

# **Ecole Secondaire Cochrane High School**



## STUDENT AND PARENT HANDBOOK

HOME OF THE COBRAS!



**W**elcome to another school year! If you are new to our School, especially encourage you to take part in the and activities offered. Take the time to the information below so you know what is from you as a student and where to go for help.



we  
clubs  
review  
expected  
more

**Follow us on Twitter and Facebook!**

**TWITTER @ESCHSCOBAS**

**WWW.FACEBOOK.COM/COCHRANEESCHS/**

**Website: <http://www.dsb1.edu.on.ca/sites/eschs/index.php>**

### **ESCHS MISSION STATEMENT**

Our mission as a school community is to provide opportunities for students to explore a variety of pathways.

We are dedicated to providing a safe, positive environment that fosters life-long learning through encouragement and by participation in diverse academic, extracurricular, and community activities

We do this so students become respectful and socially responsible adults.

### **ESCHS VISION STATEMENT**

We are a Northern Ontario School that encourages respect, confidence, and courage in our students to become successful members of society.

### **ESCHS VALUE STATEMENTS**

We will treat all members of the school community with respect.

We will model life-long learning and commitment to high quality work.

### **STUDENT WORKDAY**

|               |          |
|---------------|----------|
| 8:45 - 8:50   | Homeroom |
| 8:50 - 10:00  | Period 1 |
| 10:00 - 10:10 | Break    |
| 10:10 - 11:25 | Period 2 |
| 11:25 - 12:10 | LUNCH    |
| 12:20 - 1:35  | Period 3 |
| 1:35 - 1:45   | BREAK    |
| 1:45 - 3:00   | Period 4 |

There is a 10-minute travel time built into the schedule to be used for snack & washroom breaks. On some days we will have shortened periods for special events or school activities. The schedules will be posted in the classrooms.

### **ALCOHOL OR DRUGS**

Any student enrolled in the school and found to be in possession of or under the influence of alcohol or drugs taken for the purposes of intoxication while on Board property or on a school bus will be suspended for up to 10 days.

### **ALLERGIES**

There are students in the school who have serious if not potentially life-threatening allergies.

Do not bring peanuts or peanut products into the building.

Do not bring fish/seafood shellfish into the building.

**ATTENDANCE**

Students are expected to attend all day, every day. Regular attendance is important to being successful at school.

1. **Absent students are required to bring a note from home upon their return.**
2. No student may be absent without the proper authorization from the school or parental consent for appropriate reasons.
3. Students leaving the building during the day, except for lunch, or spares, are required to sign out and have a note to justify their leaving.
4. Students who are absent for any reason are responsible for the material covered during their absence.
5. Students 18 years of age or older are considered to be adults and are allowed to write their own notes. Parental involvement is not denied when a student turns 18. Parents may give their child permission to write their own notes at 18, or may continue to provide these notes for absences.
6. In the event of an absence of a teacher of grade 9 to 12 classes, the classes will take place.

**Unjustified Absences**

1. If a teacher’s deviation sheet shows “A” for a student (which means that the absence is unexplained), then the student will be sent to the office to meet with a member of the Student Success Team to account for his or her absence.
  - a. As soon as it has been determined through communication with a family member that the absence was valid, the student will be provided an “Admit” slip and the student will be permitted to attend class.
  - b. If the absence is determined to be a truancy, the following set of consequences will be given:

| <b>Incident</b> | <b>Consequence</b>                   |
|-----------------|--------------------------------------|
| 1 <sup>st</sup> | Warning                              |
| 2 <sup>nd</sup> | One 35-min detention                 |
| 3 <sup>rd</sup> | Call Home & two 35-min detentions    |
| 4 <sup>th</sup> | Internal suspension & parent meeting |

|                 |                                      |
|-----------------|--------------------------------------|
| 5 <sup>th</sup> | External suspension & parent meeting |
|-----------------|--------------------------------------|

Notes:

1. If a student is deemed truant more than 5 times in a semester, these situations will be addressed on a case-by-case basis.
2. The Board's Attendance policy will be followed:
  - a. Five absences in 3 months- Teacher calls home
  - b. Ten absences in 3 months- Letter of concern is issued & the Attendance Counsellor monitors the student's attendance

**Late to Class**

1. For the first three lates, the student will not be sent to the office and will be admitted to class. The teacher will document the late in Maplewood and address the first three lates. This must include at least one call home.
2. On the 4<sup>th</sup> late, the student will be sent to the office to see an administrator.
3. For 5 or more lates, the student will be sent to the office and will see an administrator. Parents will be contacted and consequences will be given.

**CAFETERIA**

The cafeteria is shared between École Secondaire Cochrane High School and Cochrane Public School. Students are requested to sit in the area designated for ESCHS students. As ESCHS students are examples for the elementary school students, you are asked to remember to act in an appropriate manner as a role model, i.e. language appropriate to a school setting, respect for the Cafeteria Monitor, etc.

Please put your garbage in the garbage cans provided. It is important to be proud of your school and show visitors that we care at ESCHS. Don't forget to put the recyclable materials in the appropriate cans!

**CHANGING TIMETABLES**

Students must follow their timetable until they have met with the Guidance Counsellor to change their timetable. Please check the hours that the Guidance Counsellor is available. Changes will be made to timetables at the beginning of each semester during the first two weeks. Changes beyond this point will be made only for extenuating circumstances.

### ***CHEATING AND PLAGIARISM***

If a student is caught cheating or plagiarising an assignment his/her final mark on the particular assignment may result in a mark of zero.

### ***COMMUNITY INVOLVEMENT ACTIVITIES***

Students are reminded that they must have 40 approved hours of community service. This booklet is provided in your entry package at the beginning of the school year. Please track your hours and keep your booklet in a safe place. It is suggested that you complete 10 hours a year to ensure that you have completed your 40 hours before you graduate.

### ***Ipads and COMPUTERS***

Students have the privilege of using iPads and computers at ESCHS. Students will be given a user name, password, and workspace (H:drive, not C:). Students must sign a Technology Agreement before they can use computers. Students who violate the agreement will have their computer privilege removed.

Ipads will be issued to all Gr.9 to 11 students. Students will review and agree to follow the board and school iPad policy determining the guidelines for appropriate usage. Misuse will result in removal of usage privileges.

### ***CREDIT RECOVERY***

Students who have failed Grade 9, 10, 11 or 12 credits may be placed in the Credit Recovery courses where they will complete the portions of the courses which were not successfully completed in the previous attempt, in order to obtain the credit.

## **DRESS CODE**

You are expected to dress in a manner appropriate to the school environment. All clothing must be respectable and in good taste. You may be requested to change into more appropriate clothing.

Do not wear jackets in class unless special permission is granted.

Do not wear halter-tops in school.

Do not allow underwear or midriff to show.

Do not wear shirts with vulgar language or inappropriate pictures.

Due to the warm weather that we usually experience during the months of May and June, students may wear shorts of a respectable fit and length.

## **DROPPING COURSES**

Grade 11 or 12 courses that are dropped more than five (5) days after the first Provincial Report Card is distributed will appear on the student's transcript of marks.

## **E-LEARNING**

A limited number of courses are available online. These courses are listed in the Course Calendar.

A student is eligible to apply for an E-learning course if:

1. the course is not offered at ESCHS
2. there is an insoluble conflict in the student's timetable
3. the course is required for a post-secondary program

Permission of the Principal is required

## **EXTRA-CURRICULAR POLICY**

The staff, students and parents believe that each individual who participates in extra-curricular activities should strive to excel in academics as well as in their chosen endeavours. In order to ensure that our students strive for excellence in all areas we have devised the following policy.

**Activities That Are Involved**

- Athletics
- Trips
- Drama Club
- Yearbook Club
- Music Club
- Student Council
- Any other club or activity

**Rules Regarding Attendance and Participation**

- The student must treat his/her staff advisor and fellow participants with respect.
- The student must be present at school in order to attend practices, games or activities. Exceptions: Students on Co-op, out-of-town due to medical reasons or family commitments.
- Students with unacceptable attendance will have their extra-curricular status reviewed by a committee which includes the Dept. Head, the Student Success Team, the coach and the Principal.
- The student must abide by the Code of Conduct of E.S.C.H.S.

**Ineligibility List**

Students who did not meet school expectations because of attendance, lack of work or effort, or misbehaviour in the previous or current semester may be placed on an ineligibility list. Students on the “list” may not participate in any extra-curricular activities. These lists will be distributed to coaches and a meeting will be held to discuss next steps.

These are the criteria for students to be placed on the ineligibility list.

- Any student who persists in behaviour not acceptable in school or shows disrespect toward any adult in the building, including bus drivers, custodians, and educational assistants may be placed on the list.
- Any student who is absent, without excuse, 40% of the time.
- Any student failing 2 or more credits in the previous semester.

**Removal from the list**

Students can be removed from the list once they have shown:

- Passing grades in all subjects at a reporting period.
- An attendance of 80%+ for at least 2 months
- Behaviour consistent with school rules (Principal’s decision)

Students will not likely be removed from an activity after the first month of the activity.

**EXAMINATION POLICY**

Students **MUST** write exams on the scheduled date and time. Students should not book appointments or holidays during exam days.

**Procedure for Students who cannot write because of illness or a death in the immediate family:**



Parent must inform the school immediately and (if illness is the reason) procure a medical note from the physician explaining the situation.

Administration will review each case on an individual basis in consultation with the student's subject teachers. The following may result:

*Exemption from the exam.*

*Write the exam at a later date.*

*Write the exam in a different room.*

*Final evaluation will be based on assessments to date*

In the event of buses being cancelled on an Exam Day, the whole exam schedule is postponed by 1 day.

### **Writing of exams**

1. Five minutes before writing time, students are allowed into the room quietly to be seated. Nothing is allowed in the room except those that are stated on the exam paper. Everything else must be left at the door.
2. Students must bring their own supplies.
3. Exam will begin on signal.
4. Students must be accompanied by a teacher to use the bathroom.
5. Students must raise their hand if they require assistance.
6. Students who communicate by word or gesture will have their exam paper removed.
7. Extra time may be given.
8. Before submitting exams, students will be instructed to check the name on every page, ensure that pages are numbered and that the subject teacher's name is identified.
9. Students must remain seated FOR AT LEAST ONE HOUR, or until exams are collected by the teacher.

### **FIGHTING**

The student will be suspended and a violent incident report may be completed. Depending on the severity, the police may be involved.

### **FOOD AND DRINK**

The Cafeteria is the area where you should be for lunch or breaks. Food is not allowed in the hallways or in classrooms. Some exceptions may be made with permission of the teacher.

Bottles of water are allowed. Energy drinks are not permitted in the building.

## DIPLOMA REQUIREMENTS

**Note:** For students in the school who started prior to September 1999, please refer them to Guidance for course selection as they may be under different diploma requirements.

There are 3 kinds of diplomas available.

### ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)

In order to earn an Ontario Secondary School Diploma, a student commencing a secondary school program on or after SEPTEMBER 1, 1999 must earn a minimum of **30 credits** distributed as follows:

#### a) COMPULSORY CREDIT (TOTAL OF 18)

- 4 credits in English (1 credit per grade)
- 1 credit in French as a second language
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- .5 credits in civics
- .5 credits in career studies

**plus:** \* 1 additional credit in English, **or** a third language, **or** social sciences and the humanities, **or** Canadian and World Studies **or** Guidance and Career Studies **or** Cooperative Education  
\* 1 additional credit in health and physical education, **or** the arts, **or** business studies **or** Guidance and Career Studies **or** Cooperative Education  
\* 1 additional credit in science (Grade 11 or 12) **or** technological education (Grades 9-12) **or** Guidance and Career Studies **or** Cooperative Education

#### b) OPTIONAL CREDITS

12 optional credits selected from the available courses

c) **COMMUNITY INVOLVEMENT ACTIVITIES**

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. These activities may be completed at any time during their years in the secondary school program.

d) **THE ONTARIO SECONDARY SCHOOL LITERACY TEST**

All students who enter Grade 9 in the 1999-2000 school year or in subsequent years must successfully complete the provincial secondary school literacy test in order to earn a secondary school diploma.

Students will normally take the literacy test when they are in Grade 10. The test will be based on the Ontario curriculum expectations for language and communication - particularly reading and writing - up to and including Grade 9. There is also an OSSL course for those who have been unsuccessful on the test.

**Ontario Secondary School Certificate**

The Ontario Secondary School Certificate will be granted to students who commenced their secondary school program on or after September 1, 1999 on request, to students who leave school before earning the Ontario Secondary School Diploma, provided that they have earned a minimum of 14 credits as follows:

**a) Compulsory credits (total of 7)**

- 2 credits in English
- 1 credit in Canadian geography or Canadian history
- 1 credit in mathematics
- 1 credit in science
- 1 credit in health and physical education
- 1 credit in the arts or technological education

**b) Optional credits (total of 7)**

7 credits selected by the student from available courses

The provisions for making substitutions for compulsory credits (described in section 3.2: Substitutions for Compulsory Courses) also apply to the Ontario Secondary School Certificate.

### **Certificate of Accomplishment**

For students who commenced their secondary school program on or after September 1, 1999 and who leave school before fulfilling the requirements for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognizing achievement for students who plan to take certain vocation programs or other kinds of further training, or who plan to find employment after leaving school.

### **GRADUATION AND SCHOLARSHIPS**

1. When a student obtains 30 credits and meets all Ministry of Education requirements his/her name is submitted to the Ministry as a graduate.
2. At E.S.C.H.S., a student may participate in the graduation exercises only once; this includes graduation exercises at any other high school.
3. Each student must choose the year he/she will participate. – i.e. the year the 30 credits are obtained or the final year at E.S.C.H.S.
4. Students are eligible for School Awards only in the year they participate in the graduation exercises.
5. There are Scholarships, Awards, and Bursaries available to graduating students.
6. Application must be made for some Scholarships, Awards, and Bursaries. See the Guidance Counsellor for more information.
7. Scholarships:
  - a. David D. Powell Talent Award
  - b. École secondaire Cochrane High School Scholarships
  - c. The Ontario Secondary School Teachers' Federation, Cochrane Branch, Scholarships
  - d. The Student Council Award
  - e. Friends of Cochrane Series Scholarships
  - f. Senior Honour Society
  - g. Ontario Scholars
8. Many businesses and associations in Cochrane generously donate bursaries to graduating students. These must be applied for and one of the criteria for selection of recipients is financial need. See the Guidance Counsellor for details.

## ***Electronic Communication and Listening Devices Protocol***

In accordance with District School Board Ontario North East's Handheld Electronic Communication and Listening Devices policy, the following guidelines will be followed at Ecole Secondaire Cochrane High School:

- The use of electronic communication and listening devices may be permitted in class under the direction of the teacher (for a specific educational task).
- Using cameras to take pictures of other people is banned everywhere unless the principal grants permission.
- The use of devices other than cameras is permitted on the buses.

If a student is observed to be using an electronic communication and/or listening device inappropriately (ie. Not following the above rules), the staff member will instruct the student to turn off and put away the device. Failure to comply at any step in the process will result in an automatic office referral for opposition to authority, which could result in an informal or formal suspension. This policy will be followed on a class by class basis, and renew in each semester.

The following consequences will be issued for disobeying the above rules:

1<sup>st</sup> offense: The student will be instructed to turn off and put away the device.

2<sup>nd</sup> offense: The student will be instructed to turn off and put away the device. A consequence may be given by the teacher. The parent(s) or guardian(s) will be contacted by the teacher.

3<sup>rd</sup> offense: The device will be confiscated by school administration and returned at the end of the day. A detention will be issued.

4<sup>th</sup> offense: The device will be confiscated by school administration and returned at the end of the day. A detention will be issued and the parent(s) or guardian(s) will be contacted by administration.

5<sup>th</sup> offense: The device will be confiscated by school administration and returned at the end of the day. The student will receive a full-day detention. The parent(s) or guardian(s) will be contacted.

## ***INAPPROPRIATE LANGUAGE***

There is Street Language and School Language. At ESCHS we only allow School Language Please demonstrate self-control and respect for our school community.

## **JOBS**

Students may not be dismissed early from school to go to their after-school job. School ends at 3:00 for all students. Students with after-school jobs must make arrangements with their employer to be able to stay at school until dismissal time each day.

## **PROCEDURES FOR LATE AND MISSED SUMMATIVE ASSIGNMENTS**

Our assessment data indicates that most students who are at-risk or under-performing in their classes are:

- 1) Missing many classes (According to the research, 10 or more absences in one semester is considered to be chronic absenteeism)
- 2) Not submitting summative assignments (ie. Ones that count towards the student's final mark)

The school has already implemented procedures and strategies in order to reduce the number of absences.

The following procedures will be followed when a student does not submit a summative assignment:

- 1) The teacher will meet with the student and discuss the reason(s) for the late assignment.
- 2) The teacher and student will agree on a new date for submission (1-2 day extension will be granted).
- 3) A late penalty of 5% (of the denominator) per day will be subtracted from the mark.
- 4) The teacher will communicate the plan to the parent via email or telephone that day.
- 5) If the student does not submit the assignment during class by the 2<sup>nd</sup> due date, then the teacher will send the student to see the Student Success Teacher in the Learning Centre.
- 6) The SST will have a teleconference with the student and parent. In consultation, a final due date will be determined. In total, the student can have a five-school day extension from the original due date. A plan will be developed so that the student is successful in submitting the late assignment within this window. The plan could include the strategies below: (or others that are mutually agreed upon)

- a. The student working in the Learning Centre during lunch and/or during class time (with permission from the classroom teacher)
  - b. The student getting extra assistance from either the Student Success Teacher or the Special Education and Resource Teacher
  - c. The student working on the assignment at home
- 7) A penalty of 5% (of the denominator) per day will continue to be subtracted from the mark for each school day for which the assignment is late.
  - 8) When the assignment is submitted, the classroom teacher will notify the SST who will notify the parent.
  - 9) If the student does not hand in the assignment within five days, a mark of zero may be given for this assignment.
  - 10) If the student misses the final deadline, he or she will be encouraged to complete and submit the assignment for feedback. In addition, the assignment will be used at the end of the term if the student's mark is under 50%.

Teachers will follow Steps #1-4 the **first two times** that a student fails to submit a summative assignment by the original due date. On the third time within a course, the student will automatically be referred to the Student Success Teacher who will follow Steps 6-10.

Please note that classroom teachers will ensure that due dates are communicated clearly to students and that large summative tasks (ex. final culminating task) are chunked and that completion of the chunks is monitored.

## **LOCKERS AND LOCKS**

Lockers and locks are the property of the school. Your Homeroom teacher will assign you a locker and a lock, which you will keep until you graduate. Should your lock be removed or vandalized, you will have to replace the lock at a charge of \$5. Please do not use another locker, and never allow another student to use yours. If other students find out your combination, see your Homeroom Teacher or the Main Office about getting a different lock.

## **LUNCH PERIODS AND SPARES**

Students may be participating in activities in the gym, Library, or in the Cafeteria during their lunch periods and spares. They may not be in the upstairs hallway, in the Front Entrance Hallway, or in the stairwells.

## ***OFFICE HOURS***

The Office is open every day from 8:30 am – 4:00 pm. Please note that the front Office is closed daily from 11:30 am – 12:30 pm for lunch.

## ***MISBEHAVING ON THE BUS***

The School Board has a Transportation Policy, and your bus privilege could be removed for a few days or for the whole school year if you misbehave on the bus.

## ***NOISE AND ROUGH PLAY***

Be considerate in the hallways and stairwells. Your noisy or rough behaviour can disturb classes, and ‘horsing around’ could lead to accidental injury or hurt feelings.

## ***OUT-OF-BOUNDS***

Do not use the Cochrane Public School corridors or stairwells at any time. Do not use Fire Exit H except in case of fire or evacuation.

## ***PARKING***

There is a parking lot designated for student use. Students are not to use Visitor Parking Lot. Students using areas other than the Student Parking Lot may have their vehicle towed at their own expense.

## ***POSTERS***

All posters in the school must meet some minimal standards. The Principal/ or designate must approve the poster.



## **POSSESSION OF WEAPONS**

Students with weapons, or objects which could reasonably be construed as weapons, will be sent home and will be subject to serious consequences such as charges being laid in addition to a suspension.

## **POWER OUTAGES**

Power outages **during** the school day will not usually cause classes to be cancelled. Classes will continue. If the power is off for a length of time that the emergency lights in the stairwells fail, students will use Exit F and CPS hall.

## **PUPIL REPRESENTATION ON THE SCHOOL BOARD**

*Excerpt from the District School Board Ontario North East's Pupil Representation on the School Board Policy*

The function of the Student Trustee is to represent the interests of pupils at meetings of the board.

As the representative of student opinion and concern at the board level, the Student Trustee is obligated to make himself or herself available to the general concerns and views of the students he or she represents.

The Student Trustee will report regularly to the District School Board Ontario North East Student Trustee Senate which will consist of 1 student duly appointed or elected by each secondary school Student Council. This reporting will be facilitated primarily by the use of electronic means and periodic meetings. We are happy to announce that Avianna Ruel will act as Student Trustee for DSB1 for the 2016-17 school year!

## **REMOVAL FROM COURSES FOR ABSENTEEISM**

The Principal may remove a student from a course for absenteeism at 20 absences. Until the Principal has removed the student from the course, the student is expected to continue attending the class.

## **SMOKING**

There is no smoking anywhere on school property at any time except in a DESIGNATED SMOKING AREA. The Designated Smoking Area is at the end of the sidewalk next to the Staff Parking Lot. Please do not block the entrance to the school driveway.

Smoking on School Property - **The student will be charged (usually a fine) by the Porcupine Health Unit, under the Tobacco Control Act, 1994.** (The automatic fine is \$305.)

## **SNOW MACHINES**

Driving your snow machine on school property is **PROHIBITED** except in the student parking lot. Failure to follow these rules may mean removal of your privilege to park your machine on school property. This is also monitored closely by the OPP.

## **STUDENT VISITORS**

E.S.C.H.S. does not allow student visitors during the regular school day.

**Parents are welcome and, in fact, encouraged to come to the school as often as they wish.**

## **VANDALISM**

Please be proud of your school by not vandalizing school property. If a student is caught vandalizing, he/she will be responsible for paying for the repair of damages. The student may also receive a suspension and criminally charged by the OPP.

**RESTORATIVE PRACTICE – BEHAVIOUR MANAGEMENT**

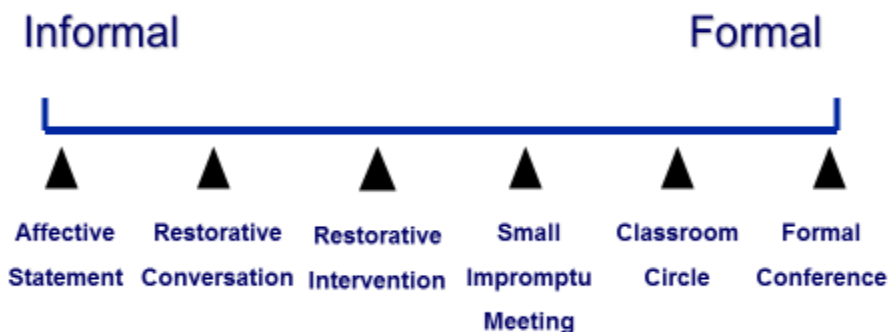
A restorative approach in regards to conflict resolution involves staff remaining firm and fair during the inquiry and resolution of the conflict situation. Central to the idea of restorative practice is the thought that ‘individuals are most likely to trust and co-operate freely with systems - whether they themselves win or lose by those systems - when fair process is observed.’ Fair process builds:

- trust
- commitment
- co-operation

*The use of fair process enhances learning, creativity, moral development and helps build stronger relationships. Our goal in dealing with conflict situations in our school community is to strengthen relationships and manage conflict and tensions by repairing harm as a way of building community. Our aim is to use a restorative approach in dealing with problems by implementing various strategies along the Restorative Practice continuum.*



**Restorative Practice Continuum**



***CIRCLE EXPECTATIONS***

- 1. Everyone has a voice and has the right to be heard.**
- 2. Everyone has the right to pass for think time.**
- 3. We speak and listen respectfully to each other.**
- 4. We participate with open minds and open hearts.**

***RESTORATIVE QUESTIONS***

- What happened?**
- What were you thinking at the time?**
- What have you thought about since?**
- Who has been affected by what you did? In what way?**
- What do you think you need to do to make things right?**