include written notification of escalating consequences should the student have further incidents. 	<p>Note that any one of the above incidents, depending on the severity of the incident, may involve charges and/or may require the student/parents to pay any damages or costs that have been incurred as a result of the violation of the Acceptable Use Policy. The Principal retains the right to permanently revoke a student's computer privileges on his discretion for any one of the above violations (1st, 2nd, or 3rd) depending on the severity of the offence.</p>
<p>Consequences for cheating and plagiarizing: The severity of consequences for academic dishonesty will be based on, but not limited to, the following mitigating factors: the grade level of the student and course type; the maturity level of the student; the number or frequency of incidents; and/or the individual circumstances of the student. Teachers will consider the factors above as part of their professional judgement. In consultation with the school administration, teachers will determine the appropriate consequences. The final decision resides with the school principal. For all cases of plagiarism and cheating, teachers will communicate information to the parents/guardians about the infraction and the consequences. Consequences will be based on the factors outlined above and may include the following: redoing part/all of the assignment; completing an alternate assignment; loss of marks; a mark of zero.</p> <p>GCHS Computer / Internet Acceptable Use Policy (Terms and Conditions):</p> <p>1) <i>First Incident Involving the Violation of the Acceptable Use Policy (AUP):</i></p> <ul style="list-style-type: none"> • After the first documented incident of AUP 	<p>2) <i>Second Incident Involving the Violation of the Acceptable Use Policy:</i></p> <ul style="list-style-type: none"> • After the second documented incident of AUP violation, the period of suspension of computer account privileges shall be not less than 1 full semester (5 months). The student will be required to immediately withdraw from any classes in which they are enrolled that have a significant computer component and, • A letter will be sent home and kept on the student's OSR file documenting the incident that shall include written notification of escalating consequences should the student have further incidents. <p>3) <i>Third Incident Involving the Violation of the Acceptable Use Policy:</i></p> <ul style="list-style-type: none"> • After the third documented incident of AUP violation, the student's account will be permanently revoked. The student will be required to immediately withdraw from any classes in which they are enrolled that have a significant computer component and, • A letter will be sent home and kept on the student's OSR file documenting the incident. 	<p>School Dances: All dances and school functions at GCHS are alcohol and drug free. Their continued success is dependent on the cooperation of all students concerned. Teachers and parent volunteers supervise dances on their own time.</p> <ul style="list-style-type: none"> • For all dances, you may sign in a guest that is your date. Note that no elementary students are permitted at high school dances. A list is approved by administration prior to the dance and is available at the office several days before the dance. You are responsible for the actions of yourself and your guest. • If you are absent at any point during the day of a school dance, or <u>demonstrate chronic attendance problems</u>, you will not be admitted to the dance unless you have spoken with School Administration prior to your absence and have received approval to attend. • Breathalyzers are mandatory before entering any dances. Students found to be under the influence of alcohol (or drugs) upon entry to the dance, or at any time during the dance, will receive an immediate school suspension. In addition, the student shall not be able to participate in any school activities for a period to be determined by the Principal (up to 1 year). • Searches may be required of the person, including coats & bags. • Late entrance to a dance must have the prior

permission of School Administration. Once you exit the dance, you will not be re-admitted.

Fire Alarms:

A loud bell ringing continuously is the unmistakable signal for fire. Move quickly and quietly to the closest fire exit. A sign in each room indicates the exit to use and also an alternate. It must be assumed that when a fire bell rings, a fire actually has broken out. Persons who are evacuating the rooms should close all doors and windows. Students must remain outside and away from the school until the all clear signal/announcement summons all staff and students back into the school. Order and responsible action is expected. Note that it is a Criminal Code Offense to pull a fire alarm if no emergency is present. Police action will occur if students are responsible for such acts. A court appearance will occur with a fine to be determined by the judge.

School Procedures (from A to Z)

Accidents:

Students should report accidents of any nature, or any injuries, to their teacher or to the office immediately.

Assemblies/Sports Events:

Students are expected to be courteous and respectful during any school assemblies and sports events. During assemblies, students are to enter and exit the gymnasium in an orderly manner and display approval by hand applause only. During sports events, students are to stay off the playing area, cheer in a positive manner and show respect towards the officials and participating players. Finally, hats are to be removed during all assemblies and all electronic devices are to be turned off.

Cheating:

Students that are caught cheating on any test or exam will receive an automatic mark of zero and will be referred to Administration for additional follow up. Administration will discuss the matter with the student and will contact the parent or guardian. Refer to the plagiarism policy for further details.

Course Changes:

Course changes will be made for educationally valid reasons, and only with the written consent of parents. In most cases, students are not permitted to make course changes after the first five school days of the semester have elapsed. Check the calendar for the specific dates.

Prior to the subject change, students must attend the class in which they are scheduled.

Electronic Devices:

Portable electronic audio devices may be used by students during classes at the discretion of the individual classroom teacher during non-instructional time only. Portable video devices are not to be used by students for recreational purposes anywhere in the school during regularly scheduled class times. Personal digital cameras are not to be used in the school without the permission of the Principal. Finally, all forms of cell phones are only to be used in the cafeteria, entrance vestibules or outside. Students violating this policy will have their electronic device confiscated for a period of time to be determined by the Principal. Refusal to turn over the electronic device to administration will result in the student being sent home to return with parent/guardian. There will still be a requirement to turn the device over to Administration for a determined time period.

Exams and Summative Assessments:

Since exam dates are scheduled in advance within the school's calendar, requests for excused absences on exam days will not be accepted. All students that are scheduled to write exams (or major summative assessments) are expected to be in attendance for those scheduled days. Students that are absent from an exam (or major summative assessment) will require a doctor's note to verify their absence. In addition, your parents/guardian must advise the school before the exam time of your absence from your exam (or major summative assessment).

Food and Drink:

Note that GCHS is a "Nut Safe" School (so as to protect students and staff that have life-threatening food allergies). Please refrain from bringing these products to school. Also, food and drink may only be consumed in the Cafeteria and not in the hallways and/or classrooms. Water bottles may be permitted in classrooms at the discretion of the classroom teacher.

Dishes/trays should be stacked on the units provided in the Cafeteria and garbage put away properly. Chairs should be put back under tables when you are done. Please keep your Cafeteria clean!

Gymnasium:

The gym may be open for extra curricular activities during the lunchtime/activity period. If you are in the gym, you must have a supervising teacher and be properly dressed for gym activities.

Hall Movement:

During morning and afternoon exercises and announcements, students are not to talk or move about in the hallways. Lockers and halls are to be entered normally during the period breaks. Otherwise, students are not to be in the hallways

during classes. Students who have spares/study periods are to remain in the cafeteria, the library, or are to leave the building. For the safety of all in the building, running, wrestling, pushing and jumping are not acceptable.

Homework:

A satisfactory homework program includes the completion of daily assignments, review of work previously taken, preparing lessons to be taken, preparation of projects/essays, and neat and well-organized notes. Teachers are available for assisting students from 12:05 p.m. to 12:35 p.m. during Activity Period. Students should make arrangements with teachers in advance to obtain assistance during Activity Period.

Library:

The library is primarily a place of study, research and reading. A low level of noise must be maintained at all times to allow students to work effectively. Students may be refused use of the library facilities if their behaviour is detrimental to the work environment of others. Students must have all materials checked out by the Library Technician before leaving the library. In addition, students wishing to use the computers in the library must obtain permission from the Library Technician. Students are encouraged to see the Library Technician if they have any questions about the library services that are available.

Lockers:

All lockers remain the property of the school and must be locked with school-authorized locks. Your locker is your responsibility and is not to be shared, and it is expected that students will keep their locker in good condition. Keep lockers locked at all times as the school will not be responsible for items left in lockers or if items have been removed.

Refunds will be made only to the student assigned to the locker.

Lockers are considered school property and a search of such property is permissible by the School Administration.

Lost and Found:

If you have lost any items within the school, please check in with the main office or the custodian's office for items that may have been turned in. **A reminder not to leave items of value unattended at any time as the school is not responsible for lost or stolen items.**

Motorized Vehicles:

Student parking currently is limited to areas designated by School Administration. Please see School Administration for information and permission regarding student parking. Staff parking is just that - for staff. Snowmobiles are not permitted on lawns, playing fields, parking lots and adjacent grounds. Safe and considerate operation of your vehicle, whether it be a car, truck, snow machine or motorcycle is expected at all times!

Ontario School Record System:

It is important for you to know that you and your parents or guardians have legal access to these records. You also have right to appeal any comments recorded in the OSR. If you have any extra-curricular school or non-school achievements that you would like recorded in this permanent file, contact student services or school administration. Of course, official documents are needed to substantiate any notations. More information on the OSR system is available from the school.

Progress and Report Cards:

Early and late in the semester, a progress report is issued - this is a notice to you and your parents of

how you are doing. Mid-term report cards are distributed half way through the semester. Formal final reports will be issued at the end of each semester.

Scent Free:

Note that GCHS is a "**Scent Free**" School. Uses of perfumes, colognes and/or body sprays of any form are not permitted within the building. Please respect that staff and students have extreme sensitivities to these products, and could impact their health dramatically. Any issues will be referred directly to School Administration for appropriate action.

Sports & Extra-Curricular Activities:

Participation in school sporting activities is a privilege, not a right. Students cannot participate in these activities if they are experiencing attendance, academic or conduct difficulties. The Principal has the final decision as to whether or not a student may participate in these activities.

There are many activities going on throughout the school year such as: Basketball, Volleyball, Golf, Track & Field, Outers Club, Curling, Soccer, Student Council, Athletic Council, Weightlifting Club, and more. Your registration/student fee must be paid in order to participate and represent your school in extracurricular activities.

If you are absent the day before a scheduled school trip, you won't be able to go on the trip, unless you (if you are over 18) or your parents/guardians contact the School's Administration prior to the day of absence and receive approval to participate in the trip.

Note that students are expected to clearly understand that alcohol and/or drugs have no place on school trips. Students who contravene this policy shall be subject to disciplinary measures as outlined by both the Ontario Safe Schools Act and School Policy. At the school level, students shall receive a 12-month suspension from all school activities in addition to a suspension from school. All specifics are outlined in the School Alcohol/Drug Consent Forms completed prior to any school trip.

Finally, any students that transfer from another high school are not eligible to participate on sports teams until they are made eligible. Please see the coach, Program Leader, or School Administration for more information.

Student Services:

The guidance counsellors in the Student Services Office are available from 8:30 to 3:30 daily. They usually can meet with you right away, but sometimes an appointment needs to be made. They have information about careers, schools, study habits, educational opportunities, and information on how to deal with situations you can't handle. Students are encouraged to use the counselling and support services available through Student Services.

Telephones:

Students are not allowed to use the phones in the office(s) without Administration approval.

In addition, the main office will not take personal messages for students. Any messages of an emergency nature from your parent or guardian will be referred to School Administration.

Personal cell phones are allowed to be used inside the school cafeteria only, within entrance vestibules or outside the building.

Textbooks:

Students are loaned the majority of texts required for classes. Students are reminded that they must pay for the cost of any book lost or damaged when returned at the end of each semester. All books are returned to the Library Technician at the end of each semester. No book resources will be issued to students until their accounts are fully clear with the Library Technician.

Annual Review of the Code of Conduct

The code of conduct will be reviewed annually as per the Superior-Greenstone District School Board Policy. The code will be revised to comply with changes to the Ministry regulations.



Ontario Ministry of Education Diploma Requirements:

Students must earn the following credits to obtain the Ontario Secondary School Diploma (OSSD):

Compulsory Credits (Total of 18)

- 4 credits in English (1 credit per grade)
- 1 credit in French as a Second Language
- 3 credits in Mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Physical and Health Education
- .5 credit in civics
- .5 credit in career studies, PLUS
- 1 additional credit in English, or in French as a second language, or in a Native language, or in a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education
- 1 additional credit in physical and health education, or the arts, or business studies, or in French as a second language, or cooperative education
- 1 additional credit in science (Grade 11 or 12), or technological education (Grades 9-12), or in French as a second language, or cooperative education

AND 12 optional credits

AS WELL AS:

- complete 40 hours of community involvement activities; and
- successfully complete the provincial secondary school literacy test.