



NORTH PARK COLLEGIATE - VOCATIONAL SCHOOL

STUDENT HANDBOOK

- We will set high expectations for our students and staff. We will monitor, measure and reflect on our outcomes.
- We will create environments that are healthy and that recognize the well-being of mind, body, emotion and spirit of students and staff.
- We will promote practices that help students, families and staff feel safe, welcome and included.
- We will ensure that students and staff have a safe and welcoming environment in which to learn and work.
- We will provide secure and reliable learning environments that will allow students and staff to use technology in an effective and seamless manner.
- We will foster and celebrate inclusive school communities to enhance the learning experiences of all students.

CODE OF BEHAVIOUR

- The expected behaviours, listed in this document, are for all students, staff and guests of the school. Guests to the school must register at the main office.
- Language or behavior which disrupts the learning environment will not be tolerated.
- Students are expected to follow the direction of all staff in the building.
- At North Park, we also have a long-standing tradition of basing our school procedures on the cornerstones of the 4 Cs: COURTESY, COOPERATION, COMMITMENT and COMMON SENSE.

CODE OF CONDUCT

Circumstances in Which a Principal May Consider Suspending a Student (SO6):

1. Threatening to inflict serious bodily harm on another person;
2. Possession of alcohol, drug paraphernalia, illegal or restricted drugs, or cannabis, without a medical prescription;
3. Being under the influence of alcohol, illegal or restricted drugs, or cannabis, without a medical prescription;
4. Swearing at, or in reference to, a teacher or another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to Board or personal property on school premises or at any school-related activities;
6. Bullying, including cyberbullying;
7. Physical or verbal aggression;
8. Persistent opposition to authority;
9. Any inappropriate behaviour motivated by bias, prejudice or hate based on: race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other protected human right; or
10. Any act considered by the principal to be injurious to the moral tone of the school or the well-being of members of the school community.

Circumstances in Which a Principal Must Suspend a Student for 20 days Pending Expulsion (S07):

1. Possessing a weapon* or replica, including a firearm;
2. Using a weapon* or replica to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons or illegal/restricted drugs;
6. Committing robbery;
7. Giving alcohol or cannabis to a minor;
8. Bullying, if, i. The pupil has previously been suspended for engaging in bullying, AND ii. The pupil's continuing presence in the school creates an unacceptable risk to the safety of another person;
9. Any inappropriate behaviour motivated by bias, prejudice or hate based on: race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other protected right, if, i. The pupil has previously been suspended for Circumstance 9 under SO6, AND ii. The pupil's continuing presence in the school creates an unacceptable risk to the safety or mental well-being of another person;
10. Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
11. Committing an act of vandalism that causes extensive damage to Board or personal property on school premises or any school-related activities.

*A weapon is defined by the Criminal Code as "anything used or intended for use in causing death or injury to persons whether designed for such purpose or not; or anything used or intended for use for the purpose of threatening or intimidating any person." A weapon will also be defined as anything deemed by the Principal/designate to be dangerous or a threat to others. In incidents involving weapons, the weapons should be confiscated if the confiscation can be carried out safely. Weapons offences, including the threat to use a weapon, must be reported to the police. If the police attend, seized weapons must be turned over to the attending officer.

When a student is suspended, the parents/guardians will be notified by phone and in writing. That student is not allowed on school premises or to attend school events during the time of the suspension.

Sensitivity Training

Students who exhibit negative, aggressive or bullying behavior towards a peer or group of peers may be referred for Sensitivity Training. This is a program for students who have been identified as exhibiting such behaviours and takes place after school. The aim of this program is to help students recognize both the impact of and the reasons for their negative peer interactions. This training is arranged through the Vice Principal in consultation with parents. If need be, other consequences may also be required.

Removal from Extra-Curricular Activities

Failure to meet expectations of behavior may also result in removal of extra-curricular privileges, including: school clubs, dances, special events and sports teams. This will be done in consultation with coaches, teaching staff and administration.

EXPECTATIONS FOR ALL STUDENTS

Language Expectations

1. All staff will be addressed and referred to by students as Mr. Thomas or Mrs. Hartley.
2. Students who swear at a staff member will be sent to the appropriate Vice-Principal immediately.
3. Swearing and other inappropriate language is not acceptable in any area of the school. This includes the classrooms, halls, cafeteria, office areas and on the school grounds. Staff members will actively reprimand students who use improper language.
4. The language of bullying or harassment will not be tolerated. Students who bully will face consequences.

Dress Code

1. The school is a workplace and students need to dress accordingly.
2. Inappropriate dress includes: clothes that advertise/promote drugs or alcohol; have violent, racist or sexist language or imagery; profanity;
3. Other examples include hoodies (worn with the hood on), sunglasses, bandanas, or masks.
4. Students' clothes should cover their body appropriately (chest, midriff, back and legs). Acceptable clothing covers undergarments as well, such as bra straps and boxer shorts.
5. Students need to be responsible for their own personal hygiene and well-being.

CELL PHONE and ELECTRONIC DEVICE POLICY

North Park encourages our students to use electronic devices appropriately and with respect to the learning environment of others as well as everyone's right to privacy. The school policy takes into consideration the responsible use of assistive devices identified in a student's I.E.P.

1. Teachers are to follow the current GEDSB policy regarding electronic communication and social media use.
2. Cell phones are not to be used at assemblies, during detentions, in the work room or in the administrative area, including the Attendance Office.
3. Cell phones and other electronic devices are to be used for classwork, at the teacher's discretion.
4. Appropriate use includes: research, online class surveys, class-based social media, class Skype conferences, the calculator and the calendar function.
5. Inappropriate use during class time includes: personal social media or texting, games, email, non-class related use of the camera.
6. Devices should be turned off or left in the locker if not needed for class.
7. Personal and appropriate cell phone use is acceptable before school, at lunch and after school.
8. Cell phones should not be used for sharing images or inappropriate content of any kind. Administration and the police, if necessary will deal with each instance, as warranted.

Consequences:

1. For a first offence, the student will be sent to the office, his/her cell phone will be placed in the vault for safe keeping until the end of the school day.
2. For a second offence, the same consequence will be applied and a parent will be asked to retrieve the cell phone at their convenience.
3. Further infractions could result in further progressive discipline including suspension.

Classroom Expectations

1. Be punctual and arrive prepared to work.
2. Remove hats and stand for the playing of the national anthem.
3. Do not take backpacks, large bags and coats to class.
4. Students will not bring food or drink to class. Water bottles are excepted.
5. Respect others in the classroom with language, manner and attitude.
6. Students should use breaks to use washrooms, check cell phones, use the vending machines, or the cafeteria. Teachers will not release students from class for these purposes except for obvious emergencies.
7. If a student must leave class during class time for one of the reasons listed above the following procedure **MUST** be followed:
 - a) The student must sign out using the classroom log book indicating the time they leave class and the time they return.
 - b) Only **ONE** student will be permitted out of class at a time.
 - c) Students who are gone for longer than an acceptable time period will have to make that time up with their teacher.
 - d) Students who abuse this privilege will not be allowed to leave class during class time and will be referred to their Vice-Principal.
8. Students may be required to serve detentions by the classroom teacher. This is a serious consequence. Where students fail to arrive for a detention, the teacher will deal with this via the parent or via the Vice-Principal. Under no circumstances will failure to attend detentions be ignored.
9. Students will not be permitted to refuse to work or to do nothing in class. Should this occur and the student has been given clear warning, the matter will be referred to the appropriate Vice-Principal.

Front Office Expectations:

We are very fortunate to have a welcoming, helpful office staff. They are happy to assist students with any questions or problems that may arise. A few reminders:

- 1) The Office Staff are to be treated with the same respect that you would treat other staff members.
- 2) There is a phone in the office that students may ask permission to use, however, that privilege will be revoked if students use improper language or are disrespectful.
- 3) Students are to be polite in the office and respect that this is the secretaries' work space.

Lates

Students should be in their classroom by 8:50. Music will be played from 8:45-8:50 and is a warning that students should be proceeding to class.

Any students arriving to school late should proceed directly to class and will be marked late by their homeroom teacher

After 9:00, students must get a late slip from the Attendance Office.

A phone call or a note from home should also be provided explaining why the student was late. All notes must be submitted by the student to the Attendance Office.

Lates **to** classes will be dealt with by the subject teacher and consequences will be applied.

Any student with more than 5 lates, may be referred to their respective Vice-Principal.

Absences

Attendance is important for student success. In order for a student to realize his/her academic potential, regular attendance is essential. When a student is absent from class, he/she is missing valuable class time. If this begins to occur on a regular basis, a student jeopardizes his/her success in obtaining credit for that subject.

If a student is absent from class, a phone call to the Attendance Office or a note must be provided to the Attendance Office to explain the absence. Where possible, notice of an upcoming absence should be submitted in advance.

If a student misses a class without a valid reason, consequences will follow. Students who persistently miss class(es) will face consequences from their classroom teacher and will then be referred to their Vice-Principal. Students who are chronically absent may be referred to a GEDSB attendance counsellor.

Students who are 18 years of age and over may write their own notes. If the reasons on the note are not acceptable, it may be refused and the absence will be treated as truancy. Notes of this nature will be handled by the Vice-Principal if the student continues to write them.

Signing In/ Signing Out

If a student arrives late to school at any point in the school day, the student must sign in to the Attendance Office and will be given an in-slip. This slip must be given to their next period teacher. This includes students who arrive at lunch or during breaks or upon their return, in the case of students who have left at any point during the day.

If students intend to leave the school (thereby missing one or more classes that day), they must get an out-slip from the Attendance Office (between 8:30 – 8:50 am, not during class times). Students are to give the out-slip to the teacher from whose class they are leaving. If they are planning on returning the same day, they should report at the Attendance office to sign back in. An in-slip will be issued to get back into class.

On your way to/from school:

1. Take personal responsibility for your safety and the safety of others. Obey the pedestrian and vehicle traffic laws, including the directions of the crossing guards.
2. Park in the student parking lot, away from fire access or designated handicapped parking.
3. Use courteous, appropriate behaviour while driving your vehicle or while travelling in a taxi, on a city bus, or on a school bus.
4. Show respect for the feelings and the property of our neighbours.
5. Be co-operative with others.

Out-of-classroom expectations:

1. Be respectful of others in the halls and cafeteria.
2. Pick up your litter.
3. Show respect for school property.
4. Use your allocated locker and keep your combination confidential.
5. Avoid inappropriate displays of affections.
6. Students should not be in the halls during class time unless they have been excused by a teacher to go to their locker, get a drink or use the washroom. Students are not to be walking the halls during class as it is disruptive to classes and results in missed instruction. Students on spare should be in either the library or cafeteria during class time.

North Park C.-V.S. Evaluation Policy – (SO20)

The primary purpose of assessment and evaluation is to improve student learning.

Evidence of student achievement for evaluation is collected over time from three different sources – observations, conversations and student products. Using multiple sources of evidence increases the reliability and validity of the evaluation of student learning. Teachers will weigh all evidence of student achievement and will use their professional judgement to determine the student's report card grade. The grade should reflect the student's achievement of overall curriculum expectations.

At the beginning of each course, your teacher will outline the assessment/evaluation plan for the course and the policies on late assignments and missed evaluations (e.g. tests).

Absence from class - missed class work:

Students who have been absent are responsible for obtaining missed notes and homework from fellow students, with assistance from the teacher when needed. It is the student's responsibility to consult the teacher about missed classroom activities (e.g. assignments). The teacher will determine how missed activities will be made up and a time to do so will be arranged, in consultation with the student.

Absence from class - missed assessment/evaluation (e.g. test):

Teachers will give ample notice of upcoming major evaluations. It is the responsibility of each student to be aware of test dates, to prepare for them, and to write them on the set date. It is the student's responsibility to make arrangements with the subject teacher regarding a missed evaluation (e.g. test, quiz, presentation, etc.).

It is the student's responsibility to provide the teacher with a note upon return to class following a missed assessment. The note, signed and dated by a parent/guardian, shall indicate that the parent is aware that an evaluation was missed. (Please remember that a note or phone call must *always* be provided to the Attendance Office for any absence, whether an evaluation has been missed or not.)

If the student is aware that they will be missing an upcoming evaluation, it is up to the student to give ample advance notice to the teacher who will make arrangements, with the student, for completing the evaluation. Advance notice would apply particularly to an absence due to a school-sanctioned or school-sponsored event (e.g. a field trip), a parent-approved absence, or a religious holiday.

Family Vacations: Please note that vacations during school time are not encouraged. Instead, parents are asked to arrange family vacations during regularly scheduled school holidays.

Truancy (unexcused absences):

Truancy from tests and other evaluations is not acceptable. Students will be expected to complete an alternate assignment, at the discretion of the teacher. Choosing not to complete the alternate evaluation activity or losing the opportunity due to repeated offences, will result in a mark of zero being assigned.

Absence due to Suspension: It is the student's responsibility to make arrangements with the administration and/or teacher for completing evaluations (in advance of the upcoming evaluation, whenever possible).

Prolonged Illness: Lengthy illness may require special evaluation. Consultation with the student, parent(s), teacher, department head, guidance counselor and an administrator will determine how or whether a credit is possible. This includes students who have sustained concussions.

Late Assignments:

It is important to meet deadlines. If a student does not complete an assessment of learning by the deadline, penalties may be assigned.

Where continued lateness becomes a problem, students should work to:

- develop better time-management skills;
- ask for clarification of assignment expectations in advance of the due date;
- plan for major assignments to be completed in stages;
- speak to their teacher about recommendations

In the event that work has been graded and returned to the class, that assignment may no longer be accepted and an alternative assignment may be required.

Plagiarism:

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.

Plagiarism – Plagiarism is a form of cheating. It can be defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. (*Growing Success*, 2010 p. 151)

Addressing cheating and plagiarism will reflect a continuum of behavioural and academic responses and consequences.

Consequences for Students Who Cheat or Plagiarize

- The teacher will conference with the student and contact the parent to explain the situation.
- The teacher will use professional judgement and work with the student to determine the course of action on an individual basis.
- Incidents will be reported to administration and tracked.
- Where the integrity of an evaluation activity has been compromised, a student is still responsible for meeting the missed expectations.
- For a first offence, the teacher should provide an opportunity for the student to re-submit the evaluation activity or an alternate assignment with no penalty.
- At the teacher's discretion, the student may be required to complete the evaluation activity under supervised conditions.
- In those instances, where a student demonstrates a pattern of behaviour, the school principal may determine an appropriate consequence.
- If the incidents continue to occur, this moves from an assessment issue to a discipline issue and progressive discipline will follow.
- Choosing not to complete the alternate evaluation activity or losing the opportunity due to repeated offences, will result in a mark of zero being assigned.

Examinations:

It is the student's responsibility to know when exams are being written and to be present when they begin. Extra time will not be given for lateness. The exam has been designed to be completed in the allotted time (between 1 hour and 2 hours, depending on the course).

Extra time will not be granted, except under special circumstances (e.g. an IEP, a medical note from a doctor). Please check with your teacher (or the posted exam schedule) regarding the location (usually, your regular classroom) and length of your exam. For 1 hour exams, students must remain for the full duration. For 1.5 hour exams, students may leave after 1 hour. For 2 hour exams, students may leave after 1.5 hours. Please arrive at your exam location 15 minutes before the exam is scheduled and be sure to bring whatever is required for your exam (e.g. pens, pencils, a ruler, a calculator, etc.).

Remember to bring your textbook to each exam (to return to your teacher).

Phones and other electronic devices are NOT permitted in the examination room.

Knapsacks, coats, etc. are to be left in your locker or where indicated by your teacher (e.g. at the front of the room).

If a student fails to write a scheduled summative evaluation (e.g. an exam or culminating task), the teacher must enter a mark of zero for that evaluation unless the student can provide a medical (doctor's) certificate as evidence of illness (to be submitted to the Attendance Office within 48 hours of the beginning of the missed exam). If a student submits a doctor's note (to excuse him/her from a single day of exams), the Vice-Principal will reschedule the missed exam to a date later in the exam schedule. This may include writing more than one exam on a day or, possibly, writing on the 5th and final day of the exam schedule.

Students should not schedule elective medical appointments or surgeries during the exam schedule.

Other reasons (e.g. court; bereavement) must be presented for consideration to the Vice-Principal.

Family Vacations: A family vacation or a summer job is not an acceptable reason to miss an exam. A mark of zero may be applied. Parents are asked to plan family holidays outside of the exam schedule.

Tips on preparing for major tests & exams...

Study Skills:

- Start studying early. Frequent reviews are better than a one-night “cramming” session.
- Find out exactly what is required for the test/exam (e.g. content covered, question styles)
- Make study notes. Study notes contain the main ideas under specific headings. If you are a visual learner, draw pictures/diagrams. Say the points out loud. Have someone quiz you. Write out the main points from memory.
- Practice labelling maps and diagrams.
- Re-do problems in math and science. Be sure you have completed homework and review questions.
- Give yourself spelling and vocabulary tests.
- Review previous quizzes/tests to see where you went wrong the first time. Learn from your mistakes.
- Gather questions (e.g. highlight questions in your notes) and ask your teacher.

Tips on writing major tests/exams:

- Scan the whole test/exam. Check the marking scheme, noting the value of the questions.
- Start with the questions you know the most about.
This is helpful for calming nerves and improving concentration.
- Skip the questions about which you are unsure and return to them later.
There may be clues/hints in other questions.
- Organize your thoughts in point-form notes first. Refer to your point-form notes to write your answers in sentences and paragraphs.
- Number your answers correctly. Number your pages and write your name on each page.
- Re-read your test/exam. Check that you have completed all questions. Check for spelling and grammar.

Student Exam Instructions:

- Before the exam period begins, take home all notes/textbooks/etc. so, in case the school is closed (e.g. for a snow day), you have all necessary materials at home with you (for each of your courses).
- When at school during the exam period, you may study in the cafeteria, the work room or in the library. (The cafeteria will not be selling food, however.)
- After each exam, once you have left the examination room, please clear the halls quickly and quietly as other students may still be writing in nearby classrooms. If you plan to meet friends, please do so in the cafeteria or outside the building.



I have read and understand the expectations of me as a member of the North Park community with respect to the Code of Behavior and Conduct, and Evaluation Policy. I will do my best to abide by these expectations while a student at North Park.

Student Name: _____
(PLEASE PRINT)

Student Signature: _____

Date: _____

Entered in PowerSchool _____