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## A. GENERAL INFORMATION

### 1. DAILY SCHEDULE

TIME	DAY 1	DAY 2
9:05 - 10:20	Period 1	Period 2
10:20 - 10:25	<i>Travel Time</i>	
10:25 - 11:40	Period 2	Period 1
11:40 - 12:40	<i>Lunch</i>	
12:40 - 1:55	Period 3	Period 4
1:55 - 2:00	<i>Travel Time</i>	
2:00 - 3:15	Period 4	Period 3

Nepean High School offers semestered courses operating with four periods and a common lunch. Both the morning and afternoon periods rotate within their own half day. A few specialty courses run in a non-semestered format outside the regular timetable. Day 1 is on odd days and Day 2 is on even days. With advanced notice, for special occasions, a special timetable will be run for the day.

### 2. CODE OF STUDENT BEHAVIOUR

The Nepean H.S. Code of Student Behaviour exists in order for the students, staff and parents to maintain a co-operative relationship in an atmosphere of mutual respect and a safe, comfortable, productive learning environment. The school is responsible for setting the standards for courteous and respectful behaviour and for enforcing these standards in such a way as to develop an appreciation of their value. Students are expected to conduct themselves in a safe and responsible manner, treat their fellow students with kindness and courtesy, and interact with all members of school staff in a respectful and co-operative manner. Likewise, all students are expected to pick up after themselves, and help keep the school building clean and tidy out of respect for the school and the community. Students who find themselves dealing with difficult situations, involving either students or staff, are encouraged to seek assistance.

### 3. RESPONSIBILITIES OF STUDENTS

All students have the responsibility to:

- attend school daily and to communicate with the school in the case of absences
- be on time for all classes
- respect the rights of others to study and learn;
- participate in the learning process and be active learners
- be courteous and respectful towards teachers and support staff
- come to class with the necessary books and materials
- complete all assignments and meet deadlines
- dress in a manner appropriate to a learning environment
- respect school property and learning materials
- adhere at all times to the ethics of academic integrity, including responsibility, honesty, trust, and respect
- exercise self-discipline
- accept such discipline as would be exercised by a kind, firm, and judicious parent
- secure proper authorization for the posting or distribution of materials on school premises

Students are expected to respect these guidelines during regular school hours, and also during all school or OCDSB sponsored activities that may be outside of regular school hours.

Transportation time to and from these events is also covered by these guidelines.

### 4. CONSEQUENCES

A range of consequences provide direction to students who have chosen not to follow the rules of the school. Consequences are based on progressive discipline, whereby disciplinary measures progress and escalate due to the frequency and severity of the infraction.

a) Progressive Discipline:

- A warning is issued to the student that details the inappropriate behaviour, spells out corrective action, and provides a summary of the consequences that will happen should the behaviour repeat.

- Parents may be called or a letter may be sent home which provides information about an infraction and consequences.
- A detention may be assigned before school, at lunch, or after school. The usual period of a detention is 30 minutes.
- The Vice-Principal may assign a student a written assignment designed to assist the student to understand the nature of their actions.
- A student may be required to enter into a contract with the school that attests to a modification of his/her behaviour and spells out the consequences of any further inappropriate actions.
- A student may be required to use a tracking sheet from class to class. Teachers sign to verify attendance and proper behaviour in class.
- Students may be assigned community service. Community service may include cafeteria clean up duty or school clean up.
- A student may be assigned an in-school sanction.
- A student may be assigned to the Student Success and Opportunity Program.
- School recommendations may be withheld
- Documentation of incident(s) placed in student file
- Students over the age of 18 may be removed from the school roll and referred to the Adult High School.
- A student may be designated “Not in good standing”
  - Removal from extra-curricular activities: teams, clubs, field trips, etc.
  - Removal from academic awards (e.g. honour roll, subject awards)

b) Suspensions

Under the *Education Act*, Section 306, a principal shall consider whether to suspend a student from one to twenty school days, if he or she believes that the student has engaged in any of the following activities:

- (i) uttering a threat to inflict serious bodily harm on another person;

- (ii) possessing alcohol or illegal drugs;
- (iii) being under the influence of alcohol;
- (iv) swearing at a teacher or another person in a position of authority;
- (v) committing an act of vandalism that causes extensive damage to school property or to property located on the premises of the student's school;
- (vi) bullying;

(b) In addition, a principal shall consider whether to suspend a student from one to twenty school days, if he or she believes that the student has engaged in any other activity that is an activity for which a principal may suspend a student under a policy of the Board.

- (a) committing an act of vandalism that causes damage to Board property or to property located on the premises of the Board;
- (b) persistent opposition to authority;
- (c) habitual neglect of duty as a student;
- (d) willful destruction of school property or property located on school premises;
- (e) profane or improper language;
- (f) conduct injurious to the moral tone of the school;
- (g) conduct injurious to the physical or mental well-being of others in the school;
- (h) inappropriate use of information technology, as defined in Board policies and procedures;
- (i) smoking on school/Board premises;
- (j) possession or sale of illegal or unauthorized tobacco products prescription drugs and alcohol;
- (k) being under the influence of illegal drugs;
- (l) violation of the Board dress code; or
- (m) any act considered to be contrary to the Board or school code of Mandatory reasons for Suspension, in addition to the reasons listed above are as follows:
  - uttering a threat to inflict serious bodily harm on another person

- possessing alcohol or illegal drugs
- being under the influence of alcohol
- swearing at a teacher or another person in a position of authority
- committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- being under the influence of illegal drugs
- committing an act of vandalism that causes damage to Board property or to property located on the premises of the Board
- committing an infraction for which expulsion is mandatory

When students are suspended, the Principal shall notify the students, their teachers, parents or guardians, the Board, and the appropriate Board officials. Notification is written and includes the reasons for suspension and the appeal procedures. Additional information regarding suspensions is available on the Web at <http://www.ocdsb.ca>.

Out-of-School Suspension includes the removal of a student from participation in all academic and extra-curricular activities for the period of the suspension. While under suspension, it is the responsibility of students to stay up to date with class work and assignments. A Student Action Plan will be provided for all students suspended for 6 or more days. Students will be required to attend the Student Success Program for suspensions of 11 or more days. Upon returning to school, students will report to the main office with a parent or guardian, unless otherwise arranged.

In-School Suspension allows the student to attend school, usually under the direct supervision of the Vice-Principal. Extra-curricular activities will not be permitted.

## 5. COURSE LOAD

Students in grades 9, 10, & 11 are expected to take a full course load of eight credits per year. Grade 11 students may have one unassigned period if they have 17 credits earned at the end of grade 10. Students in grade 12 are expected to be full-time students and take no less than 6 courses unless they need fewer courses to graduate. Students who have one or more regular unassigned periods are expected to supervise their own study. Both the cafeteria and the library are available for study purposes. Students are not to loiter in the halls or in any way disturb the learning process of others.

## 6. TIMETABLE CHANGES

Any change of timetable must be initiated through the Student Services Department. The deadline for adding/changing courses is September 14 in Semester I and February 18 in Semester II. Students must continue to attend the course in which they are registered until the permission form is completed and the course is officially changed or dropped. Failure to do so will be considered "skipping". **The deadline for deleting a course in Semester I is November 19 and April 22 for Semester II. Grade 11 and 12 courses deleted after these dates will remain on the student's transcript.**

## 7. ATTENDANCE POLICY AND PROCEDURES

Studies have shown that there is a general correlation between attendance and achievement. For this reason Nepean High School believes that good attendance is crucial for academic success. Students are required to attend school until they complete their high school diploma or reach the age of 18.

Students are expected to attend school regularly and to attend all classes when at school. Nepean High School believes that good attendance is crucial for academic success. Students absent from class are responsible for making arrangements with their subject teachers for all material covered during their absence, including tests and assignments. All notes for absences will be kept on file.

- Students who know they will be away are requested to bring a note to the office beforehand. Otherwise, a telephone call to the school by the parent at 722-6551 as

early as possible on the day of the absence would be helpful. With a phone call, a note is still required when the student returns.

- On their return to school after a justified absence, students are required to bring a note signed by a parent/guardian indicating the date(s) of the absence, and exact reason for their absence. Students are required to show this note to all of their teachers and then turn the note in to the office.
- Justified / Authorized Absences are due to:
  - illness
  - medical/dental appointments
  - family reasons, such as death, illness, or emergency
  - authorized field trips or interscholastic events
  - religious holidays
  - extenuating circumstances
- An unjustified or unauthorized class absence will be deemed a “skip”.
- Detention Room:

Two detentions will be assigned as the consequence for one skipped class - detentions are assigned by all course teachers on first and any subsequent skip. Assigned detentions will be 30 minutes in length and will be served in the detention room. Students may not bring food, drinks, electronic equipment (e.g. ipods, cell phones), and must bring work or reading material. Non-compliance will result in the detention being viewed as skipped.
- Students who have more than five unauthorized absences will be referred to their Vice Principal by the subject teacher. The Vice Principal will apply a series of consequences such as serving detentions, letters to parents, student contracts, tracking sheets, community service and suspensions from school. In the case of chronic unauthorized absences, students are putting their credit in jeopardy and risking withdrawal from the course.

- Sign-Ins: Students must go directly to class if they arrive late to school. Students who sign out and return before the end of the day must sign back in at the main office.
- Sign-Outs: Students who need to leave the school during the school day, including the noon hour, must report to the Main Office to sign out. Students need to have a note from their parents permitting the student to sign-out. If students do not have a note, parents will be telephoned by the office. Students are required to show this note to their teachers and then turn the note in to the office when they sign out.
- Where parents or guardians cannot be contacted, the students will need the permission of the Principal or Vice Principal to leave.
- Lates: Students are expected to be on time for all classes. Students who are habitually late do a disservice to themselves, to other students, and to their teachers. Teachers will apply appropriate disciplinary measures and will notify parents and administration accordingly for the first five lates. Students who have more than five lates will be referred to their Vice Principal by their subject teacher. The Vice Principal will apply disciplinary action similar to unjustified or unauthorized class absences.
- Students Who Sign Their Own Notes: Students who are 18 years of age and older may wish to accept a greater degree of responsibility concerning their education and conduct at school. This responsibility includes the signing of notes, option sheets and other routine school documents. Students who sign their own notes should be aware that the reasons which justify absenteeism do not change. Please be advised that the school administration reserves the right to contact parents / guardians in respect to educational concerns.

## 8. ASSESSMENT AND EVALUATION

The primary purpose of assessment is to help students learn. It is a continuous process of gathering information about student learning and performance. Evaluation is the process of judging the quality of the student work based on established criteria, and the assigning of a value to represent that quality.

### Students

Students rights and responsibilities are the cornerstone of academic success and include: attendance, punctuality, timely completion of homework and assignments, and academic integrity. Students are responsible for:

- Self advocacy
- Completion and submission of their own work
- Submission of required assignments on the assigned due date
- Striving for excellence
- Completion of course requirements

### Teachers

During the first week of classes in each semester, subject teachers will provide students with an outline for the course which includes a summary of the evaluation procedures.

Additionally, teachers will:

- Establish and communicate clear expectations for student work
- Inform students of due dates in a timely manner and allow sufficient time for completion
- Accommodate exceptional circumstances
- Provide timely feedback
- Provide marking schemes and rubrics
- Communicate concerns

### Parents

Parents are asked to:

- Monitor student progress
- Be informed regarding school policies, specifically:
  - Summatives

- Exam dates
- Academic integrity (see below)
- Communicate with the teachers on going issues and special circumstances with the school.

a) Attendance

Teachers utilize tests, assignments, summatives, tasks, and other evidence to evaluate and arrive at a final mark in a course. To ensure success in learning, students must be present and complete assigned evaluations. Students who are absent and or do not complete evaluated assignments, may be required to complete and submit extra work to establish an accurate measure of achievement.

b) Tasks

Students are expected to submit tasks by the deadline. Students who do not submit assigned work by the deadline are required to complete and submit the work. If there is a reason why the students will not be in class at the deadline (field trip, sports, etc.), they must make every effort to get the assignment to the teacher on time and certainly no later than the first day back at school. Students will negotiate with the teacher for an alternate date, task, or assignment. Habitual neglect of duty in this regard may result in behavioural consequences.

c) Tests

Students are expected to be present for tests and any other in-class evaluation days. Students will be given a minimum of four calendar days notice that a major class test is to be written. Every attempt will be made to ensure that students will have no more than two major tests scheduled on the same day.

Special arrangements will be made for students with identifiable special needs that make it difficult for them to complete tests and/or examinations in the prescribed time. These students are referred to Student Services, Special Education teachers, or the Administration.

Those students who know in advance (e.g. field trip, sports event, etc.) that they will be away on the day of a test are

expected to negotiate alternate arrangements with their teachers to complete the test. This must be done in advance of the test. In this case, the teachers will provide an alternate time for the student to write the test.

#### d) Examinations And Final Summative Assignments

All students are required by law to write formal examinations and summative assignments. It is important to note that, in the rare case, should a student miss an examination or summative assignment deemed legitimate by the Principal, including a medical certificate, the student will be required to complete the missed evaluation or its equivalent, at a later date.

- Students and parents should not make plans that will conflict with examination dates. Summative evaluation and examination dates are clearly indicated on the school calendar, in the student planner, and on the school website.
- Students who are late in arriving for an examination will be admitted only within the first hour of the examination.
- It is OCDSB policy that no student will be required to write more than two examinations on one day. Students must report such a conflict well in advance to the Vice Principal.
- On rare occasions, students may have an exam conflict if two exams are scheduled at the same time. If this happens, the students will write their exam in a special “conflict room”. A Vice Principal will see these students well in advance to explain the procedures.

#### e) Academic Integrity

Nepean High School values academic integrity, evidence of one’s own learning through demonstration of responsibility, honesty, trust, and respect. Academic fraud is the act of presenting another person's work as one's own and is considered a serious academic offence.

Academic fraud includes:

- plagiarism
- cheating
- copying
- parent/tutor doing the work instead of student
- re-submission of previously submitted work

Any student who commits academic fraud does not demonstrate evidence of learning. The student will be required to complete equivalent work. Nepean High School's Plagiarism Policy is available in the school library and online. All students should familiarize themselves with this policy.

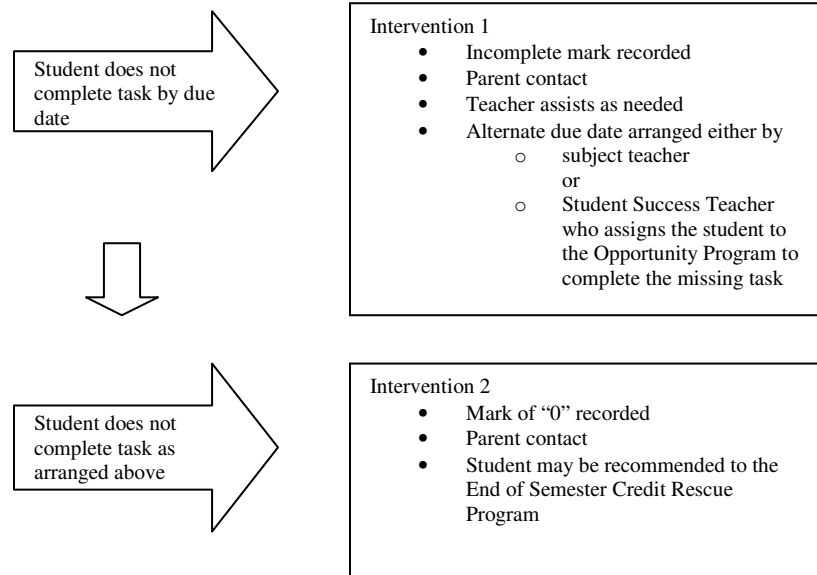
f) Consequences

Students may face consequences as a result of late, incomplete, or fraudulent work. Consequences are based on the principles of Progressive Discipline and may include:

- Parent contact
- Communication with the student's other teachers
- Assigned to the Student Support and Opportunity Program
- Referral to administration
- Referral to the Academic Integrity Tribunal. The Academic Integrity Tribunal includes an administrator, the Department Head, and a third faculty member.  
Consequences may include:
  - School recommendations withheld
  - Documentation of incident(s) placed in student file
  - Student placed on "Not in good standing" list
    - Removal from academic awards (e.g. honour roll, subject awards)
    - Removal from extra-curricular activities: teams, clubs, field trips, etc.
  - Suspension

## 9) WORK COMPLETION PROCEDURES

The following flow chart presents the procedures in place to assist students to complete missing assignments and tests. In addition to teacher and parent supports, students may be assisted by the administration and the Student Success Teacher (SST).



### Student Supports

Students who do not complete work do not provide evidence of learning. In this case, the final grade will be affected. In order to assist students to complete work and, thereby, be given opportunities to demonstrate evidence of learning, Nepean High School provides the following two programs:

- **Opportunity Program:** This provides students with provision to complete and/or re-do tasks on the requirement of school faculty. This program operates outside of the regularly scheduled school day.
- **End of Semester Credit Rescue:** Students who may have their credit(s) in jeopardy due to missing evaluations (e.g. tests, assignments) are recommended to the end of semester credit rescue. This program provides an opportunity for students to complete missing work.

## 10. REPORT CARDS

Two Report Cards are issued per semester. A “Statement of Concern” letter will be issued early in each semester for students experiencing difficulty in any course. Report Card marks represent the students’ cumulative standing in each subject. The Report Card shows the median marks in each subject, the number of classes missed, the total number of classes, and the number of times late. Parents should take note of these totals. Formal parent-teacher interviews will be scheduled in advance of the mid-term Report Cards being issued. Interviews this year are on October 29, 2009 and April 8, 2010. Parents and teachers may arrange individual interviews following subsequent reports, or at any other time.

## 11. TRANSCRIPTS

The "Full Disclosure Transcripts" came into force for the 1999-2000 school year. If students withdraw from a grade 11 or 12 course following five instructional days after the first provincial Report Card, a "W" will be entered in the credit column. The mark at the time of withdrawal will be entered in the achievement column on the Ontario Student Transcript. The deadlines for deleting courses at Nepean are: Semester I - Nov. 19, 2009 and Semester II – April 22, 2010.

## B. STUDENT SERVICES DEPARTMENT

The Student Services Department is dedicated to helping young people better understand their educational opportunities, to know and appreciate themselves, to relate effectively to others and to explore career alternatives. This is done through individual counselling in small group and in classroom sessions. Services include personal counselling, referrals to the school psychologist and social worker, high school and post-secondary education planning, and aptitude testing to help students determine the appropriate selection of program. As well, a tutorial service is in place. A variety of interest inventories are available to assist students in examining their personal interests relative to possible occupational choices. In addition, career days, assemblies, and the various programs initiated by the Work/Career Education Department of the Board of Education

(e.g. Job Shadowing, Work Experience and Co-op) allow students to explore alternative career choices.

### **Youth Resource List**

Nepean Student Services direct line 722-0936  
CHEO 722-2225  
Catholic Family Services 725-3601  
Jewish Family Services 722-2225  
Distress Centre 238-3311  
Sexual Health Centre (179 Clarence St.) 234-4641  
Youth Services Bureau 729-1000  
Legal Aid 238-7931  
Poison Information 737-1100  
Kids Help Phone 1-800-668-6868  
Dave Smith Centre 594-8333  
Rape Crisis Centre 562-2333  
AIDS-Sexual Health Info Line 563-2437  
Rideauwood Addiction & Family Services 724-4881

## **C. STUDENT ACTIVITIES**

### **1. STUDENTS' COUNCIL**

Nepean High School Students' Council organizes and directs activities for the school population. The Co-Presidents are elected by the student body. The Co-Presidents for 09-10 are: Leah Wilkinson-Cruddas and George Li.

### **2. STUDENT-RELATED ACTIVITIES**

The privilege of representing Nepean High School in any school related activity must be earned by being a student in good standing. Academic standing, attendance record and behavioural history will play a major role in making this determination. Students who participate in activities such as Students' Council, athletic teams, clubs and field trips represent Nepean High School and are expected to act in a way that reflects favourably on the school and its students. They should conduct themselves at all times with honour and dignity, and present themselves as positive role models to younger children and to their fellow students. Students involved in school-related activities should:

- be students "in good standing". Students should maintain good attendance, be on time and demonstrate effort and academic achievement in all classes. Students in good standing have no outstanding liabilities such as student fees owing or textbooks owing
- pay all fees prior to participation. If there is a difficulty in the payment of fees, the matter will be referred to the Administration through the Head of Department and treated confidentially
- attend all classes up to the designated dismissal time on the day of the activity
- be responsible for all work, tests and assignments missed while participating in an activity. Students involved in extended activities must notify subject teachers of the absence in advance of the activity, complete all required assignments in each subject, and meet deadlines for such assignments as determined by the subject teacher
- obtain signed consent forms from parents / guardians and permission from teachers in advance of the activity
- refrain from the use of alcohol/drugs, otherwise forfeit attending school-related activities for the rest of the year
- behave in a non-violent manner
- use appropriate language and refrain from profanity
- respect and obey any additional rules and expectations for school-related activities being held at off-campus locations or facilities

The Administration reserves the right to refuse admission to field trips, athletics, and extended school activities on the basis of marks, absences, lates, or behaviour.

### 3. DANCES AND STUDENT EVENTS

The prime objective in holding dances and student events at Nepean High School is to provide a supervised social event for current Nepean High School students. The following rules are applicable to dances and special student events such as, Coffee Houses, Improv Nights, etc.:

- Students must show their Nepean H.S. Picture ID at the door when coming to a school dance or special student

event. Entry will be denied if students do not show their Nepean HS Picture ID at the door.

- Tickets will not be sold at the door.
- Depending on the nature of the event, tickets may only be sold to Nepean High School students.
- Students will be governed by all OCDSB policies pertaining to schools and students.
- Students will only be admitted into dances and students events within one hour of the start of the event.
- Students who leave the school building will not be readmitted.
- Smoking is not permitted at school dances or on school property.
- Alcohol and drugs are not permitted on school property and zero tolerance will be enforced at all school dances and activities. Participants may be asked to submit to breathalyzer testing to gain entry to events.
- The School Dress Code is enforced at dances and student events.

#### 4. INTERSCHOLASTIC SPORTS

Fall interscholastic sports are identified the first week of school depending on student interest and commitment, staff and coaches, and budget. Winter and spring sports will be identified in October and February respectively.

- Students participating in interscholastic teams will be requested to pay a fee of \$50.00 and students participating in individual sports will be requested to pay a fee of \$25.00. Athletic fees help to defray the costs of league fees and transportation, and assist with the cost of the year-end Athletic Banquet.
- It is recommended that students have an annual medical examination and enroll in the school accident insurance plan or a similar plan.
- **Students must not leave valuables (bus passes, jewellery, money, etc.) in the changing rooms.** The school can not be responsible for lost or stolen items.

## D. SCHOOL OPERATIONS

### 1. ACCIDENT INSURANCE

An accident insurance policy is available to students. Details regarding premiums and amount of coverage will be distributed at the opening of school in September. The parents/guardians assume full responsibility for completing and submitting the application.

### 2. BUS PASSES

An OC Transpo student bus pass may be obtained through OC Transpo. The current OCDSB Transportation Policy is available in the main office for the information of students and parents.

### 3. COUNCILS

Nepean School Council: The School Council is an advisory body. Through its activities, the Council provides additional opportunities for parents and the community to be more directly involved in providing advice to the Administration of the school. The council has a general mandate that is focused on school management and resource allocation issues.

### 4. COURSES OF STUDY

Courses of study are available online at [www.nepeanhighschool.com](http://www.nepeanhighschool.com). These are available to students and parents.

### 5. FEES

#### a) Student Fees

Nepean requests a yearly Student Activity Fee of \$30.00 from all students. This voluntary fee will only be spent on students and their activities, such as Student Planner/Agenda, Students Council Activities, Fine Arts Extra-curricular Activities, Interscholastic Programs, Student Clubs, Student Recognition and Leadership Training, the Grade 9 Welcome BBQ, Student Body Activity Days, and other projects such as student conferences and student initiated projects. In addition, these funds enable the school to utilize the Canadian Achievement Test (CAT-3) and a learning styles inventory early in grade 9. This provides information to our student success and classroom

teachers to better meet the academic needs and learning styles of our students. As well, the Student Activity Fee also provides grade 11 students with the Jackson Vocational Interest Survey. The results of this survey help students to identify potential career and academic pathways post secondary.

#### b) Course Fees

At Nepean, we charge fees in several courses. These fees allow the courses to offer a broader spectrum of learning opportunities for students, enriching their experiences at Nepean. They provide for supplementary materials and resources. We ask for your understanding and support in this matter. In addition, we encourage families who may find the fees difficult to finance to contact the Principal privately to investigate alternative payment strategies and/or the waiving of specific fees. Most fees are charged in optional courses, making the avoidance of fees possible.

#### 6. FIELD TRIPS

As part of the school program, teachers arrange field trips of a curricular or extra-curricular nature. In each case, parental notice will be given and parental approval is required. Field trip forms will be provided by the subject teacher and must be returned signed, prior to the departure of the trip. Where transportation is required, licensed carriers are hired, and students may be asked to pay a small fee to help subsidize the cost of transportation and a supply teacher. Student deportment during a field trip is expected to be the same as it would be within the school building. Field trip participation is a privilege extended to students in "good standing" at Nepean H.S. Participation may be denied to any students who, in the opinion of the staff, have not earned the right to attend.

#### 7. FIRE DRILLS

In the event of a fire, the alarm will sound continuously. Students should note the instructions for leaving the building posted in each classroom near the door. Having left the building, students are to remain in an area as directed by their teacher, clear of the building and all roadways.

## 8. FOOD

Food is only to be eaten in the cafeteria. From time to time, students may carry food from the cafeteria to club meetings or special classes, as approved by members of staff. The expectation is that all students will pick up their own garbage at all times, both inside and outside the building.

## 9. HALLWAYS

Classes should not be disrupted by activities in the halls. Students are not to be in the hallways during class time except for authorized activities. Students are expected to move from class to class as quickly and directly as possible. The Cafeteria and the Library are available for study should a student have an unscheduled period.

## 10. NEPEAN HIGH SCHOOL LIBRARY

The Nepean High School Library is the first place to look for help with your schoolwork! We are open most days from 8.15 AM to 4.00 PM, Monday to Friday. We have 17,000 books and subscriptions to over 40 magazines, all of which can be borrowed. Books are due in three weeks but you can always renew them if you still need them.

Our online resources include periodical databases, encyclopedias, video streaming and music, all available through the library wiki at [nepeanhslibrary.pbworks.com](http://nepeanhslibrary.pbworks.com). And we can provide the everyday tools that you need to do your work: computers, printers, passwords, staples and friendly advice.

Not many rules in this library! We do ask you to leave your bags in your locker and eat your food in the cafeteria (not in here!). Printing and photocopying cost .10/page, and we can assist you with transparencies, poster boards, etc. If we don't have it, we'll know where to get it.

We look forward to seeing lots of you this year!

#### 11. LOCKDOWN AND SECURE SCHOOL

As part of the OCDSB's Safe School Initiative, Nepean High School has a response plan to emergency situations. As part of this plan, there are two in-school responses: Lockdown and Secure School. A Lockdown procedure occurs in response to a potential imminent threat. Students and staff immediately proceed to the nearest classroom. The classroom is locked, the windows are covered, and the class and the teacher move to an area of the classroom away from doors and windows. A Secure School procedure occurs when hallways need to be cleared, such as a medical emergency. Students and staff immediately proceed to the nearest classroom. The classroom is locked and the class continues. The school holds both Lockdown and Secure School exercises each year.

#### 12. LOCKS AND LOCKERS

Lockers are assigned by a Vice Principal for student use at Nepean High School. Students are responsible for the contents, condition and appearance of the lockers loaned to them for use during the year. Only combination locks may be used. Students may not change lockers without permission from the Vice Principal.

#### 13. LOST AND FOUND

Any article found in the school should be brought to the main office, where lost items can also be claimed.

#### 14. MEDICAL EMERGENCIES

We do not have any professional medical staff on duty at Nepean H.S. In the event of a medical emergency involving a student at school, measures will be taken to ensure that the student receives appropriate first aid. Every effort will be made to contact the parent immediately, but if parental or designated emergency contact fails, the Administration will take such action as is deemed appropriate. Parents and students must ensure that the school is aware of potentially difficult medical conditions. Also, the name of an emergency contact must be on file.

#### 15. PARKING FOR STUDENT CARS

Student parking is not available on school property. Any unauthorized use of school parking areas will result in ticketing and/or towing of the cars concerned by City of Ottawa parking control officers.

#### 16. PHOTOGRAPHS & NEPEAN H.S. PICTURE ID.

Early in the school year, students will have their photographs taken for inclusion in school records, for the Yearbook and to provide students with school photo-identity cards. The school picture ID will be used to enter school dances and events such as coffee house, to borrow library materials, and to use the computers in the library. Students are required to carry their Nepean High School Picture ID with them. Students who have lost their picture ID can obtain a new card in the library. A \$5.00 fee will be charged for replacing a lost card. Students who wish to purchase a package of various sized colour prints of this photograph may do so for a nominal fee on the day of the photographer's visit. The date and prices will be announced in September. Graduating students will also be provided with a more formal sitting in graduation attire later in the fall. Purchase of this more expensive photograph package is not required.

#### 17. TEXTBOOKS

Textbooks are provided by the school for students registered at Nepean H.S. All textbooks remain the property of the school and must be returned at the end of the course. Students and parents should note that a charge will be made for books not returned and/or for books damaged.

#### 18. VISITORS

Visitors are not allowed on school property without expressed written permission of the Administration. Failure to follow this policy will result in a trespass notice being issued.

#### 19. YEARBOOK

The Nepean High School Yearbook, ACTA NEPEANI, can be purchased in September. Name stamping and the Yearbook Supplement are also available for an additional cost.

## E. SCHOOL POLICIES

### 1. ALCOHOL AND DRUGS

The OCDSB prohibits the distribution, possession, and consumption of alcohol or drugs on OCDSB property or on school-sponsored activities and trips. Consequences for such action are noted in Section A4.

### 2. ADVERTISING

Authorization for circulation or distribution on school premises of posters, circulars, flyers, newspapers, etc. must be obtained from the Administration.

### 3. BACKPACKS

Backpacks are not permitted in the library, classrooms, labs, nor the auditorium. For security reasons, students are encouraged to leave their backpacks in their lockers, rather than in the hall outside the library or auditorium.

### 4. CELL PHONES, PAGERS, AND BEEPERS

Cell phones, pagers, or beepers must not be on during class time and must be out of sight. Students whose cell phones, pagers, or beepers are activated or visible in class will be referred to a Vice-Principal.

### 5. COMPUTER USE AND RESPONSIBILITY

As per OCDSB policy, all students will be required to sign a user agreement, entitled "Rules for the Computer Labs, Library Information Centre & Classroom Computers". This agreement must be signed prior to the use of any computer within the school. These rules are designed to protect students from losing their work and from losing the right to use school computers. It is an offence to copy programs that are protected by copyright. Please be aware that the Board policies regarding the use of computers within schools allows for monitoring of a student's use of computers, including examining their storage area and current session usage. Nepean High School regularly examines students network areas for inappropriate file storage and also has the ability to examine students' monitors whilst they are working. Students should be reminded that the computers they

use at school are Board property and hence should not be considered to be private. They are for school use. Private files, e-mails, or conversations (Instant Messaging) should not be stored or accessed on such computers. Students will be held accountable for any inappropriate use of Board computers. Users will not transmit, relay or receive information or materials that are threatening, racist, pornographic, or malicious, inappropriate and /or unlawful. Note that E-mail constitutes a legal document. Existing laws for libel and slander apply. E-mail is also subject to legal subpoena. (Board Procedure PR.622.IT)

#### 6. DRESS POLICY

Students are to be neat and clean in appearance and to dress in a modest and appropriate manner as befits business and educational institutions.

- shorts and skirts must be longer than mid thigh
- tops should not expose cleavage, belly buttons, or midriff
- undergarments should not be visible
- bandannas are not acceptable
- advertisements or slogans that impact on the moral tone of the school, or that offend others, are not acceptable including alcohol, drugs, or sexual activity
- students who dress in an unacceptable way will be asked to change to more acceptable dress
- outdoor clothing is not to be worn in class
- some classes, including physical education classes, may require additional dress policies

#### 7. HARASSMENT OF STUDENTS

The Ottawa-Carleton District School Board is committed to providing a safe learning environment that fosters respect for each individual and provides equal rights and opportunities without discrimination. Harassment will not be tolerated.

The Ottawa-Carleton District School Board has established clear policies and procedures that deal with cases of harassment.

Students who believe they have been harassed or are being harassed should contact a teacher, a Vice Principal or the Principal.

**8. SKATEBOARDS, ROLLERBLADES, HACKY SACKS**  
Recreational/transportation items must not be used inside the school building. Skateboards must not be used on school property. Skateboards and rollerblades must not be carried to class, library, cafeteria, or any other room. They must be stored in the lockers. Playing hacky sack is not permitted inside the school.

**9. SMOKING**

According to Ontario's Tobacco Control Act, no person shall smoke anywhere on school property. OCDSB's policy states that there shall be no smoking anywhere on OCDSB property nor on any bus owned, operated, or approved by the Ottawa-Carleton District School Board. Students are strongly encouraged not to smoke on the sidewalks around the school. Students found smoking on school property may be suspended and/or fined \$305.00. By-law officers drive by and students will be fined if found smoking on school property.

**10. THEFT AND VANDALISM**

Students shall not vandalize or remove any property belonging to the school, the staff or to fellow students. Students who have been victimized by such acts or are aware of such acts should immediately make a report to the main office. Theft report forms are available for this use. Students who become aware of such activities within the school should report this information to a staff member in order to safeguard our safe and secure learning environment. The school is also connected to Crimestoppers: 1-800-233-8477 (TIPS).

**11. WALKMANS, DISCMANS, MP3s, CELL PHONES**

The use or wearing of a walkman, discman, or MP3 in the classroom is not permitted. Students are not use cell phones either for voice or text messaging.

## F. STUDENT AWARDS

### NEPEAN ACHIEVEMENT AWARDS

The awards listed below are awarded by Nepean High School. Descriptions of other scholarships, bursaries and awards are available in the Student Services Office.

#### Ottawa-Carleton District School Board Silver Medals

- awarded to students achieving an average of 90% or over in each of their secondary years
- in grade 9, 10, and 11 the courses (8 in Grades 9 and 10; 7 in Grade 11) used to calculate the Silver Medal awards could be at any grade level (e.g. a Grade 10 student could be taking seven Grade 10 courses and one Grade 11 course). Courses may only be counted once towards a Silver Medal award.
- For the Grade 12 Silver Medal award, the 6 courses must be taken at the Grade 12 level but need not be taken during the Grade 12 year (a Grade 12 credit from the previous year could be used only if not previously counted for a Silver Medal award).

#### Ontario Scholarships

- awarded to graduating students who attain an average of 80.0% or higher in their best 6 grade 12 courses

#### Nepean High School Honour Society

- awarded to students in good standing who attain 80.0% or higher on 8 credits (6 in grade 12) taken at Nepean H.S.

#### Ottawa-Carleton District School Board Award

- awarded to the most outstanding student in Grade 10

#### Principal's Award for Student Leadership

- presented by Ontario Principals' Council to a graduating student who has demonstrated outstanding leadership

#### Nepean High School School Council Bursary

- two awards of \$250 each, to be given to graduating students who have demonstrated academic proficiency and made an outstanding contribution to school life

#### Subject Awards

- a special certificate will be presented for each course to the student who has made the most outstanding contribution in the areas of academics, attitude, and participation

#### Play the Game Award

- this award will be presented to one student in each grade level who exemplifies achievement in academics, attitude and contribution to school life

### Special Nepean N's

- Leadership N's: awarded to one male and one female for outstanding school leadership
- Academic N's: awarded to one boy and one girl having the highest academic results in 6 grade 12 courses
- Athletic N's: awarded to interscholastic athletes who have earned a total of 500 points through participation and leadership in interscholastic and intramural program
- Athletic Special N's: Presented annually by the Student's Council to a male and a female in their graduating year for outstanding leadership in athletics

### Governor General's Academic Medal

- awarded to the student who achieves the highest average upon graduation from a secondary school. *The average includes all grade 11 and grade 12 courses as listed on the student's official Transcript of Grades issued by the ministry of education. The average cannot be anticipated; it must be calculated based on final results after provincial/territorial examinations, where the ministry of education requires final exams* (from www.gg.ca).

### Lieutenant Governor's Community Volunteer Award

- awarded to a graduating student in recognition of exemplary involvement in the community

### James H. Boothe Memorial Bursaries

- two bursaries awarded annually to final year students who combine a general academic excellence with a need for financial assistance in order to attend a recognized Canadian University

### The Carmen E. Pollock Memorial Mathematics Plaque

- awarded to two graduating students who show the best university mathematics potential

### Creative Arts Award

- awarded to the graduating student who has made notable contributions in two or more Arts Department programs

### Drama Guild Award

- awarded to the graduating student leaving a distinctive record of participation in Drama Guild activities: acting, set design, lighting, make-up, writing, and directing

### Theatre Arts Ensemble Award

- Awarded to the students who have made outstanding contributions to many aspects of the Dramatic Arts program, and have shown

significant artistic growth throughout their time at Nepean High School.

#### Visual Arts Award

- awarded to an art student pursuing a post-secondary art program who has shown continued interest and enthusiasm, originality, creativity and consistent quality in his/her work

#### Stephen Turner Memorial Music Award

- awarded to a graduating student who has contributed fully in both curricular and extra-curricular music

#### Walter Czajkowski Award

- awarded to a graduating student, proceeding to university or community college, and who has displayed qualities of good citizenship

#### David Evangelatos Scholarship

- presented to a graduating student who displays interest, enthusiasm and hard work in graduation activities

#### May Winn Award

- presented in memory of May Winn, formerly of Fisher Park High School, to a worthy graduating student

#### Yearbook Award

- presented to two yearbook staff members who have exhibited outstanding dedication to quality and excellence in the production of Acta Nepeani

#### Valedictorian Award

- presented to the valedictorian by the Students' Council

#### Ventrex Scholarships

- awarded to a student or students who have displayed high academic achievement and who is/are going on to post-secondary studies at a Canadian university and who has/have made a significant contribution to the well-being of the community and the school

#### Citizenship Trophy

- awarded to a graduating student who has displayed good citizenship both in the school and in the community. Trophy is donated by Baskin-Robbins

#### Dick Bell Prize

- awarded to a graduating student for public speaking ability and interest in student activities

#### Students' Council Award

- awarded to a Students' Council member for general contribution to the life of the school

#### P.D. McAlpine Spirit Award

- presented annually by the Students' Council to a student who demonstrates leadership in spirit-related extra-curricular activities

#### Dr. John Molot Award

- presented to a student who has demonstrated a concern for the environment through school-based initiatives and is particularly interested in the long term impact of pollutants as it relates to human health

#### Co-President's Award

- presented in recognition for a year of service as Co-President of Nepean High School's Students' Council

#### Knight Writer Award

- presented to a student who displays ambition and passion for the art of writing and an appreciation for poetry and prose. This award was donated by Ms. K. Riddell, English teacher

### ATHLETIC AWARDS

#### Vogan Award

- awarded annually to the boy in his graduating class who has made the most outstanding contribution to boy's athletics

#### Citizen Award

- presented annually to the girl in her graduating class who has made the most outstanding contribution to girl's athletics

#### Ann Graham Memorial Award & Rick Pollock Award

- awarded annually to the female and male athlete who demonstrates excellence in both sports and academics

#### Cockfield Award

- presented annually to the boy and girl in their non-graduating year who best personify enthusiasm, good sportsmanship, excellence and leadership in a variety of interscholastic sports at Nepean

#### Vincent Franks Memorial Award

- awarded annually to a grade 9 or 10 male student who has displayed strong commitment and involvement in the athletic and academic life of the school

#### Coaches Award

- awarded annually by the coaches to a female student in grade 9 or 10 who has made the greatest contribution to athletics at the junior level