



**Chippewa Secondary School**  
**2016-2017**

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### **A School of Firsts...**

Chippewa is a grade 7 to 12 school that is located in the heart of North Bay, Ontario. Originally opened as a secondary school in 1958, we have a rich history in the North Bay area. In 2009 it was determined that Chippewa would become the first secondary school to welcome grade 7 and 8 students, thus becoming the first 7 to 12 school within the Near North District School Board.

This groundbreaking step was filled with challenges and a multitude of changes, but today Chippewa is leading the way with technology and learning experiences that are second to none in the province of Ontario.

Our staff members collectively believe that all children can be successful and they are firmly committed to nurturing a community-based school that approaches learning in relevant and interesting ways. As such you will find a wealth of creative projects being undertaken at any time in our school such as, intermediate and secondary students working collaboratively on writing and illustrating children's novels or excavating and unearthing artefacts from an archaeological dig. Any time you enter our school you will witness students working together, promoting global environment and citizenship values, creating works of artistry either visually or through movement or participating in student government and social groups such as Raider Aid. You will witness older students mentoring, modelling and sharing the experiences of inclusion, confidence and belonging with current and future Raiders. The opportunities to learn in meaningful and relevant ways at Chippewa are endless.

Our building has been resurrected and reinvented. We are alive, we are excited, and we are thrilled to be a part of the North Bay educational community. We embrace our renewed vision of **'one building one school'** from grades 7-12.

The future looks incredibly bright for Chippewa!

Your **Student Agenda** is meant to help you understand what is expected at Chippewa Secondary School. The Student Agenda is designed to assist you in preparing for an exciting and successful year of study and school activities. It contains very clear description of school expectations and a calendar of important dates and events. We encourage you to take the time to carefully read the handbook and use it as a resource.

The “**Ontario Schools – Code of Conduct**” provided by the Ministry of Education states that “*A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.*”

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

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

#### **Roles and Responsibilities:**

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

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, 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.

#### **Standards of Behaviour:**

Respect, civility and responsible citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of 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;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

#### **Physical Safety:**

**Weapons** – All school members must:

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

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

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

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

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.
- ***bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (ie. on-line) where engaging in bullying will have a negative impact on the school climate.***



# CODE OF STUDENT CONDUCT

## RESPECT OF AUTHORITY

### EXPECTATIONS

1. I will be respectful towards all personnel at my school. Personnel include teachers, custodians, secretarial, cafeteria staff, support staff & bus drivers.
2. I will respect and obey all rules and expectations of school personnel during the following:
  - a. • In class
  - b. • Dances
  - c. • Extra-curricular activities (in or outside the school setting during or after hours)
  - d. Assemblies
  - e. On school property
  - f. Meetings
  - g. On the bus
  - h. Cafeteria

### RATIONALE

- Ensure a pleasant learning environment free from the threat of verbal or physical abuse.
- Co-operate and demonstrate mutual respect for one another.

### CONSEQUENCES

According to the severity of the incident, I will be sent to the office.

Possible consequences:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Warning            | <input type="checkbox"/> Detention              | <input type="checkbox"/> Academic Focus Room |
| <input type="checkbox"/> Police involvement | <input type="checkbox"/> Meeting with parent(s) | <input type="checkbox"/> Suspension          |

## RESPECT OF OTHERS

### GENERAL CONDUCT

### EXPECTATIONS

I will conduct myself in a civil and respectful manner towards all students, staff and guests.

1. Verbal abuse (harassment, threats and/or bullying):
  - a. I will not verbally or electronically harass, threaten or bully a fellow student, staff or guest to the school.
2. Physical abuse (Altercation)
  - a. I will abstain from fighting or physically hurting a fellow student, staff or guest to the school.
3. Language:
  - a. I will use language appropriate for the school and workplace.

### RATIONALE

- Function in a safe environment free from the threat of verbal or physical abuse.
- Demonstrate mutual respect for one another.
- Develop a climate of learning.
- It is a criminal offence to harass, threaten, bully or assault another person.

### CONSEQUENCES

I will be sent to the office.

According to the severity of the incident, I will be subject to the following consequences:

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Warning                       | <input type="checkbox"/> Detention         | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Police involvement            | <input type="checkbox"/> Meeting parent(s) | <input type="checkbox"/> Expulsion  |
| <input type="checkbox"/> I will be seen by a counselor |  |                                     |

## RESPECT OF SELF

## **A – DRESS CODE**

### **RATIONALE**

- Dress code promotes a safe and respectful environment for students and staff.
- Create an atmosphere conducive to learning.
- Show **respect** for the school (as a place of business), staff, visitors, community
- Safety of students and staff

### **Headgear:**

### **EXPECTATIONS**

- 1) ***I will respect the designated hat areas of the school (ie. halls). If there is a NO HAT zone (ie. Classroom/Gym/Principal & VP office) I will remove my hat, bandana or other head gear when I am in that area. Hats, bandana or other head gear are not permitted in the classroom unless approved by the subject teacher.***

### **CONSEQUENCES**

- I am reminded to remove my hat or bandana.
- Confiscation of hat if staff continually has to remind student to take it off.
- I will be placed in the main office or sent home for opposition to authority.

### **Clothing:**

### **EXPECTATIONS**

**I will be dressed in a neat, clean and workplace appropriate fashion.**

1. I will wear skirts and short length extend at least 2 inches below the thigh crease line when standing, bending and when I am seated.
2. I will wear shirts with sleeves, or a shoulder width of a minimum of 2 finger width across the entire strap that runs from the neck to the edge of the shoulder. The armholes will not be so large that my undergarments, bare chest or undergarments can be seen.
3. I will wear clothing, jewellery that is free from language or symbols that are inappropriate for the learning environment.
4. I will wear pants that are pulled up high enough at the waist such that my undergarments are not visible.
5. I will ensure my shirt always meets my bottoms.
6. I will not wear transparent, sheer, mesh, ripped clothing etc... that exposes midriff or undergarments.
7. I will not wear pyjama bottoms.
8. I will not wear outerwear in class.

### **RATIONALE**

- Create an atmosphere conducive to learning.

### **CONSEQUENCES**

- I am to change my clothes or jewellery immediately.
- I will be sent placed in the main office or sent home for opposition to authority.

## **B – PLAGIARISM & ACADEMIC HONESTY**

### **EXPECTATIONS**

- I will not submit work to a teacher if:
  - a. the work was done in whole or in part by another individual
  - b. the entire work or parts of the work are taken from another source (print material, CD ROM, or internet) without reference to the original author
- I will not share my work with other students
- I will not use electronic devices (ie. SmartPhones) to transfer images of other students work

### **RATIONALE**

- Work submitted or presented to teachers must be a student's own work with reference given to any research used. Cheating is the willful giving or receiving of an unauthorized, dishonest, or unscrupulous advantage in academic work over other students. Plagiarism is presenting as one's own words and work, the work, words, ideas, or the opinions of someone else without proper acknowledgement.

### **CONSEQUENCES**

- For the first offence I can expect a mark of 0 on the essay, report, exam, etc. The same penalty of zero will apply for copying exact wording from research material found in books, articles, magazines the Internet etc. without giving credit to the original author
- For the first offence, I will be counselled by the teacher and/or the administration and allowed to do a make-up assignment, which will count for two thirds of the earned mark.
- For any subsequent offence, the mark remains at zero
- The office and my parents/guardians will be notified.

## **C– DRUG AND ALCOHOL**

### **EXPECTATIONS**

I will not consume, possess, distribute and/or sell alcohol and/or drugs on school property or during school activities that take place off of school property. I will not come to school under the influence of drugs or alcohol at any time.

### **RATIONALE**

- It is a safety issue for yourself and others in the building
- It is a criminal offense.
- It impairs the ability to learn

### **CONSEQUENCES**

- I will be sent to the office.

According to the severity of the incident, I will be subject to the following consequences as set out in Board Policy:

- Suspension
- Meeting with parents/guardians
- Police involvement
- Expulsion

## **D – SMOKING/E-CIGARETTE ('VAPES')**

### **EXPECTATIONS**

I will not smoke including e-cigarettes (vapes) on school property.

### **RATIONALE**

- The Ministry of Health of the Province of Ontario prohibits smoking on any Board property
- Provide a smoke-free and healthy environment for non-smokers.
- Ensure a clean school environment.
- It is against the law to smoke, give or sell cigarettes on school property and I can be charged by the Public Health Department.

### **CONSEQUENCES**

- A “Smoking on school property witness report” is completed and sent to the North Bay Public Health Dept.
- A Tobacco Enforcement Officer from the Health Unit will investigate and issue a summons to the offender
- If I continue to smoke on school property, I may receive a longer suspension.
- The North Bay and District Health Unit inspectors may be on the property at any time and may issue a fine or summons to offenders.

## **E – LOCKER/BACKPACKS**

### **EXPECTATIONS**

1. Each student is expected to use the locker assigned to him/her by the office. If students occupy a locker that has not been assigned to them, their lock will be removed.
2. A combination lock must be used. Students are encouraged to buy a good quality combination lock from the school (ie. Dudley Locks). Locker combinations and serial numbers must be handed in at the office at the start of the school year failure to do so will result in the student/parent assuming responsibility and the cost of cutting the lock. ***Please note that school lockers are the property of the NNDSB. Searches and Seizures can occur if there is ensure safety and security.***
3. I will abstain from posting any printed materials that promote alcohol & drug use, vulgar language, violence, racial, sexual, sexist or discriminatory ideas and I will not write on the surface of the locker. **No valuables should be taken to gym periods or team practices. Please leave all valuables at home. The school is not responsible for replacing items such as laptops, Ipad's, Cell Phones, etc. that are stolen.**
4. Students are encouraged to leave their backpacks in their locker. **Backpacks are not brought to the classroom.**
5. Students are not to share a locker.
6. Students are responsible for **all** the contents.

### **RATIONALE**

- Create an atmosphere conducive to learning.
- Ensure the safety of students & school personnel.

### **CONSEQUENCES**

- I will remove the printed materials.
- My lock will be removed and contents placed in the Lost & Found

## **RESPECT OF PROPERTY**

### **A – TEXTBOOKS & LIBRARY BOOKS**

#### **EXPECTATIONS**

1. I will be responsible for the care of school material.
2. I will borrow school materials and return them in the same condition.

#### **RATIONALE**

- Respect school property.

#### **CONSEQUENCES**

- I will pay for school materials borrowed and not returned or returned in damaged condition.
- The office may hold back my timetable and/or report card.

### **B – CLEANLINESS**

#### **EXPECTATIONS**

I will discard all garbage and/or recycling material in the appropriate containers inside and/or outside the school.

#### **RATIONALE**

- Maintain a clean & safe learning environment.

#### **CONSEQUENCES**

- I will be reminded and I will discard my garbage in the appropriate containers.

### **C – VANDALISM**

#### **EXPECTATIONS**

I will not deface desks, walls, washroom stalls, lockers, etc., and/or vandalize school property including school buses.

#### **RATIONALE**

- Ensure a clean, safe learning environment.
- It is a criminal offence to vandalize property.
- Buses are provided only for the transportation of eligible students to and from school

#### **CONSEQUENCES**

I will be sent to the office. According to the severity of the offence, I will be subject to:

- |   |   |
|---|---|
| <input type="checkbox"/> lost privileges                | <input type="checkbox"/> repair of damages    |
| <input type="checkbox"/> pay for damages                | <input type="checkbox"/> detention            |
| <input type="checkbox"/> suspension/Academic Focus Room | <input type="checkbox"/> meeting with parents |
| <input type="checkbox"/> police involvement             | <input type="checkbox"/> expulsion            |

## ROUTINES

### A – BELLS, WARNINGS & LATES

#### EXPECTATIONS

1. I am in my Period 1 class by the first warning bell.
2. I am at my first afternoon class by the first warning bell.
3. I participate in the opening exercises (National Anthem)
4. I listen quietly to announcements.
5. If I do not have a Period 1 class, I report to the cafeteria for opening exercises.

#### RATIONALE

- Assure my admission in class.
- Allow teacher & classmates to begin the class on time without interruption.
- Show national pride and unity.
- To prepare for the events of the day.
- Maintain order and conduct in the school.
- Allow the school to keep accurate records of attendance.

#### CONSEQUENCES

- Warning
- Meeting with parent(s)
- Detention
- Suspension

### B – ATTENDANCE

#### EXPECTATIONS

I am expected to attend all of my classes everyday. **My parent or guardian is asked to advise the school of my absence by a telephone call. (tel: 475-2341 ext. 8507; 24 hr message service).** CSS and the NNDSB supports the use of automated attendance tracking system known as Synervoice that will advise the home of a regular basis for any school absences. Valid reasons for absence are personal illness, family emergencies, and medical appointments.

Upon returning to school: **I present a dated and signed note from my parent or guardian explaining the reason for my absence to the attendance office prior to period one class in the morning.** I obtain an admit slip from the attendance secretary which I show to my teachers.

#### RATIONALE

- Regular attendance in class is each student's responsibility and good attendance must be maintained if a credit is to be successfully achieved.
- Allow the school to keep accurate records of attendance.
- Complete assignments in order to maintain good grades and assure I do not miss any important work.
- Personal safety

#### CONSEQUENCES

- The subject teacher is to contact the parent if absences are unexplained and/or missed work, tests or assignments have not been made up. Students who are truant for a test or for a class in which an assignment is due will receive a mark of "0" on the missed evaluation.
- The subject teacher will notify the vice-principal of any at risk student due to absenteeism.

The following sanctions could be used:

- I will serve detentions
- I will catch up on missed work.
- I will receive a mark of zero for evaluations missed due to truancy
- I will serve Academic Detentions
- I will meet with the Vice-principal and my parents to discuss my academic success
- I will be suspended
- I will be referred to the NNDSB Attendance Counsellor

## C – LATES TO SCHOOL AND LATE TO CLASS

### EXPECTATIONS

1. I attend every class on time.
2. I will be recorded as “late to class” if I arrive after the final bell.
3. **Students may be admitted to classes up to the first 15 minutes of class. If a student is late after the first 15 minutes, please send student to office for an admit.**
4. I will be sent to the main office to get an admit slip by my teacher if I arrive after the attendance has been sent to the office and/or ten minutes late to class. This results in an automatic detention.
5. If I arrive late to class two with an unacceptable reason, my parent/guardian will be contacted by the teacher.
6. I will be given a consequence if I am late with an unacceptable reason three or more times.

### RATIONALE

- Assure classroom is not disrupted.
- Assure I am in class to learn and participate.

### CONSEQUENCES

Possible consequences may include:

- Warning
- A Parent/Guardian will be contacted
- Detention
- Suspension

## D– LEAVING DURING THE DAY

### EXPECTATIONS

1. I advise the school of my appointment.
2. Intermediate students are NOT permitted to leave the school during lunch without a written note from a parent.
3. I present a dated and signed note from my parent or guardian explaining the reason and time of my dismissal to the attendance office **before** period 1  
**OR** I have my parent/guardian call the school.
4. I obtain a demit slip from the attendance secretary  
**OR** If I am suddenly ill, I contact the main office and arrangements will be made accordingly.
5. I will see my teacher to pick-up my missed assignments.
6. Students who are 18 years or older may sign themselves out for valid reasons. If this **privilege** is abused the student will be required to sign out through their VP.

### RATIONALE

- Assure my dismissal.
- Allow the school to keep accurate records of attendance.
- Receive proper medical care.
- Complete assignments in order to maintain good grades.
- Assure I don't miss any important work.
- Personal Safety

### CONSEQUENCES

- I will not be excused if I have not followed the proper steps.
- The school will contact my parent or guardian.
- I will be sent home with parental consent.
- I will be sent to the sick room.
- I will catch-up on my missed assignments.

## **E- TRAVEL TIME**

### **EXPECTATIONS**

I will use my travel time between classes for washroom and/or nutrition breaks, mentoring encounters, extra class help, immediate detentions, prepare for my next class etc.. All Grade 7/8 students are not permitted to exit the school building during this time.

### **RATIONALE**

- Minimize classroom interruptions
- Maintain personal health and hygiene
- Contact time with teachers
- Gr.7/8 students must be under direct staff supervision

### **CONSEQUENCES**

- I will not be excused if I have not followed the proper steps
- I will be referred to the main office for being oppositional to authority

## **F – STUDY PERIODS/SPARES**

A – Scheduled study period:

### **EXPECTATIONS**

I will go to the library or the cafeteria. I will attend all assemblies scheduled during my study period.

### **RATIONALE**

- Encourage learning and positive use of my time.

### **CONSEQUENCES**

- Loss of study period

B – When a teacher is absent:

i) Grade 9 & 10

### **EXPECTATIONS**

I will go to my regular class.

### **RATIONALE**

- Follow scheduled courses.

### **CONSEQUENCES**

- Please refer to section on attendance.

ii) Senior students:

### **EXPECTATIONS**

- 1) If reassigned, I will attend class as usual.
- 2) If the teacher assigned work, go to the library or the cafeteria.
- 3) I will attend assemblies if they take place during my study period or spare.

### **RATIONALE**

- Complete my assignments.
- Maintain good grades

### **CONSEQUENCES**

- I am reminded.
- My name is reported to the main office.

## **G - SPECIAL EVENTS & ASSEMBLIES**

### **EXPECTATIONS**

Special events and assemblies are part of every student's experience. I am expected to behave in an acceptable manner when taking part in a special event or assembly.

### **RATIONALE**

- Support school spirit and continue to build on positive school culture

### **CONSEQUENCES**

- Warning
- Meeting with parent(s)
- Detention
- Suspension

## **H – SENT FROM CLASS**

### **EXPECTATIONS**

I will report to the main office immediately and complete a "Student Dismissal Form". My classroom teacher will contact the main office immediately upon my dismissal using the page system.

### **RATIONALE**

- Promote order, conduct and proper sequence of steps to ensure rules within the school.
- Maintain the safety of students and staff

### **CONSEQUENCES**

- I will follow the instructions of the principal/vice-principal.

## **I – CAFETERIA/LUNCH PERIODS/HALLS**

### **EXPECTATIONS**

1. During school hours, I will eat my lunch/snacks and drink my beverage in the cafeteria, the courtyard or outside. When eating in the café I will follow the instructions of the lunchroom supervisor.
2. I will not sit on the floors in the hallways or gather in hallways in such numbers as to make the halls impassable
3. I will not use the glass corridors as gathering or meeting places.
4. Gr.7/8 students must eat in the café during the designated time and be in one of the designated supervised areas (ie. Games room/Gym) during activity time
5. Gr.7/8 students may only be excused at lunch upon receipt of a note from a parent

### **RATIONALE**

- Maintain a clean school.
- Maintain proper health.
- Maintain safety of students and staff in particular those in wheelchairs or other physical disabilities

### **CONSEQUENCES**

- I am reminded.
- I am referred to the Vice-Principal
- Parents Contacted
- Detention
- Suspension

## **J – ACCIDENTS**

### **EXPECTATIONS**

I will report to the teacher in charge or the Main Office immediately.

### **RATIONALE**

- Ensure proper care of an injured student.

### **CONSEQUENCES**

- I will not be ensured appropriate assistance.

## **K – BICYCLES, AUTOMOBILES & MOTORCYCLES**

### **EXPECTATIONS**

1. I will park a vehicle in the general parking lot on the school property.
2. I will follow the indicated Fire and Safety Regulations.
3. I will lock my bicycle in the racks provided near the main entrances of the school.
4. I will drive my vehicle in a manner that is safe for pedestrians while on school property.

### **RATIONALE**

- Ensure the safe and legal operation of motor vehicles (ie. Speeding) within the boundaries of the school.

### **CONSEQUENCES**

- Warning
- Police intervention.
- I will be dealt with accordingly within the confines of the law.

## **L – COMPUTERS**

### **EXPECTATIONS**

- I will abide by the “**Responsible Computer Use Policy**” document.

### **RATIONALE**

- Computers are a powerful educational tool for all learners. Computer time and access is valuable and should be used wisely.
- Computers may be used in the library for educational use only.
- WiFi access is permitted throughout the school for educational use only

### **CONSEQUENCES**

- As per NNDSB **Responsible Computer Use Policy** document.

## **M – VISITOR(S)**

### **EXPECTATIONS**

All visitors must obtain a visitor’s pass from the main office during school hours.

### **RATIONALE**

- Monitor all individuals visiting the school.
- Ensure a safe learning environment.
- Ensure the safety of students & school personnel.

### **CONSEQUENCES**

- The visitor(s) must leave school property.

## **N – FIRE ALARM & EMERGENCY EVACUATION**

**Emergency Evaluation:** Staff is trained each year in an emergency evacuation procedure that may be used to evacuate students if we feel their safety is at risk. Arrangements have been made to “house” bus students if this procedure is used during the winter months.

At the sound of the alarm, I will:

### **EXPECTATIONS**

- Leave the learning area by following the appropriate escape route when notified that it is clear.
- I will move quickly and quietly to the outside of the building (to the far side of the pavement).
- I will wait quietly until I am recalled to the school.

### **CONSEQUENCES**

- If I do not exit the school promptly when the fire alarm sounds I am reminded of the purpose of the exercise.
- I will be dealt with accordingly within the confines of the law if I refuse to clear the school promptly and safely when the alarm sounds.

## **O – TELEPHONE**

### **EXPECTATIONS**

I will request the use of school phone (for emergency only!) located in the main office.

### **RATIONALE**

- Allow secretarial staff to complete their duties without interruptions.

### **CONSEQUENCES**

- I am reminded.

## **P- ELECTRONIC DEVICES**

### **EXPECTATIONS**

- I will ensure that electronic devices such as Cell Phones, Smart Phones, iPad's, Laptops, etc., are not to be used in the classroom (unless approved by the subject teacher). When used appropriately they are permitted in other areas of the school but please keep the volume down.
- The taking of photographic images of a person or persons, on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed and the principal or designate
- The electronic transmission or posting of photographic images in any manner of a person or persons on school property at any time or at any event, is prohibited without the permission of the person or persons being photographed, the principal or designate, and where the student is below the age of 18, the consent of the parent/guardian

### **RATIONALE**

- Cellular phones (and other electronic signaling devices) are disruptive if they are activated in class. Even if used for silent messaging, incoming signals distract the student's attention away from the instruction and can interfere with both learning and teaching.
- The use of the Internet and text messaging for bullying and harassment is a serious problem of increasing magnitude. These activities, when taking place off the school site or outside school hours, normally are not school matters, but rather community or police matters. On occasion, however, these activities can have an impact on the school and negatively affect the safety and the learning environment at the school, and thereby become school matters and issues of concern for school administrators.
- Communications devices also have the potential to be used for academic dishonesty
- The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.

### **CONSEQUENCES**

- I will be asked to leave the electronic mobile device in the office vault until the end of the school day.
- I will be asked to leave the electronic mobile device at home until further notice.
- My parent/guardian will be asked to pick up my electronic device from school.
- Persistent opposition to this policy may lead to school suspension and possible police involvement

## **Q –SCHOOL TRIPS, EXTRACURRICULAR TRIPS, DANCES**

### **EXPECTATIONS**

I will attend all of my classes on a regular basis and perform the duties required of me as a student. Chronic truancy along with lack of effort, and other related school infractions may prevent me from attending the dance or school trip.

### **RATIONALE**

- My education is my first priority.

### **CONSEQUENCES**

- I will not be admitted to the dance or attend a school trip

General Conduct:

### **EXPECTATIONS**

I will obey the school's rules while at the dance or on a school trip.

### **RATIONALE**

- To ensure the enjoyment of all at the dance or school trip.

### **CONSEQUENCES**

- Warning
- Detention
- Meeting with parent/guardian
- Suspension
- Police involvement which could involve charges

## **R- EXAMINATIONS & FINAL GRADES**

### **EXPECTATIONS**

All students will be required to complete a final evaluation in January and June of each school year on the days they are scheduled. Please do not request exemption from this regulation.

### **RATIONALE**

- Seventy per cent of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement, although special consideration should be given to more recent evidence of achievement, where the expectations can be assessed frequently throughout the course.
- Thirty per cent of the grade will be based on a final evaluation in the form of one or a combination of the following: an examination, a performance, a portfolio, and/or another culminating activity. It must be suitable to course content, and administered toward the end of the course. The final evaluation will reflect the criteria and the relative weightings of the Achievement Chart.

### **CONSEQUENCES**

- If a student does not attempt the final evaluation, which may consist of one or more activities, a zero will be assigned and may be in danger of losing the credit.
- Any student who is ill and unable to write an exam is required to bring a doctor's note to the office
- If term work is incomplete the credit may be withheld

## **S – SCHOOL EVENTS**

### **EXPECTATIONS**

1. All CSS students are encouraged to purchase a student card at the beginning of the year.

2. A student card is required for participation on extra-curricular activities including school dances.
3. All students are encouraged to take part in our extensive extra-curricular program, either sports related or club involvement.
4. As a student at a school event, just like the student athletes on our teams and the members of our clubs you as a spectator are a participant in the event. You are attending the event as a Chippewa Secondary School student and will be identified as such by parents, officials, and other teachers present. Your actions as a spectator reflect upon the school. It is our hope that your actions are seen in a positive way and that each of you is a good ambassador for our school. OFSAA Code of Behaviour for Spectators:
  1. Cheer in a positive manner
  2. Respect the decisions of the officials
  3. Do not interfere with the competition
  4. Keep off the playing area
  5. Be courteous and respectful of all present

**RATIONALE**

- As a student, your actions are governed by the Code of Behaviour while you are at any school-sponsored activity. During such events, it is expected that you will conduct yourself in an appropriate manner. Your actions would reflect positively on the school.
- OFSAA rules of behaviour for participants states that a school athlete jointly represents both the school and Association. All participants will deport themselves in a manner becoming representatives of their school and Association. Attention must be paid to: respect for others, all participants have a right to freedom from harassment, equal treatment without discrimination based on race, place of origin, colour, ethnic origin, creed, physical or mental ability, sexual orientation, or sex.

**CONSEQUENCES**

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Warning                | <input type="checkbox"/> Detention              | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Meeting with parent(s) | <input type="checkbox"/> Removal from team/club |                                     |

**T – HOMEWORK**

**EXPECTATIONS**

- Complete all homework carefully and with pride.
- Keep up with and plan long-term assignments.
- Hand in homework on time.
- Bring late homework to school the following day.
- Ask for help if homework assignment is not clear & make use of the Student Success Rooms (Intermediate/ Secondary).
- Students should negotiate with the teacher in advance if the student expects that they may not be able to accomplish the required homework due to special circumstances.

**RATIONALE**

- Homework is a planned part of the educational process designed to enhance student learning, and is directly connected to The Ontario Curriculum Learning Expectations, Learning Skills, and Ministry of Education Reporting Guidelines. Homework is designed to assist and improve learning. In addition, effective at-home practices enhance positive attitudes about school and about learning routines. Schools that assigned homework frequently showed higher student achievement levels than did schools that made little use of homework (Rutter and others 1979).
- On average, secondary students taking up to and including grade 11 courses should have, on average, no more than ½ hour per subject area (2 hours/day). On average, secondary students taking grade 12 courses especially at the U/M level may have slightly more homework depending on the level, course and circumstances.

**CONSEQUENCES**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Warning                | <input type="checkbox"/> Academic Detention        | <input type="checkbox"/> Academic Focus Room |
| <input type="checkbox"/> Meeting with parent(s) | <input type="checkbox"/> Impact on Learning Skills | <input type="checkbox"/> Suspension          |

**U – FOCUS PERIOD**

## **EXPECTATIONS**

Secondary students will have two FOCUS periods every day for 50 minutes attached to a subject class. The purpose of the FOCUS period is to provide time each day for students at Chippewa to “focus on success”. This period is, however, not a replacement for home study and students should still be completing the appropriate amount of homework as outlined by board guidelines. The means to achieve this success in the FOCUS period are many and varied. Occasionally, at the discretion of the Principal, the FOCUS period will be used for important school wide activities such as literacy and numeracy training, school culture presentations, and assemblies.

The Focus Period could be used, at the teacher’s discretion, for any of the following activities:

- To review student progress and have all students complete and be accountable for any missing assignments
- To provide students with extra help
- For students to complete homework or assignments
- For students to complete tests, watch videos, do group work, etc., that they missed on days they were absent
- For student-Teacher conferencing on specific projects and feedback on assessments
- Mini-lessons for groups of students who are struggling with certain concepts
- For students to do research and work on major assignments like essays
- For writing tests
- To work on students’ organizational and time management skills
- For individual students to work on enrichment activities such as labs, science fair, math contests, etc.
- For sustained, silent reading
- For the whole class to get extra time using school resources, such as the library, computer labs, etc.
- For students who are caught up on all of their assignments, to be approved, at the teacher’s discretion, in ways such as being allowed to work on homework or assignments from other courses, or being allowed to work in other areas of the school, such as the library or computer labs

***In addition, students should be aware of the following:***

- Teachers can schedule the FOCUS time for their class, either during the actual FOCUS period in the timetable, or in the period designated for the regular class
- Whenever possible, teachers will schedule major tests for each class on a day in which that class has a FOCUS period
- As approved by the subject teacher students will be able to attend the Student Success Center in order to receive additional support from the Student Success Teacher and the Student Success Peer Tutor



# Chippewa Secondary

Excellence in English and French Education  
An International Baccalaureate World School



## Important Dates 2016-2017

### September

September 6 First day of Regular Classes  
September 6-9 Course changes/Registration  
September 14 Picture Day

### October

October 3 PD Day  
October 10 Thanksgiving Weekend  
October 13 Picture Retake Day  
October 13 Secondary Parent-Teacher Interviews

### November

November 14 Semester 1 Term 2 begins (Secondary)  
November 22 Secondary Mid-Term Report Card Day  
November 24 Intermediate Progress Report issued  
November 25 PD Day/Intermediate Parent-Teacher Interviews

### December

Dec. 26-Jan.6 Christmas Break

### January

January 6 Return from Christmas Break  
January 27-Feb2 Final Exams (Tentative)

### February

February 6 First day of Semester 2 (Secondary)  
February 14 Sem. 1 Final Report Card Day  
February 10 Elementary First Term Reports sent home  
February 20 Family Day holiday

### March

March 13-17 March Break  
March 30 Secondary Parent-Teacher Interviews  
March 30 EQAO Literacy Test Day (Secondary)

### April

April 3 PD Day  
April 14-17 Easter Break  
April 24 Semester 2 Term 1 ends  
May 2 Secondary Report Card Day

### May

May 22 Victoria Day Holiday  
May 25 Recognizing Raiders

### June

June 9 P.D. Day  
June 26-30 Final Exams (Tentative)  
June 30 Elementary term reports sent home  
June 29 Gr. 8 Celebration (Tentative)  
June 30 Gr. 12 Graduation 9:30am



## Intermediate Division

The Intermediate wing is located on the main floor and on the lower level. While our intent is to operate the Intermediate division as a separate and distinct school from the Secondary panel there are some opportunities for students to be with their siblings and friends in Gr.9-12 before & after school and some coordinated activities provided by Students Council during lunch.

Intermediate students will have staff supervised access to the gyms and other specialty rooms in the school.

### Intermediate Division Office Procedures

Chippewa Secondary School has one main office. Main office staff manages visitors and attendance issues. Please see policies on Safe Arrival and Visitors for more complete details on specific processes.

### Intermediate Program Safe Arrival Policy

Chippewa Secondary School is committed to the safety of our pupils. Our Safe Arrival program is a system of procedures that are performed together with daily attendance to account for any student's unexplained failure to arrive at school.

Parents and guardians are responsible for calling the school (705-475-2341 ext. 8507) to report student absences or lateness by 8:15 a.m. before the beginning of class. An answering machine is available to take your calls 24 hours a day. The safe arrival program will follow-up on any unexplained absences.

Parents and guardians are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts with the above information.

If you are late dropping your elementary aged child at school, please escort him or her to the office.

If you are picking up your child during the school day, please come to the office and we will have your child meet you.

### Visitors To The School

At Chippewa Secondary School, we are striving to preserve instructional time and keep our school safe and orderly. To ensure the safety of our students, everyone, including parents who visit the school, must sign in at the office. Visitor tags are also required. If you are a parent/guardian who is picking up a child for any reason, bringing required materials to your child, attending a meeting or volunteering in a classroom, you must check in at the office.

Office personnel will contact the appropriate people for you. Your co-operation in this area will assist us in providing uninterrupted classroom routines and will help us to secure our school and ensure everyone's safety. Parents or guardians who would like to visit classrooms for any reason are asked to make arrangements with the classroom teacher prior to the visit.

In keeping with our Safe Schools policy, we ask that you adhere to the following procedure for picking up your children at dismissal time:

- Dismissal is at 3:00 p.m.
- After the 3:00 p.m. bell, your child will be waiting at the student pick up area located outside at the front of the school or in the south end of the school.
- Please do not take your child from the classroom.

### Going Home For Lunch

In order to promote consistency, students may arrange to go home for lunch. Students who wish to go home for lunch are required to complete a permission form and have it signed by their parent/guardian. Forms are available at the office or from your classroom teacher.

### Supervision

Supervision begins at 8:30 each morning. There is no supervision provided for students prior to that time. As a result, parents and guardians are asked not drop students off or allow them to arrive at school before 8:30 am. Students have access to supervised activities at lunch in the library, gym, the games room, Student Success Room (Park It) and pending weather the school field.

### Transportation Policy

Parents/Guardians are advised to contact the Nipissing-Parry Sound Student Services Consortium (705-472-8840) to arrange transportation for first time students and for any subsequent permanent changes.

Should bussing be cancelled due to inclement weather, schools will remain open, but parents are responsible for providing transportation to and from the school. Parents will be notified through the media after 6:30 a.m. if the busses are cancelled or if the schools are open.

To be eligible for transportation to his/her assigned school, a student must:

Be a resident student who is registered in and attending a school operated by the Board, or a student for whom the Board is responsible for providing transportation under an agreement with another Board or agency.

In urban areas, reside in the Transportation Zone for his/her assigned school. These zones will be established by the Transportation Department using the following Maximum Walking Distance:

<b>Grade Level</b>	<b>Distance</b>
Grade 4 to 8	1.6 km.
Secondary	3.0 km.

### **Intermediate Dress Code**

#### **Philosophy**

Chippewa Secondary School, as part of the Near North District School Board, enables students to work toward attaining knowledge, skills and attitudes that will assist them in becoming productive and valued members of our community. Students are to dress appropriately for a place of learning. The value of learning appropriate and professional dress will aid our students with future job placements and job successes.

#### **Intermediate Discipline Policy**

From time to time, a student's behaviour will need to be addressed in order to preserve the learning environment of the other students in the class or to protect the safety of all students while at school. Like all schools in the Near North District School Board, we must follow the Board's Code of Conduct, which is available [www.nearnorthschools.ca](http://www.nearnorthschools.ca). Classroom teachers deal with most behaviours as they arise in the classroom. However, if the behaviour is extreme or repeated many times despite teacher intervention, it may be necessary for the vice-principal to intervene.

Depending on the severity of the case, disciplinary action can include:

- Verbal warnings
- Placement in an Alternative Study Area within the school
- Suspensions

When the vice-principal has issued such disciplinary action, a phone call will be made to the parent/guardian to explain the incident and the consequence. Maintaining frequent and open communication with your child's teacher will allow you to support your child's academic growth and address any behaviour concerns that you and your child's teacher may share.

#### **Electronic Items At School**

It is our belief that cameras and cell phones with cameras pose privacy and confidentiality concerns to all staff and students at Chippewa. These concerns are being recognized in all areas of society and limits on the use of such devices can now be found everywhere. Therefore, the following policy has been developed.

**Students will ensure that electronic devices such as Cell Phones, Smart Phones, IPad's, Laptops, etc., are not to be used in the classroom (unless approved by the subject teacher).** When used appropriately they are permitted in other areas of the school but please keep the volume down.

#### **CONSEQUENCES**

- I will be asked to leave the electronic mobile device in the office vault until the end of the school day.
- I will be asked to leave the electronic mobile device at home until further notice.
- My parent/guardian will be asked to pick up my electronic device from school.
- Persistent opposition to this policy may lead to school suspension