

OSGOODE TOWNSHIP HIGH SCHOOL INFORMATION FOR STUDENTS 2017-2018

Daily Timetable

We are a semestered school operating with four periods and a common lunch. School days which have an “odd” calendar date (e.g. April 3) are Day 1. Days with an “even” calendar date (e.g. April 4) are Day 2. With advance notice, we may run a special timetable for special occasions. The national anthem is at 8:25 a.m. each morning and announcements are at 9:45 a.m. There are warning bells 3 minutes before each class.

Timetable

Time	Minutes	Day 1	Day 2
8:25 a.m.		National Anthem	National Anthem
8:25 – 9:40 a.m.	75	Period 1	Period 2
9:40 – 9:45 a.m.	5	Travel	Travel
9:45 – 11:00 a.m.	75	Period 2	Period 1
11:00 – 12:00 p.m.	60	Lunch	Lunch
12:00 – 1:15 p.m.	75	Period 3	Period 4
1:15 – 1:20 p.m.	5	Travel	Travel
1:20 – 2:35 p.m.	75	Period 4	Period 3

Absences and Attendance

If you have to be away from class, ask your parent/guardian to call the school (613-821-2241) before 8:00 a.m. and leave a voice message stating their name, the name of the student, the dates of the absence, and the reason. Parents/guardians wishing to avoid long distance charges may dial 1-877-820-7214. If you are going to be away for an extended time, please have your parents call the office. Do not make plans to be away during summatives, exams, EQAO or OSSLT testing. All of these dates are messaged to students at the start of each semester and students must be present at school. If students miss a summative or exam, the administration must be contacted and a medical note must be provided.

Absences that are Authorized or Justified

Authorized or justified or absences are ones due to illness, medical/dental appointments, authorized field trips, interscholastic events, religious holidays, and extenuating circumstances which must be discussed with the school’s administration for consideration.

Absences and Lates to Class

If you are often late to class, your subject teacher will attempt to get you on track. Students may be referred to the Vice-Principal if they are persistently late. Contact will be made with parents, and further consequences will apply on a case-by-case basis.

Absences and Missed Work

Students absent from class are responsible for making arrangements with their subject teachers for all material covered during their absence, including tests and assignments. If you are away, you have to catch up!

Absences and Signing-In

If you are late and arriving with a note, bring the note to the office and sign in. If you are late in the morning but less than 15 minutes late, please go directly to your first class; your subject teacher will mark you late. If you arrive later than fifteen minutes, you have to sign in at the Main Office

immediately upon entering the school. If you neglect to do so, your absence will be counted as unjustified. This applies if you come back late from lunch.

Absences and Signing Out

If you must leave school during the day, you are required to sign out. You are asked to provide a note from a parent/guardian for your class teacher. At the time of your sign-out, a parent or guardian must either report to the office to sign you out, or they must call the office to authorize it. If you do not have a note, please come to the Main Office. We will call a parent/guardian for you in order to get permission for you to leave. We cannot let students under 18 leave without permission. If you are over 18, you still have to provide a valid reason to sign out. You may be asked to provide a “third party verification”. It is very important that the Main Office be informed of any address, telephone and/or email changes so that the school can reach parents/guardians during the school day if necessary.

Absences that are Unauthorized

Absences that are unjustified or unauthorized are considered a “skip”. Honesty with teachers and parents is the best policy. “Skipping” will be dealt with by the subject teachers and the Vice-Principal on a case-by-case basis.

Assessment, Evaluation and Reporting Policy

Students are responsible for:

- attending and actively participating in all classes. Irregular attendance hinders achievement & development of learning skills;
- completing all course requirements, submitting only their own work and doing so by the assigned due dates;
- maximizing their learning and producing work of the highest quality, based on individual ability.

Parents/Guardians are responsible for:

- taking an active interest in the achievement of their child and assisting them in their learning and meeting their responsibilities as students;
- informing the school, in a timely manner, of student absences. Whenever possible, parents should avoid scheduling activities during the school year which may lead to prolonged absences and hinder student achievement.

Teachers are responsible for:

- providing students with a detailed course outline and a student evidence record at the beginning of the course;
- providing a range of assessments and evaluations that will enable students to demonstrate their learning and achievement;
- monitoring the processes involved in producing assignments, test and tasks to ensure individual accountability and success;
- the regular reporting of progress and concerns to students and parents through both formal and informal means including feedback on returned work, meetings with the student and/or communication home, in addition to Progress Reports and Report Cards.

Late or Missed Course Requirements (Tests and Assignments)

- it is expected that students will honour scheduled deadlines;

- if a student misses a scheduled evaluation (such as a test date or assignment due date), the teacher, in consultation with the student, will implement a completion contract. This contract will determine the nature of the second opportunity and its deadline. Failure to meet the requirements of the completion contract will be considered an absence of evidence;
- persistent missed evaluations will result in meeting with the school administration.

Academic Fraud

- when a teacher suspects a student of submitting fraudulent work, they will consult with the student and his/her parents, the appropriate Department Head and school administration to determine an appropriate course of action.
- the student will be provided with a second opportunity to demonstrate achievement of the defined learning expectations. The nature of the second opportunity will be determined by the classroom teacher.

Summatives and Final Examinations

- a summative and final examination is an essential learning opportunity and is a required component of most courses.
- in the event that a student cannot attend a final examination, they will be excused from the exam provided that a third party documentation (e.g. medical certificate) is presented to the Principal who justifies the absence.
- vacations, summer employment, or other obligations DO NOT constitute acceptable reasons for missing an examination. Please ensure that you adhere to school expectations for summatives and examinations.

Athletics and School Sports

We encourage you to participate in sports activities offered at school. The gym is often open at lunch for intramurals and recreation. Look at the school's website or ask a Phys Ed teacher which sports are in season. One of the best things you can do in high school is to tryout for school teams. Get involved! Playing for your school is a rewarding educational experience. Acceptable standards of behaviour, attendance, and academic progress must be maintained to remain eligible to participate.

Buses/Transportation

The OCDSB provides bus service for resident students whose homes are more than 4 km from the school. While traveling on a bus, you are governed by all OTHS regulations and our student code of conduct. You must get on and off your bus at the assigned time and stop. Don't be late! You are to sit in the seat assigned to you by the bus driver. Students are only permitted to ride the bus to which they are assigned. The main phone number for the Transportation Authority is 613-224-8800. Please remember that bus transportation is a privilege, not a right.

Cafeteria Food Services

Food services are available for students and staff from 7:30 a.m. to the end of the lunch period. If staff sees that there are too many students late to class because they are waiting in line to get food, we will ask cafeteria staff to close down service ten minutes before the bell rings to start morning classes. This applies during breaks between classes. Waiting for food is not an acceptable excuse for being late for class. Also, we are all responsible for keeping the cafeteria clean - everyone has to do their part. Please deposit all garbage and recyclables in the containers provided and take responsibility at all times for cleaning up after yourself.

Cell Phone – See the appendix on **Expectations For Our Learning Community**

Code of Conduct, Expectations, and Safe Schools

The OTHS Student Code of Conduct is fully in accordance with the Ontario Code of Conduct as outlined in Bill 212, as well as the OCDSB policies. These policies and the related procedures can be viewed on the OCDSB website.

Code of Conduct and Harassment

Every member of the school community has the right to learn and work in a safe environment, free of harassment, bullying and, to be treated with courtesy and respect. Harassment of any kind (physical, sexual, psychological, verbal, or written, and including threats, intimidation, bullying, roughhousing, and fighting) will not be tolerated. The OCDSB Harassment Policy is available in the Main Office or on the Board website. If you feel that you are being harassed, talk to a teacher, a guidance counselor, a peer helper, the Vice-Principal or the Principal.

Community Service Hours

Successful completion of forty community service hours is a requirement for a graduation diploma. **Students cannot graduate without completing 40 hours of community service.** Ten hours may be granted for “school generated” activities with the remaining or all forty hours to be completed in the community. Go to Student Services or to the Main Office to get a copy of the sheet you need to register community service hours. Read the back of the sheet before you do the community service because some activities are accepted and others are not. If you aren’t sure if the activity you plan on doing is acceptable or not, ask the Principal. Be careful if you are planning on doing your hours with a “for profit” business as these hours are not acceptable if the business displaces a paid worker. Fill out the sheet completely and bring it to Student Services.

Dances or Evening Events

School dances will conform at all times to OCDSB procedures. Admission is by “advance ticket purchase” only. Only one “sign-in” guest per student is allowed at the time of advance ticket purchase and only with appropriate identification. All “sign-in” guests are subject to the approval of the school administration. Your guest has to be signed in no later than noon hour of the day before the event. You must arrive with your guest and are responsible for their behaviour. Smoking, drugs, and alcohol are not permitted as per OCDSB policy. On-site police officers will assist school administrators in dealing with situations if they arise. The parents/guardians of any minor student under the influence of drugs or alcohol will be called and asked to pick up their child. Behaviour at all evening events, such as dances and coffee houses is governed by the district’s and school’s code of conduct and will be consequenced accordingly. Limiting access to future school events will be considered in addition to suspension from school. Some of our events are “Panthers Only”, and guests are not permitted.

Electronic Devices and Cell Phones - See the appendix on **Expectations For Our Learning Community**

Emergency Procedures and Fire Alarms

Every school year, there will be fire drills; the fire alarm will go off at some point. Every classroom has a poster that gives instructions to be followed. Stay with your class and leave the building immediately. Follow your teacher’s instructions and stay away from the building until you are notified to return. An “all clear” bell will be rung three times to allow everyone to return to class. It is a criminal offence to tamper with the fire alarm system. Police charges will be laid for setting off a false alarm.

Emergency Procedures with “Secure School” or “Lockdown”

A “Lockdown” or “Secure School” is designed to provide students with a secure area in case of an emergency other than fire. Each classroom has posters explaining emergency procedures that must be followed. The PA system may be used to announce the “Lockdown” or “Secure School”. If for whatever reason the PA is not available, the announcement may be made by staff or administration. It is essential that during a “Lockdown”, “Secure School” or drill, that students follow all instructions given by teachers and admin in order to ensure their safety. A student who fails to comply with these instructions may face serious consequences under the school’s and district’s codes of conduct.

Fees

In accordance with OCDSB Procedure PR.648.SCO, School and Course Fees may be requested to meet the costs of certain items. Though these fees are voluntary, the school must cover costs to continue to offer specialized supplies, trips and activities. No student will be denied any learning resource or opportunity due to financial circumstances. These situations will be handled with the utmost respect for students and their families. If a student is unable to pay a fee, they or their parents may: speak privately to the teacher or department head; speak privately to their guidance counselor, Vice-Principal or the Principal; confidentially phone the school to speak to the appropriate staff member; or, write a confidential note or email to any appropriate staff member. Our Student Activity Fee funds Students Council, Athletic Council, athletic team costs, peer helpers, Commencement and Double Blue Awards, student agendas, and student activity cards. Students who choose not to participate in any student activities are exempt from the fee. Other fees are charged in non-core subjects to cover the costs of specialized materials, trips, or activities. These include courses in technology, visual art, music, and senior elective courses. The cost for these fees will be communicated to students in the first week of school.

Field Trips and other “Out-of-School” Activities

In order to go on a field trip, you must return a signed field trip form to your teacher before the trip date. If this is not done, you can’t go on the trip! Please don’t report to the office at the last minute and expect that an exception will be made for you because you don’t have a signed field trip form. If you are away on field trips or other school-sponsored activities you are expected to complete all work missed from scheduled classes. Notify your teachers in advance of the activity so that arrangements can be made for tests and assignments.

Graduation Requirements

In order to receive an Ontario Secondary School Diploma, a student must complete 30 credits including 18 compulsory and 12 elective credits, pass the Ontario Secondary School Literacy Test (OSSLT) or the Ontario Secondary School Literacy Course (OSSLC), and complete 40 hours of community service. More information can be found on the district’s website (www.ocdsb.ca or through our Student Services department.

Library and Information Technology

The library staff provides assistance to students as they seek, process, and transfer information. Among the many resources available are:

- individual help with research assignments, independent study work, online course work, and thinking through assignments
- all research computers are networked to a laser printer (\$0.10/page); a colour printer is available (\$0.50/page)
- guidelines for bibliographies, avoiding plagiarism, essay writing

- access via the Library's "Hotlist" to online encyclopedias, databases, etc. which can be accessed from home (All OTHS students are advised to obtain an Ottawa Public Library card in order to borrow print materials and access their extensive online resources)
- English and French print curriculum books, magazines and newspapers (late fine of \$0.25/day/book borrowed)
- Overhead transparencies (\$0.50) for use in the photocopier and regular b/w photocopies (\$0.10/page)
- OTHS library facilities are heavily used, especially by classes. Those students on discretionary work periods ("spares") are invited to work quietly and productively and may sign in to work on computers (if available).
- School website is: <https://oths.ocdsb.ca>

Ontario Secondary School Literacy Test (OSSLT)

Successful completion of the OSSLT is a diploma requirement for all students registered in a diploma program in Ontario. The test will be administered at the school on April 10th. If you have to write the Literacy Test (OSSLT), do not make appointments or plans to be absent that day! Should a student not successfully complete the OSSLT, other options for fulfilling the literacy requirement for graduation are available. Please speak to your counselor in Student Services.

Lockers

Lockers are the property of the school board. They are on loan to students and must be properly maintained. Lockers are assigned at the beginning of the school year. You may use only the one locker registered to you. You can't change lockers without permission from the Vice-Principal. Lockers are not to be shared. Only combination locks are permitted. These are available in the Main Office for \$5.00. A search of lockers by school or Board administration is lawful at any time there is reasonable cause to do so. The school cannot assume any responsibility for items kept in student lockers. If you bring valuable items to school, you do so at your own risk. It doesn't happen very often but sometimes locker theft does happen. If this should occur, report the incident to the office as soon as possible. Keep your locker combination to yourself.

Parking for Students

Limited student parking is available in a specific area of the lot at the Metcalfe Community Centre. You have to get a parking pass in the Main Office. The Metcalfe Fair Grounds, the municipal library, the curling club, etc. are private property and no student or staff parking is permitted there. Students are not allowed to park on school property!

School Council

This provincially mandated advisory council consists of parents, a teacher representative, student representatives, the Principal and a community representative. Meetings are held at 7 pm in the school library and normally fall on the second Tuesday of the month. Please see the school calendar to confirm these dates. All parents are welcome to attend. Elections for the School Council Executive will take place at the first meeting in October.

Student Activities and Clubs

Activities beyond the classroom are important features of life at our school and are as varied as the talents and interests of the students. Leadership training is a significant part of programming offered to you. Skill development sessions are held during the year. In the past, the following activities have

been offered: audiovisual crew, badminton club, chess club, enrichment mini-program, environmental club, math club and Reach for the Top.

Students' Council

The Students' Council makes a significant contribution to our school and the community. The council plans social activities such as dances, assemblies, winter carnival, and spirit weeks. Please support your students' council activities. The co-presidents represent the students at major school events, community activities and Board student committees. Grade representatives for the following year are elected in the spring. Grade Nine representatives will be elected in late September.

Smoking

It is illegal for someone under the age of 16 to possess cigarettes. Tobacco Control Officers may visit the school at any time, respond to any violation of the Ontario Tobacco Control Act, and issue fines when warranted. Any student caught smoking on school property may be subjected to a fine, suspension or both. The best thing to decide is not to smoke at all! See your guidance counselor for information on how to stop smoking!

Student Services (Guidance)

What used to be called "Guidance" is now called Student Services because it is more comprehensive in its scope. A wide variety of educational and occupational information is available. Through classroom activities and individual counseling, you can explore personal interests, post-secondary programs, and career opportunities. The "Link Crew" is a team of interested, caring students who help new students to the school and assist students with the transition from grade eight to grade nine. They will organize many fun and interesting activities throughout the year. See the Vice-Principal if you have any questions about Link Crew. Student Peer Helpers are available also if you need support or even just to talk. Ask your guidance counselor to introduce you to a peer helper.

Student Services (Resource)

We provide special education support to students identified through the "Identification, Placement and Review Committee" procedures of the school board. An appropriate program is developed for you based on your individual needs. If you would like a referral, see your student counselor or Mr. St-Yves and ask if a referral may be made for you. Your parents may also contact the school directly.

Textbooks and Materials

Textbooks are provided to you in courses where they are required. Some courses require several books! Textbooks and other materials are very expensive and you have to look after them properly. You **must** return books and materials in the same condition they were in when they were issued to you. If you lose the books or materials, you will be charged for the replacement costs. Write your name in pen in the appropriate place inside the textbook issued. Don't lose it or get it mixed up with someone else's books! You have to return the same books or materials that you were assigned.

Valuables

The school does not accept responsibility for any lost, stolen or damaged student property. Be careful about what you bring to school. Leave expensive items or large sums of money at home! **Under no circumstances should money or valuables be left in the Physical Education change rooms or lockers.**

Visitors/Trespassing

Students are not to bring friends onto school property who do not attend the school. **All visitors are to report to the Main Office for assistance and permission to visit.** A student who is under suspension is not to be on school property without the permission of the Principal or Vice-Principal. Sometimes we run special events to which visitors are allowed. If such an event is being organized, you will need to sign up your guest in advance and follow the rules in place. This does not mean that your guest is automatically allowed to come.



EXPECTATIONS FOR OUR LEARNING COMMUNITY

“WITH ALL DUE RESPECT”

At Osgoode Township High School we respect the learning process and all those who are a part of it. We demonstrate this respect for the community of learners in the following ways:

1. We show up to class on time. That means, in the class, ready to work, at the appointed time, every day.
2. We are always prepared to learn. That means we bring the necessary equipment, notebooks, textbooks, pens, paper, and completed assignments.
3. We respect the importance of learning in an environment as free from distraction as possible by minimizing movement/noise in the halls. That means:
 - Not leaving classes during the first and last 15 minutes of the period.
 - Only working in the cafeteria, library or outside of the building, not in the halls, when on spare.
4. We show respect for the learning environment by using language that is appropriate.
5. We respect the privacy rights of all others in the building, as well as their right to learn without distraction. That means that cell phones and all other electronic devices are not to be used during class time without the permission of the classroom teacher.
6. We show respect for the learning environment by wearing appropriate attire consistent with a positive learning environment.
7. We show respect for our physical environment by being tidy and picking up after ourselves.

AT OSGOODE TOWNSHIP HIGH SCHOOL, WE SHOW RESPECT FOR EVERYBODY, EVERY DAY, ALL THE TIME.