

STUDENT HANDBOOK
2024- 2025
THREE OAKS SENIOR HIGH SCHOOL

MISSION STATEMENT

Our school community shall provide opportunities for the intellectual, physical and social development of students in an environment of fairness, dignity and respect.



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Vision Statement

Students, teachers, staff and community value education as essential to future prosperity and well-being.

Core Values

Excellence

- Produces work of the highest quality
- Sets high standards and personal goals for improvement in all areas of school life

Respect

- Values all members of the school community
Shows respect for the school buildings, facilities and surrounding environment

Accountability

- Take personal accountability for our actions and results
- Focus on finding solutions and achieving results

Engagement

- All students can become deeply engaged learners
- Deeply engaged learning leads to higher student achievement

Safe and Caring Environment

- All students have the fundamental right to learn in a safe, supportive environment and to be treated with respect.

- All staff have the fundamental right to work in a safe, supportive environment and to be treated with respect.
- Recognize that a caring, safe, respectful, and positive learning environment is the foundation of successful and high-performing school.

Guiding Principles

- TOSH believes that we should work to our highest potential to achieve academic excellence.
- TOSH ensures the school community is held to its responsibility and is prepared to have open discussion to achieve our goals.
- TOSH provides and encourages opportunities for involvement for students, staff and families in all areas of student life.
- TOSH provides a positive environment of which the school community is proud to be part.
- TOSH values education as essential to future prosperity and well-being.
- TOSH provides an environment where learners develop essential fundamentals skills to become strong future citizens.
- TOSH supports and encourages the mental, emotional and physical wellbeing of students and staff.

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Bell Schedule

Bell Schedule for 2024/25 & 2025/26

BLOCK	BELL TIMING
TEACHING DAY BEGINS	8:30 AM DUTY/HELP CLASSES/ETC
<i>Transitions & CO-OP Depart</i>	8:40 AM
TRANSITION BELL TO PERIOD 1	8:45 AM CAF CLOSED ETC
PERIOD 1(A/B)	8:50 AM -10:05 AM (75 MINS)
“TODAY AT TOSH TIME”	10:05 AM-10:10 AM (5 MINS)
RECESS	10:10 AM-10:25 AM (15 MINS)
TRANSITION BELL TO PERIOD 2	10:20 AM CAF CLOSED ETC
PERIOD 2(A/B)	10:25 AM-11:40 AM (75 mins)
LUNCH	11:40 AM-12:30 PM (50 MINS)
<i>CO-OP Depart</i>	12:15 PM
TRANSITION BELL TO PERIOD 3	12:25 PM CAF CLOSED ETC
PERIOD 3(C/D)	12:30 PM-1:45 PM (75 MINS)
RECESS	1:45 PM-2:00 PM (15 MINS)
TRANSITION BELL TO PERIOD 4	1:55 PM CAF CLOSED ETC
PERIOD 4 (C/D)	2:00 PM - 3:15 PM (75 MINS)

BLOCK	BELL TIMING
TEACHING DAY BEGINS	8:30 AM DUTY/HELP CLASSES/ETC
<i>Transitions & CO-OP Depart</i>	8:40 AM
TRANSITION TO BUSES	3:15 PM - 3:27 PM (12 MINS)
END OF TEACHING DAY	3:45 PM

1 HOUR DELAY SCHEDULE

9:45 AM Students proceed to first class.
 9:50 AM Bell to commence first class.
 10:35 AM Class Ends.
 10:35-10:50 AM Recess
 10:50 AM Students proceed to second class. Announcements
 10:55 AM Second class.
 11:40 AM Lunch

FINAL EXAM SCHEDULE

8:45 am - Exam rooms open
 9:00 am (sharp) - Morning exams begin
 10:30 am - Early dismissal
 11:30 am - Final Exams conclude - Noon hour begins

NOTE: *Should school be cancelled during exams, the missed exam will be written the following day. Students are not permitted at their lockers between 9 & 11:30 a.m.; therefore, they should plan accordingly and follow any postings on the school's website for further information.*

SCHOOL SERVICES

AXE OUTLET - Basic school supplies and various items of school spirit wear (sweatshirts, sweatpants, hoodies, etc.) are available in the Axe Outlet store during selected hours. Hours are posted.

BUS SERVICE - Students and parents who have questions or concerns about bus service are asked to contact the transportation supervisor, at the Public Schools Branch (888-8450). Expectations about behavior on the buses will be described and enforced by individual drivers with support from the school administration.

FEES - Your Fundraising and Finance Council, in cooperation with the school administration, has approved an annual fee which will cover the cost of the following items:

- The rental of a full-sized locker and combination lock;
- A Student I.D. card complete with photograph and durable lamination
- Printing school related documents on school printers;
- Graduation Fee ~ In cases where financial need cannot allow for the payment of the fee, special arrangements may be made through the main office.

STUDENT SERVICES - Two school counsellors are available to help students with personal, vocational, educational and career concerns. Assistance is available on course selection, university and college information, scholarships and student loan information, student assessment, study skills and emotional support. Students are urged to take advantage of this service as well as the career resources available in the Student Services area such as MyBluePrint.ca/pei. Appointments are recommended and can be arranged in the Student Services Office.

FOOD SERVICE - Full or partial meal service is available in the cafeteria at lunch hour. Students are expected to be respectful of the cafeteria and return trays, as well as, to separate and deposit all waste in the appropriate Waste Watch receptacles provided. Students are asked to keep the area clean once they have finished their lunch. Students are also asked to avoid consumption of nuts and nut products on school property. Please note that once the bell rings, food will no longer be served to students in the cafeteria and students will be expected to move to their classes to be on time.

HEALTH SERVICE - Students who become ill during the day and are unable to attend classes are to report to the main office for assistance.

LOCKERS - Lockers are available to each student. \$5 will be refunded in June or upon leaving school. The lock must be in good condition and all student fees and textbook fees must be paid in full (if not \$5.00 will be credited toward outstanding fees). ***Please take note of the following:***

- a) This is the only place you have to secure valuables; do not share your combination with anyone!
- b) If you have reason to bring large sums of money or anything of particular value to the school, please bring it to the office for safekeeping in the vault.
- c) Trading or sharing lockers is **not allowed**.

- d) If your lock or locker does not work properly, please come to the office for assistance.
- e) The replacement cost for a lost lock is \$8.00
- f) **Lockers can be inspected by administration at any time.**
- g) Locker must be cleaned out before the last day of school.

PLEASE NOTE: Gym lockers are for gym clothing only. Arrangements for gym lockers are to be made with the Athletic Director in the Physical Education Department.

LOST AND FOUND - Any items found within the school are brought to the main office where they may be claimed by the owners. Unclaimed items will be periodically given to local charities.

JAMES WALLACE MACNEILL LEARNING CENTRE (LIBRARY) - Students are urged to use this area and its resources for study, research and quiet reading. This area is closely supervised and students who use it for social purposes (talking, etc.) will be asked to leave. All materials **borrowed** from the Resource Centre must be signed out at the main desk. Students are responsible for the care and return of all such materials and will be required to pay for any loss or damage incurred. Students are asked to refrain from gathering in the hallway and on the landing, area heading into our Resource Centre so that those who wish to do so may have easy access to the facility. **Computers in the area are to be used for school related purposes only. Gaming and other non-school related use of the computers will result in loss or suspension of computer account(s).**

ACADEMIC POLICIES

COURSE CHANGES & DISCONTINUED COURSES - Course change requests will be considered for legitimate reasons **only when** class sizes permit. After that, only **exceptional cases** will be considered. Requests must be made during the first week of classes and decisions are based on academic reasons. (i.e. changing courses to be with friends is not considered legitimate). Courses that are discontinued after the first month of a semester (semester 1: after the end of September and semester 2: after the end of February) will be listed as discontinued on student transcripts. **Courses cannot be discontinued by students once the final assessment period has started at the end of the semester.**

EVALUATION - Final marks in all courses will be calculated by using the summative assessment results connected to course curriculum outcomes. These **assessments** may include, but are not limited to: class tests, projects, assignments, and the major exam or other major assessment activity. Further details will be provided by subject teachers found in course outlines. Marks are based on an ongoing evaluation system where assessment weighting may cause mark/grade fluctuation within a short period of time. **Your child's teacher will share with your child a syllabus providing specific expectations for each class.**

ACADEMIC AWARDS - For awards related to Graduation and the Scholastic Awards Assembly (held each fall) see the specified details outlined in the Three Oaks Senior High School Course Description Handbook.

GRADUATION REQUIREMENTS - Please refer to the Course Description Handbook for specific details. Please make an appointment in Student Services to meet with a school counsellor to discuss course selection, graduation requirements and to obtain post-secondary information.

PROGRESS REPORTS & FINAL REPORT CARDS – Progress Reports will be sent home with students once mid semester. Final Report Cards will be sent home with students at the end of each semester.

STUDY PERIODS - Students in Grade 10 & 11 **cannot** choose a study period in their course schedule. Grade 12 students may choose to have **one** study period during the school year. Students are expected to use this time for academic reasons and are to be located in one of the following: the cafeteria, the James MacNeill Learning Centre/Library with permission, or off school property.

PART TIME STUDENTS – Students who are not attending classes at Three Oaks on a full time basis (*A student who is enrolled in less than 8 credits in grades 10 & 11 and enrolled in less than 7 credits in grade 12*) are limited to when they can be in the building. Students that are part time are permitted on school property only during their scheduled classes (ten minutes prior to the start of class, and ten minutes after the end of a class.) For example, ***part-time morning students, taking two courses must leave the premises prior to 11:55 a.m., and afternoon students, taking two course may arrive no earlier than 12:25 p.m. Students taking only ONE course should only arrive no earlier than ten minutes prior to classes and leave within ten minutes after class.***

TEXTBOOKS - All textbooks and related resources will be provided on a loan basis. These are to be given proper care and security and must be returned at the designated times, usually at the end of each semester. **Students are required to return the numbered book assigned by the subject teacher. Students will be expected to pay replacement costs in cases of loss or willful damage.**

TRANSCRIPTS - The school maintains a transcript of marks for all students. A copy of this transcript will be made available to each Grade 12 student in the fall and at the end of the year to confirm the accuracy of this record. Students who need copies of their transcripts are asked to contact the Student Services Office during the school year. If students would like their transcripts forwarded automatically to a post-secondary institution, they must sign up in Student Services. Postgraduates can request transcripts from Student Services. All transcripts requested *after* graduation require a fee.

ACADEMIC HONESTY POLICY – Three Oaks believe that student success is dependent on personal effort. There is a clear expectation that all students will complete assignments, labs, tests, etc., with honor and integrity, as authentic assessment should represent a student's true ability.

In a broad sense, cheating includes, but is not limited to:

- (1) The use of AI (artificial intelligence) to complete an assignment in whole or in part.
- (2) Copying homework or allowing someone to copy one's homework
- (3) Reporting to another student what is on a test or quiz, including providing questions or looking another's test or quiz or letting another student look at one's test or quiz.
- (4) Using information from another source that is not properly credited or cited.
- (5) Possessing unauthorized material or electronic devices (phones and watches) during a test or exam.
- (6) Working with others on an assignment that was meant to be done individually.
- (7) Taking someone else's assignment or portion of an assignment and submitting it as your own.
- (8) Copying answers from the back of the textbook.
- (8) Submitting course work from another course, even if you are the original author, without the prior permission of the teacher.

Students who are unsure what would be considered cheating for a particular assignment, are responsible for requesting clarification from the teacher.

Consequences:

The consequences for cheating are severe.

- 1) Students who cheat will receive 0 % for the work under consideration.
- 2) Administration and parents will be notified by the subject teacher.
- 3) If student repeats this offence for the same course, he/she may lose credit in that course.

EXTRA-CURRICULAR POLICIES

ACTIVITIES - There are many extra-curricular activities available at Three Oaks. Students are encouraged to participate in activities to enrich their high school experiences. Extra-curricular activities are defined as those activities that take place outside the prescribed school curriculum (i.e. prom, safe grad, banquets, dances, athletics, band, clubs, grad events, sporting events, etc.). **Extra-curricular activities are considered a privilege and students must place academics as their top priority.** Students are expected to conduct themselves in such a way that they demonstrate respect for themselves, others, and the property of others. Failure to abide by this policy may quite possibly result in loss of privileges. Please see extracurricular pod policy further on in the

Participation in extra-curricular activities is dependent upon the following:

- ***The student must be enrolled in school on a full time basis (Grade 10 & 11 - 8 courses; Grade 12 - 7 or 8 courses).***
- ***All fees, including student, athletic, band, textbook, library, etc., must be paid.***
- ***Members of the band, sports teams, and other groups, as well as parents or guardians, are required to sign a contract agreeing to adhere to the extra-curricular policy.***

Extracurricular Policy

Participation in extra-curricular activities will be dependent upon the following academic criteria:

Attendance

- Parents can access detailed attendance information using PowerSchool.
- Unexcused absences from classes may lead to a suspension from the activity or activities.
- Students are expected to attend all classes for the duration of the class
- No unexcused lates/early departures.
- **If absent from class because of illness or an unexcused absence, the student cannot attend extra-curricular events on the same day.**

Effort / Attitude

- Attentive and engaged in class.
- Respect for all school staff and fellow students.

Completed Assignments

- Students are expected to keep up with their academic course work to the best of their abilities.

Consequences for violation of academic policy:

- After identifying a student who has an unexcused absence or has excessive lates/early departures, the student may not be permitted to participate in the next game,
- Students who are absent on the day of an activity may not be permitted to participate in that practice, performance, or activity after school. Final decisions shall be the responsibility of the teacher, Athletic Director and the School Administration.

Students who have demonstrated a continued lack of adherence to the academic policy will be subject to the following:

Probation	- The student will continue to participate in the activity and will be placed on a daily monitoring system that is checked by his/her coach/advisor. The probation period will be for a minimum of two weeks but may be extended if deemed beneficial to the student.
Suspension	- If, after the probationary two weeks, there has been no improvement, the student will be removed from the group/activity for a period of two weeks.
Removal	- If, after the two-week suspension from the group/activity, there is still no improvement, the student will be removed from the group/activity for the remainder of the season.

Note: Any student who has been placed on a suspension or has been removed from a group/activity must have demonstrated improvement in order to have the opportunity to become a member of another group/activity. If this improvement is evident, the student is permitted to participate and will be placed on probation.

HAZING AND INITIATION

Three Oaks has a “**Zero Tolerance**” policy toward hazing and initiation rituals that are performed on team/group members by other team/group members with/without their consent and with/without the knowledge of coaches. Consequences for participating in hazing and/or initiation rituals include immediate removal from the particular athletic team/extracurricular group the student is involved with and suspension from all athletic/extracurricular activities for one calendar year.

Alcohol and Drug Use Policy

Three Oaks has a “Zero Tolerance” policy regarding alcohol and drugs. Students are not to use, **be under the influence of**, or be in possession of any illicit drugs and/or alcohol

while involved in any school sponsored activity (see Alcohol / Drug Policy for consequences) as a participant and or a fan.

MUSIC PROGRAM (Co-curricular) - All band members must register for a minimum of one academic

music course per school year (Music 421,521 or 621). Attendance at rehearsals and personal practice are key

elements in striving for excellence. Students must attend all practices and sectionals.

The Music Director realizes that a student may have to legitimately miss a rehearsal and allotments can be made for these situations. Students have three permitted absences per semester. If a student misses more than three without valid reason, he or she may be asked to leave the ensemble.

Tardiness is also unacceptable. Students should arrive at practice fifteen minutes prior to rehearsal in order to set up and warm up properly. Personal practice is essential for success in the program. Students should practice a minimum of 30 minutes/five times a week.

A Band Parents Fee of \$90 helps offset the cost of fundraising, and covers the cost of uniforms, music, and some travel. If a student is unable to pay this fee, special arrangements may be made through the Music Director in consultation with the Administration.

ATHLETIC PROGRAM - Representing our school in athletic activities is a privilege that students must accept with a full sense of responsibility and pride. Being an ambassador of our school, student athletes are expected to project a positive image throughout their extra-curricular involvement in the school and in the community. Acceptable behaviour and attitude, is expected in the school, and in the community at large, at all times.

A Code of Conduct and Athletic Contract addresses issues such as academics, social media, part-time employment, fundraising, uniforms/equipment, smoking, alcohol and other drug use, activity areas, practices, overlapping sport seasons, and outside activities will be available for all student athletes and parents/guardians to read and sign prior to the beginning of the specific sporting season or activity.

Student athletes may be placed on athletic probation and/or removed from a particular sport, season or the year.

Athletic Fees, which offset the cost of uniforms, equipment, tournaments and travel, **must be paid in full** before the first league game. Students may participate in school sponsored fundraising activities to recoup part or all of their athletic fees. Athletic Fees are as follows (subject to change):

\$ 75	AA Basketball	\$ 30	Badminton	\$ 20	Powerlifting
\$120	AAA Basketball	\$ 60	Baseball	\$ 50	Softball
\$ 50	A Rugby	\$60	Ball Hockey	\$ 20	Track & Field

\$ 75	AAA Rugby	\$ 20	Cross Country	\$15	Triathlon
\$ 60	A Soccer	\$ 70	Field Hockey	\$20	Wrestling
\$ 75	AAA Soccer	\$50	Flag Football		
\$ 60	A Volleyball	\$ 50	Golf		
\$ 85	AAA Volleyball				

AWARDS SYSTEM - An awards system is in place to recognize Grade 12 students who have demonstrated a high level of extra-curricular involvement during their years at Three Oaks. The level of participation is measured by the coach or staff advisor and a point is awarded for every 10 hours of participation. Two levels of awards are presented: a Certificate to those who demonstrate 500-999 hours of participation, and a Pin for those showing outstanding participation with 1000+ hours of activity.

ELIGIBILITY FOR AWARDS - Most extra-curricular activities are open to all full-time students at Three Oaks. Some, like interscholastic sports, have certain rules of eligibility which will be made known on the application for the award. Continued participation in extra-curricular activities is not only dependent on whether students have passing grades, but also on attitude and effort towards their academic studies. Students who do not make a reasonable effort in their curricular program may be denied participation in extra-curricular activities. Part-time students are not eligible to participate in extra-curricular activities, except social events.

TRAVEL - In most cases where school sponsored activities require students to travel, transportation is provided by the school. Students are required to use this transportation unless other specific arrangements are requested and approved. In all cases, whether for curricular or extra-curricular activities, parents will be notified of the purpose and details associated with the activity. In keeping with School Board policy, students and parents will be asked to sign the appropriate travel authorization forms. Under no circumstances will students be allowed to transport other students to and from the event. Students and/or student athletes who violate this policy will be reported to the Athletic Director (and possibly school administration) where consequences will be determined on a case-by-case basis.

CODE OF BEHAVIOUR & STUDENT CONDUCT

The conduct of everyone at Three Oaks Senior High is based on mutual cooperation and respect. The goal is that each person will exercise self-discipline and will consistently behave in a manner which demonstrates the ability to work together and harmoniously co-exist with all members of our school community. Consequences resulting from violations of our code will be administered in a fair, consistent, and equitable

manner.

As a member of Three Oaks Senior High School's community, everyone accepts certain **RIGHTS** and **RESPONSIBILITIES**.

Each individual has the **right** to:

- ▶ be treated with fairness, dignity, and respect.
- ▶ be in a safe and secure environment.
- ▶ express oneself freely and openly while maintaining respect for the rights of others.
- ▶ be listened to.
- ▶ be educated.
- ▶ become a productive member of the community.

Each individual has the **responsibility** to:

- ▶ attend school regularly and adhere to the school's attendance policy.
- ▶ be on time and prepared for all classes.
- ▶ complete all assignments on time and to the best of one's abilities.
- ▶ keep up-to-date with schoolwork even when absent.
- ▶ contribute to a peaceful and conducive learning and teaching environment.
- ▶ treat each other with respect and consideration.
- ▶ dress in a manner that is not offensive to other members of the community and adhere to the School Dress Code.
- ▶ communicate without using foul, condescending, or intimidating language.
- ▶ respect others including those with differing race, culture, religion, gender, physical or mental abilities, language, or sexual orientation.
- ▶ refrain from physical, verbal, written, sexual, or psychological abuse.
- ▶ abstain from public displays of affection beyond hand holding.
- ▶ respect an individual's privacy, personal property, and the school's property.
- ▶ compensate appropriately for damage or harm done to school or student property.
- ▶ follow the guidelines outlined in directives for computer use.
- ▶ maintain a clean and attractive school environment.
- ▶ respect the school as an alcohol (and any other drug) and smoke free community.
- ▶ adhere to this code of behaviour during all school related activities in and outside the school.

Consequences for Violations of the Code of Behaviour

When dealing with such abuses of our rights and responsibilities, we, the school community, will make every effort to pursue a process of mediation and consultation with the offender (involving the parent(s)/guardian(s)). Throughout this process, we shall apply and enforce the rules and regulations of the official discipline policies as established by The Public Schools Branch.

A “**zero tolerance**” policy is adopted and suspensions will result for certain violations of the code of behaviour. Violations will include, but are not limited to:

- threats
- abusive behaviour of a verbal, physical, technological (texting, social media, etc.), or a sexual nature.
- persistent disruptive behaviour.
- alcohol and/or other drug use.
- smoking on school property.
- bomb threats, acts of arson, or activating the fire equipment.
- possession of a weapon, a weapon replica or any item deemed to be used for harmful purposes.

All assaults, fights, threats, drugs, alcohol and weapon situations may involve the Summerside Police Department.

ATTENDANCE

Rationale

Regular, in-class attendance is expected at Three Oaks Senior High School and is considered to be an integral part of the learning and evaluation process. Research and experience have proven that regular in-class attendance has a positive correlation on the teaching-learning environment and optimum student achievement. Regular attendance also helps students develop a responsible attitude and work habits that they can apply throughout their lives.

Part VI. B. 69 (3) and Part VI. D. 72 (b) of the PEI School Act places the responsibility for regular attendance on students and their parents/guardians. Parents/guardians are asked to use discretion in excusing students and to hold them accountable for attendance. Parents can contact the office to gain access to PowerSchool, our school’s internet based program. Please note that family travel days outside of designated school holidays are deemed “unexcused absences” and students will be **solely** responsible for catching up on any missed work. Parents are asked to give the school ample notice, when possible, before removing their child from school for any extended period of time so that appropriate arrangements can be made.

Excused Absences are defined as:

- school sponsored or sanctioned activities, e.g. field, athletic and band trips, student exchanges and Encounters with Canada, national participation, etc. (Code AC or AX)
- legal and religious obligations or special appointments (Code AO)

- illness (Code AS) (Verification of absences due to illness must be supplied to the subject teachers via a note or a phone call to the school **within 2 school days** of the student's return to school. For extended illness (more than 6 absences in a semester due to illness), a doctor's note is required within 3 days of the student's return to school.)
- any reason which has been reported to and approved by the principal as per the Public School Branch's Policy.

Unexcused Absences:

All absences that are not accounted for by one of the aforementioned reasons will constitute an unexcused absence (Code A), or if parents/guardians have contacted the school with a parent approved absence (Code AF).

Students having an excessive number of unexcused absences will be dealt with individually after consultation with student, parents/guardians, subject teachers, and administration.

A Grade 10 student who is removed from a course must make arrangements to leave school property for the period of time that course is scheduled.

A Grade 11 or 12 student who is removed from a course may choose to have a study period during that time if they do not already have one in their schedule.

Any student registered in fewer courses than required and deemed eligible to remain in attendance at Three Oaks **must** be off school property during those times when the student is not in class unless permission has been obtained by the school administration.

Part-time students are ineligible to participate in extra-curricular activities and some social events.

Daily Attendance

Each subject teacher is responsible for monitoring, keeping a record and reporting absences and lates of the students registered in each of his/her classes on PowerSchool.

Students require a note (or phone call to the office) from parents explaining their absence from class **within two school days** of the absence or late.

A note from parents/guardians must be provided if a student is absent from class when a test has been scheduled acknowledging that they are aware that their child missed this test and must state the reason(s) for the absence.

A doctor's note must be presented if an exam or major assignment is missed due to illness. Also, in cases where a student misses excessive class time due to illness (more than 6 days in a semester) a doctor's note must be presented.

Interventions

Parents are encouraged to contact the school to provide their email address and receive a PowerSchool user name and password. This online program keeps an up-to-date account of a student's attendance.

The Public School Branch's Attendance Policy sees the following guidelines for interventions by school staff. In a paraphrased form, it reads,

Step 1 After 5 unexcused classes missed, the teacher will advise the student and contact home to advise parents of the situation.

Step 2 After 10 unexcused classes missed, the teacher will advise the student and forward the information on to Administration. A meeting with the student and Administration will be held to discuss next steps. A phone call will be made to parents by Administration and a Letter Initial Notification of Absenteeism will be sent home and added to the student's school file. Administration will also meet with the parent to discuss plans to improve the attendance and discuss possible implications if further behaviour continues. Google Classroom privileges may be lost until attendance improves.

Step 3 When the student has 15 unexcused absences, the teacher will advise the student and administration of the situation. Administration will call home and report to parents that the student is not to report to school until a parent meeting is held to review the matter. Administration will send home a second Notification of Absenteeism letter and said letter will be placed in the student's school file.

Step 4 When a student has 20 unexcused absences in a class, the teacher will advise the Administration and student of the matter and a Third Notification of Absenteeism letter will be sent home and a copy added to the student's file. Administration will have options including a reduction of the student's schedule, referring said student to an alternative program in efforts to allow the student to achieve, or discontinuing the student and giving the student and / or parent the option of Credit Recovery (the following semester) should that be an option best suited for that student. Parents have the opportunity to have the matter reviewed. The Administration will then report the matter to the Superintendent.

General Notes:

Parents/guardians **should contact the school immediately** when their son/daughter is absent. It is the responsibility of the student and his/her parents/guardians to inform the principal of any reasons that might be considered legitimate which causes him/her to be absent and which fall outside the list of excused absences found on Page 16 of this handbook. **Medical evidence for long term or recurring illness may be requested from school for chronic absenteeism.** Periods or days spent on in-school or out-of-school suspensions will be counted as unexcused absences for the purpose of this policy. The school has the right to deny participation in any or all extra-curricular activities for any student who must withdraw from a course as a result of attendance concerns.

Chronic lateness will result in disciplinary sanctions. Being late 35 minutes or more into the period will be considered an absence. Parents/Guardians may call into the school if lates are legitimate. Arrangement for early dismissal must be made at the beginning of the class. Leaving class with 35 minutes or more remaining will be counted as an absence. Parents are urged to contact the specific teacher of send a note with the student.

LATES

Avoidable lates are both discourteous and disruptive to fellow students and the teacher. Reasons for any lateness must be given to the teacher upon request. If either the reasons for being late or the frequency of lateness becomes a concern, disciplinary action such as that assessed for absences will be taken.

A "late" is defined as "entering a class after the late bell has stopped ringing or being unprepared for class and unable to return with the necessary materials before the second bell (late bell)". A late is excused if a note is presented for a special appointment (by parent) or a school sponsored activity.

Leaving classes early is also discouraged except for necessary reasons. See Late Policy below.

Students are expected to get required class materials and go to scheduled class when the early bell rings. It is suggested that students prepare for class prior to the early bell to avoid the rush that can occur.

LATE POLICY

- Late Occurrence (Unexcused)
- 1 & 2 Lates: Subject Teacher gives warning.
- 3-4 Lates: Subject Teacher assigns a 10 minute detention arranged by subject teacher.
- 5 + Subject Teacher informs staff with an email and assigns a 20 minute lunch detention to that student with
the name and date being served.
- Refusal to complete detentions will result in disciplinary action from Administration.

VACATION HOMEWORK GUIDELINES

From time to time, parents take students on extended vacations during the school year. Although we respect the fact that it is not always possible for families to take their vacations in conjunction with the school year we feel that classroom instructional time is vital for our student's success and it cannot be replaced with a package of homework. Without having participated in the classroom learning, the student would have difficulty doing the related follow-up assignment or related homework. Moreover, teachers adjust their plans, based on classroom progress, individual student need, special events, and testing schedules. We recognize that some families will still choose to take vacations outside our district's scheduled vacation dates. Please understand, however, that teachers will not be able to

provide lesson materials or homework in advance and should not be expected to provide an alternative assignment for extended vacation absences. Students may make up work when they return, at the teacher's discretion, but they will not be able to recreate the shared classroom experience.

GENERAL INFORMATION

CARE OF SCHOOL PROPERTY

All students are expected to respect and to maintain the excellent condition of our school facility, equipment and contents. Any student who willfully damages school and/or student property will be responsible for replacement costs and subject to disciplinary action.

CARS

Students are permitted the privilege of bringing private cars to school. However, driving without due care and attention in or around the main parking lot will not be tolerated and will result in a loss of privileges. Students can park on the north side of the school's main parking lot only. Vehicles parked in staff zones or no parking zones will be identified and license numbers reported to city police. Bus and fire lanes must be clear of vehicles. The bus parking lots are out of bounds to all vehicles except school buses (and bus driver vehicles) during the school day.

FOOTWEAR

Students are asked to clean their footwear of mud/snow prior to entering the school. Only approved indoor shoes are permitted in the gym. Please check with the Physical Education staff for clarification if you are unsure.

CORRIDORS/LOCKER ROOMS, WASHROOMS, ETC.

When classes are not in session, students are permitted to use the various corridors, foyers and other open areas as a place for relaxation and socialization. A level of conduct that respects the rights of others to use these areas without feeling uncomfortable or threatened in any way is expected. Public displays of affection beyond hand holding are not considered appropriate. As well, respect for school property and the property of others is expected.

For reasons of safety and smooth traffic flow in the building the following restrictions apply:

- (a) Refrain from sitting or loitering on stairways;
- (b) Refrain from sitting in narrow split level skylight corridors - an open passageway is to be kept next to the north wall in the upper corridor and next to the south wall in the lower corridor (500's);
- (c) Refrain from gathering in the hallway and on the landing area heading into the Resource Centre, to allow easy access into the Resource Centre.
- (d) Refrain from standing next to or loitering on the rails in the skylight.
- (e) Refrain from sitting or loitering in the locker room.
- (f) The front entrance is an entrance and exit area only for reasons of safety, access, meeting space and emergency personnel. Loitering is not permitted in this area.
- (g) Refrain from loitering washrooms and only one person per stall is permitted at any given time.

OUTSIDE GROUNDS

Students may use school grounds during break times. When classes are in session, students who choose to go outside are asked to use the **Main Office entrance** only. The wooded area to the side (opposite cafeteria doors and behind the CTEC building) is private property and is off limits to students. Failure to comply will result school disciplinary action and police involvement.

SCENT FREE SCHOOL

Please note that all schools in the Public Schools Branch are Scent Free. Due to severe allergies, we ask that students adhere to this policy and not use scented products in the building.

TOBACCO USE BY STUDENTS

All property, buildings and vehicles owned by the Public School's Branch and /or the PEI Department of Transportation (bus) are designated as 'smoke-free' environments. As well, students are to refrain from smoking in privately owned vehicles when those vehicles are on the Public School Branch property. This includes the use of chewing tobacco, "vapes" and e-cigarettes. Students are **not** to have any tobacco products or lighters visible in school. Please note that students who are found to be sharing a stall in the washroom will be suspected of vaping and will be searched.

The consistent response to students who violate the smoking policy is as follows:

- First violation - a one day school suspension with a phone contact and letter to the parent(s) and documented on student's file by Administration or designate.
- Second violation - a two day school suspension with a telephone call and letter to parents indicating the specifics of the suspension and that a further violation will result in a more lengthy out-of-school suspension as well as documented on the student's file by Administration or designate.
- Third violation - a five day school suspension with a letter to parents and a meeting with the student and parents to discuss the specifics of the suspension and the problem.

Buying or selling of cigarettes is not permitted and will result in a one day suspension.

Note: cigarettes, e-cigarettes or "vapes" are not permitted to be used on school property or during school sanctioned events.

ALCOHOL / DRUGS

Students using, under the influence of, and/or in possession of alcohol, drugs or drug paraphernalia are in violation of the Public School's Branch and School Policy in relation to substance use and/or possession.

Consequences for violation of policy on alcohol and drugs.

In addition to a minimum 5 day school suspension, (length to be decided by the Three Oaks

Administration), the student will **not** be permitted to participate in:

- the activity in which the violation occurred for a period of one calendar year.
- school sponsored evening socials, school sponsored overnight functions, or school sponsored off- Island trips for a period of one calendar year.
- other school sponsored extracurricular activities for a period of one year. After a five month period, students wishing to participate in other extracurricular activities must submit a written request to administration and appear before an appeal committee comprised of 3 members of the staff which must include at least one administrator.
- One of the conditions upon returning to school is that the student participate in meetings with an addictions counselor.

CONDUCT

Students are in an environment where they are expected to act as mature young adults.

Conflicts will occur from time to time and if students are unable to achieve a peaceful solution to this problem, they are strongly encouraged to come to the office for help in mediation. At no time is shouting, inappropriate language, or physical contact an appropriate part of the solution to conflict. Bystanders have a responsibility to help achieve

peaceful resolution to conflict and at no time can encourage or support a non-peaceful means to solve a conflict. Disciplinary action will be determined by administration on a case-by-case basis.

TOSH DRESS CODE

The Three Oaks Mission Statement encourages students to show respect for themselves, their peers, and their teachers. In light of this, and in the pursuit of a positive learning environment, the following are NOT considered appropriate school attire:

- Students may attend school and school-related functions in dress of their choice that conforms to the following:
 - Under garments may not be substituted for outerwear, and if worn, should be worn beneath a layer of outer wear.
 - Conforms with established health and safety requirements for the intended activity (ie. Health and physical education classes, science and chemistry classes, sporting events, technical education, drama/ dance classes, etc.)
 - Not promote offensive, lewd, vulgar or obscene images or language, including profanity, hate, pornography.(Playboy and Playboy symbols)
 - Not promote nor, could be construed as or include content that is discriminatory or that reasonable be construed as defamatory, threatening, harassing or promoting bias, prejudice, or hate.
 - Not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct or criminal activities;

Students may be required to change, cover up, or go home to change if their dress is considered inappropriate or makes someone uncomfortable.

CELL PHONES

The PEI Education Act lists Student responsibilities

A student enrolled in a school has the following responsibilities:

- (a) to attend school regularly and punctually;
- (b) to be ready to learn and actively engage in and diligently pursue the student's education;
- (c) to ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment;
- (d) to respect the rights of others in the school;
- (e) to refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs on the school premises, during the instructional day or by electronic means;
- (f) to comply with the rules of the school and the policies of the education authority;
- (g) to cooperate with everyone authorized by the education authority to provide education programs and other services;
- (h) to be accountable to the student's teachers and other school staff for the student's conduct;
- (i) to contribute positively to the student's school community

Student Engagement & Cell Phone Use

Rationale:

Cell phones/smart watches/ electronic devices may serve as an instructional tool and learning resource if used appropriately. We encourage our staff and our students to use electronic and other 21st century devices to supplement instruction and learning when appropriate. However, it has been proven that students who are using their cell phone or other electronic devices when it is not a part of the instructional lesson are not fully engaged in their learning. Removing cell phone use during class will help students stay more present and engaged in their learning. The intent of this policy is to support students in their academic success, removing a major distraction, and promoting face to face social interaction and connection. Teachers, Educational Assistants, and Admin have repeatedly observed that a cell phone on a desk, even when in use as a research tool, still provides a distraction. A cell phone in a pocket is a distraction. When cell phones light up, ding or buzz, concentration is lost and the mind needs to refocus; the minds of the best of students wander away. Studies have shown that the brain can take up to 15 minutes to re-engage after responding to cell phone distraction

What we have noticed last school year at Three Oaks is that more students than ever before did not pass their classes, more students than ever argued with their teachers during instructional time regarding phone use, and more students than ever before left classes with their phones for extended periods of time.

As per the Ministers Directive, the following policy has been created:

At Three Oaks, students are expected to leave phones in their locker or place their phone in cell phone pockets at the front of classrooms. In order to preserve the teaching and learning environment at Three Oaks Senior High School, the following policy will be adhered to in each classroom:

- Upon entering classes, students will be expected to place their phone, that is turned off or on silent, in a designated pocket at the front of class where it will remain until the end of class. Students can also leave their phones in their locker.
- Students will not be permitted to use their phone/ smartwatch during class time unless it is for instructional purposes and guided by the teacher, for health and medical purposes as discussed with the teacher or for special education programming.
- Students will not be permitted to leave the classroom with their phone during class time unless approved by the teacher. Students will not be permitted to be in the hallways during class time with their phones.
- Smart watches cannot be worn during tests or assessments.

Response to Misuse

- Staff have the right to instruct student to place the device on the teachers desk/ and or confiscate the phone as delegated by the principal.
- Refusal by students to cooperate will result in a referral to administration and may result in an in school suspension from class until the issue is resolved.
- Parents or caregivers **may** be required to collect the device from the office if there are multiple offenses, which will be determined by the principal or vice principal.

- Serious or repeated misuse will be treated as willful or persistent disobedience and could lead to referral to the Public Schools Branch and/or suspension from school.

Progressive Consequences for Misuse

- 1st Incident:
 - The student is directed by the classroom teacher to place their phone in the designated area as directed by the teacher for remainder of the class. The teacher will record the incident and report to administration.
- 2nd Incident:
 - The student is directed by the classroom teacher to take their cell phone to the office to meet administration to hand over their phone for the remainder of the school day. The student will pick up their phone at the end of the day. The teacher will record the incident and inform administration. Student will serve a detention in the office.
- 3rd Incident:
 - The student is directed to meet administration to hand over their cell phone for the remainder of the school day. The classroom teacher will record the incident and inform administration. Parent meeting between parents and administration.

In addition consequences may include:

- storing the phone in the office during class time for a specified number of days
 - a cell phone use contract
 - if incidents are frequent and in multiple classes, cell phone privileges will be reevaluated
- Detentions, in school suspension, out of school suspension.

Parent Responsibilities:

- Parents/caregivers should support the policy by sending messages to cell phones outside of instructional times and not expecting a response from their child during instructional times. If you have an emergency, please contact the office at 902-888-8460 dial 0 to reach main office and we will alert your child
- For non-urgent issues that require attention before the end of the given school day, parent/caregivers are encouraged to leave a message through the office by calling 902-888-8460 press 2.
- The school communicates via established protocols to caregivers should there be an emergency requiring evacuation or lock down.
- Parents/caregivers can expect to be contacted directly by school staff should their child be injured and/or require serious medical attention.

- Parents/caregivers should contact the office in case of an emergency. Your child will be immediately and confidentially notified of the need to communicate with a parent/caregiver.

Staff Responsibilities

All staff at Three Oaks Senior High School shall:

- model the appropriate use of cell phones at school;
- use cell phones to fulfill duties e.g., notify emergency services, report safety issues to administration, manage class attendance, communicate with parents and complete administrative tasks when not able to access laptop devices;
- participate in establishing shared knowledge of this protocol with students and their parents/caregivers by reviewing and discussing with all students enrolled in their class and following up with parents as required;
- implement the protocol as outlined and monitor the cell phone free classroom learning environment consistently;
- develop and employ class routines to achieve a distraction and interruption free environment e.g. designating space in the classrooms for students to place their phones;
- provide explicit instruction about the appropriate and acceptable use of cell phones in their learning context when applicable.

Individual Exemptions:

Individual students with **documented and verified needs** will work with the relevant School Based Team member (principal, vice principal, counselor, inclusion support teacher or other trusted teacher) to develop and enact an appropriate exemption plan. The exemption plan requires that the student turns off all notifications to “recreational apps.” Final approval of the plan is given by the principal and will be communicated to the staff working directly with the student.

Security

Three Oaks Senior High School cannot take responsibility for the loss, damage or theft of any electronic device that is brought to school.

RECORDING DEVICES

The taking of photographic images or video of a person or persons is permitted at a school sanctioned public event that is associated with Three Oaks Senior High School. These events include: proms, dances, graduation, grad activities, athletic competitions and other school related activities. The Principal or designate can give permission for school related images or videos to be taken by a student for

school purposes. This individual will be designated and identified with a lanyard and pass. The taking of photographic images, video or audio of a person or persons, the electronic transmission or posting of photographic images or video of a person or video of a person or persons, on school property or buses, at school events, other than those listed above, during school activities and/or school hours is prohibited without the permission of all of the following: the principal or designate, the person or persons being photographed, and the permission of their parent or guardian.

Sharing of recordings on social media may result in out of school suspension.

Consequences for violation of this policy are:

1st Offence Violators of this policy will be required to delete the images and recording device will be taken to the office and labeled. Administration has the right to check the phone to ensure that the images/videos are completely deleted. Parents will be notified by Administration. Recording device will be returned at the end of the day.

2nd Offence Violators of this policy will have to delete their images and recording device will be taken to the office and labeled. Students will be suspended for a minimum of 1 day. Recording device will be returned at the end of the day.

Further Offences and possible consequences for continued violation of this policy are: Suspension from school for 1 to 5 days depending on the severity of the violation and reviewed on a case-by-case basis. Students could expect to be suspended from extra- curricular activities as well. **Students will not be able to have a cell phone at school for the remainder of the year.**

MUSIC / VIDEO PLAYING DEVICES

These devices can only be used during scheduled class time at the discretion of the teacher and cannot interfere with one's learning or the learning of others. Consequences will follow violations as set out in the cell phone policy.

COMMUNICATION

CONTACT WITH SCHOOL

A weekly email, entitled This Week at Three Oaks, will be sent out each Sunday with details of what is happening at school. Communication is key to success.

Parents are urged to contact the subject teacher for inquiries concerning academic progress, attendance, or if a problem or concern develops. E-mail addresses are on the Three Oaks Web Page found at <https://threeoaks.edu.pe.ca/> Parents and students are encouraged to use our internet based school and student information SAS site. Parents can gain access by calling the school main office. A Parent Information Night and Open House will take place early in September, and Parent-Teacher Interviews will be arranged before each mid-semester reporting period (See school calendar for these dates).

Parents wishing to contact their child should call the office who will then take a message and forward it to the student. Except for emergencies, the student will return the call during the next break and can use the student phone located in the hall outside the main office or their cell phone. **Parents are urged not to text students** during instructional time unless it is for emergency purposes.

SCHOOL CANCELLATIONS

Notice of school closings due to weather conditions will be broadcast on CBC, CFCY Magic 93, Ocean 100.3 and C102 radio. An initial announcement will be made at 7:00 a.m. with a further announcement at 8:00 a.m. indicating whether or not classes will be held that day. When school is closed for a storm, there will be **no** school activities, curricular or extracurricular, for that day. Notice will also be posted on the Public School Branch's website at <https://psb.edu.pe.ca/>, Public School Branch Twitter, Instagram, and Three Oaks Facebook pages. .

PARENTAL INVOLVEMENT

It is the intention of the school to involve parents in pertinent decisions related to student performance in school. Specifically, parents will be called upon to be active partners in course registration decisions and will be required to give approval before any course level changes are made. Parents will also be called upon to work with the school to encourage good attendance and to help in those instances when lates and absences become a concern. Parents will be contacted by the teacher after five (5) absences and a written letter when the student reaches ten (10) absences.

Three Oaks is a proud member of the PEI Home & School Association and has an active Parent / Student Council with a membership comprised of parent, student and staff representatives. This school year we are looking for more student representation on this council. The Council meets one Monday a month throughout the school year to raise and discuss issues of importance. Parents and students are welcome to come/join anytime.

IN-SCHOOL COMMUNICATION

The main method of keeping the student body informed of what is happening is the daily e-mailed announcement sheet which will be read at the end of reading period and posted on the corridor bulletin boards and screens. The TOSH Tube (TV's throughout the school) will also be used to publicize events and other matters of importance. All notices and posters are to be taken to the office for approval and, if approved, they will be posted as quickly as possible.

The P.A. System may be used sparingly when classes are not in session to relay messages or to make announcements that were not made at home room. Other key components of our communication include the school's TV broadcast system, our weekly email from Administration, and our Three Oaks Facebook page.

SCHOOL DANCES AND PROM

GENERAL INFORMATION

Unless by special arrangement, all dances will begin at 8 pm and end at 11 pm. Students should not plan to arrive early as the doors will not open until 8 pm and there will be no late admittance beyond 9:30 p.m. without permission by Administration.

ADMISSION

1. Students who didn't attend school during the school day will not be permitted to attend dances.
2. Except for the first dance (closed), sign-in of students attending other senior high schools. Students with attendance and/or discipline issues may not be permitted to attend dances.
3. Students who wish to sign in students from other schools must fill in a permission form from the office at least five days in advance of the dance.
4. Graduates of the previous year from Three Oaks may attend school dances.

5. Students (or guests) who leave the building during the dance are not permitted to return.
6. The dress/theme for each dance will be determined by the Activities Council.
7. Entrance and exit for all school dances will be the main doors (by the office). All areas except the cafeteria and the corridor leading to the cafeteria will be locked during the dance.
8. The price of admission will be established by the Activities Council.

STUDENT EXPECTATIONS

In terms of general conduct and behavior, students are expected to adhere to all expectations held of them on a normal school day. Specifically:

- a) Absolutely no smoking, alcohol or other drugs are allowed in the school or school grounds.
- b) Payment for damage to property will be the responsibility of those involved.
- c) In the case of "sign-ins", students will be responsible for the behavior of their guests and are required to accompany them to the dance.

It is to be understood that any individuals caught using or under the influence of alcohol or other drugs, willfully damaging property or creating a disturbance will be excluded from all remaining social activities at Three Oaks for at least one calendar year. As well, students will be subject to consequences (see Alcohol/Drug Policy). In the case of sign-ins, if any guest is involved in a case of misconduct, the student signing them in will be held responsible. Loss of signing-in privileges would be a natural consequence, as well as being excluded from dances for a period of time. Please note the foregoing expectations extends to all school grounds. The City Police have suggested they will be patrolling the parking lot regularly. Anyone caught breaking the law should be prepared for the legal consequences involved.

DANCE WORKERS

For each dance, a number of students and teachers will be working on a volunteer basis to help with the administration of the dance. These people have the full support of the administration in carrying out their duties.

SALE OF PROM TICKETS

Although, Prom is now planned by a parent committee, and is held outside of our school, prom tickets are still sold on school premises and school guidelines are also followed at these events. Graduating students may sign in current high school students from Three Oaks and other high schools, as well as previous graduates from TOSH or other high schools who: have not been out of school longer than 2 years, who are under the age of 21 years, and who were students in good standing at the schools they last attended (exceptions to be approved by administration). All sign-ins are subject to approval by the Administration. Students must pay any

outstanding fees including athletic, book, library or student fees before purchasing a prom ticket.

Three Oaks “Pods”

(Includes Athletics Student-Athlete, Music and other Extra Curriculars)

Preamble

The purpose of this document is to encourage, engage and monitor student athletes' academic progress and ultimate success. For example, the thought process behind the

document (pods) is that we, as a school community, emphasize the concept of the Student-Athlete vs the athlete as a student. Playing on a school team or participating in any other extracurricular activity is a privilege, not a right.

Each student at the beginning of each sport season(fall/winter/spring) signs a document, an athletic contract, outlined formerly in our student handbook and now digitized in handbook, although located solely online at <https://threeoaks.edu.pe.ca/>. That document outlines the current extra-curricular policies that apply directly to our athletics program.

The concept of the pods will simply allow us to track and monitor the key components of our academic policy along with providing an avenue for our student-athletes and pod leaders to work together in order to be proactive, initiate support and remedy any potential situations that may put the student-athlete in violation of the academic policy and athletic contract.

What will the pod leaders monitor?

- Attendance
 - absences
 - lates
- Engagement
 - Marks
 - Behavior

Who will the pod leaders be working with?

- Student-athletes
- Parents
- Coaches
- Teachers
- Athletic director

How will the pod leaders monitor the behaviors and engagement?

- Athletics meeting
 - For all seasonal athletes to be introduced to the concept, its reasons, and its potential outcomes.

- Initial pod meet
 - Assigned athletes will meet with pod leaders to further discuss the “new” policy and ask/answer any questions they may have come up with from the original athlete meeting.
- Mass email sent home to parents explaining/detailing the “new” policy to keep all parties informed.
- Weekly PowerSchool check-ins with the individual athletes assigned to each pod leader.
 - Pod leaders will be able to access attendance information and engagement information for each of their student-athletes.
 - Pod leaders will keep the athletic director informed especially if any potential issues arise.
 - Contact can be initiated with teachers, Student-athletes, parents and coaches if an issue arises.
 - Measures can be put in place to help overcome any challenges they may be facing ie. peer tutoring in a particular subject for example.

There are many extra-curricular activities available at Three Oaks, of which athletics is one. Students are encouraged to participate in activities to enrich their high school experiences. Extra-curricular activities such as athletics are considered a privilege and students must place academics* as their top priority.

No student is required to take part in the contests or activities. Therefore, it is imperative that all students taking part in the program understand the following athletic code and conform to the rules therein, and that the coaches of the sport or activities and the Student Athlete POD Leaders along with the Athletic Director and Administration shall have every right to remove these privileges.

Students are expected to conduct themselves in such a way that they demonstrate respect for themselves, others, and the property of others. Failure to abide by this policy may quite possibly result in loss of these privileges. The tracking “pods” are meant to help and not hinder and keep our student-athletes on track during their sport season.

****includes attendance/engagement/effort/attitude***

Participation in extracurricular activities will be dependent upon the following academic criteria:

- **Attendance**

- Parents can access detailed attendance information using powerschool.
- Unexcused absences from classes may lead to a suspension from the activity.
- Students are expected to attend all classes for the duration of the class.
- students are expected to be on time for class and recurring lates may also lead to a suspension from the activity.
- If absent from class because of illness or an unexcused absence, the student cannot attend extra-curricular events on the same day.

- **Effort / Attitude**

- Students are expected to keep up with their academic coursework to the best of their abilities.
- Assignments should and must be kept up to date with each subject.
- Attentive and engaged in class, which includes passing assignments in

on time and meeting all classroom expectations.

- Respect for all school staff and fellow students.

****event defined as practice or game**

Consequences for violation of athletics policy: -

The athletes will be monitored on a weekly basis in the pods by the individual pod leaders. Final decisions shall be the responsibility of the pod leaders, TOSH athletics department, Athletic Director and the School Administration.

After identifying a student who has unexcused absences or has excessive lates/early departures, missing assignments, poor effort and attitude in any class, the student *may not* be permitted to participate in the next activity scheduled, such as a practice or a game, until a meeting is scheduled to discuss the situation.

Students who have demonstrated a continued lack of adherence to the policy will be subject to the following:

Stage 2 - Probation - If after meeting with your Pod advisor *THREE* times and there is no visible/measurable improvement, the student will continue to participate in the activity; however, they will be placed on a daily monitoring system that is checked by their Pod advisor. At this time, the athletic director will be updated. The probation period will be for a minimum of two weeks, but may be extended if deemed beneficial to the student.

Parents will be contacted by the student athletes Pod advisor and/or athletic director and will have the opportunity to be involved in their athletes plan from stage 1 (probation). If parents wish to meet with the advisors/coaching staff/athletic director such meetings must be scheduled through our administration.

The conference will not take place without the presence of an administrator and will not take place immediately before or after a game. The following topics will not be discussed: 1. *Playing time* 2. *Other students or athletes* 3. *Game strategy*

Stage 3 - Suspension - If, after the probationary two weeks, there has been no visible/measurable improvement, the student may be* removed from the sport/team for a period of two weeks. At this time the athletic director and administration will be notified and become involved.

Stage 4 - Removal - If, after the two week suspension from the sport/team, and there is still no visible/measurable improvement, the student may be* removed from the sport/team for the remainder of the season.

**Any athlete "suspended" from school will automatically be moved to Stage 3 - Suspension for a period of two weeks, with further review by all parties noted.*

***Any athlete "suspended" from school on more than 1 occasion will automatically be moved to Stage 4 - Removal for the remainder of the season.*

Appeal process - The athletes will be permitted to appeal the final decision to the administration of Three Oaks. The appeal will be arranged through the office and will be done at the request of the parent/guardian. The athletic director will also be present to detail the lead up to the appeal process based on information provided by the athletic pod supervisors.

Three Oaks Senior High Brief Guide to MLA Formatting, Citations, and Works Cited

A Student Handbook

Three Oaks Senior High Brief Guide to MLA Formatting, Citations, and Works Cited

(Adapted from Purdue Writing Lab: *The Purdue OWL*. Purdue U Writing Lab, 2016.)

ACADEMIC HONESTY POLICY – Three Oaks believe that student success is dependent on personal effort. There is a clear expectation that all students will complete assignments, labs, tests, etc., with honour and integrity, as authentic assessment should represent a student's true ability.

In a broad sense, plagiarism includes, but is not limited to:

1. Copying homework or allowing someone to copy one's homework
2. Reporting to another student what is on a test or quiz, including providing questions or looking at another's test or quiz or letting another student look at one's test or quiz.
3. **Using information from another source that is not properly credited or cited.**
4. Possessing unauthorized material or electronic devices during a test or exam.
5. Working with others on an assignment that was meant to be done individually
6. Taking someone else's assignment or portion of an assignment and submitting it as your own.
7. Copying answers from the back of the text book.
8. Submitting course work from another course, even if you are the original author, without the prior permission of the teacher.

Students who are unsure what would be considered cheating for a particular assignment, are responsible for requesting clarification from the teacher.

Consequences: The consequences for academic dishonesty are severe.

1. Students who cheat will receive 0 % for the work under consideration.
2. Administration and parents will be notified by the subject teacher.
3. If student repeats this offence for the same course, he/she may lose credit in that course.

Formatting

- All English papers (essays, research papers, reflections, etc.) must be typed and double spaced unless otherwise specified.
- When typing a paper, use Times New Roman 12 point font.
- Use 1 inch margins (default)
- A properly formatted title page must be included with name, teacher, course, and date, double spaced between each piece of information in the upper left-hand corner of the first page. Do not create a separate title page.
- Include a title for your paper, centered, following the above details. Double space between title and beginning of first line of text.
- All pages of the paper must be numbered with the student's last name and page number in the top right hand corner. Directions for Microsoft Word: Select *Insert* at the top of the page, then *Page Number* in the Header and Footer column at the top of the page, select *Top of Page* from the drop down menu

which appears, then select option *Plain Number 3*, then type your last name, and space 5 times between your name and number.

- Papers must be stapled in the upper left-hand corner.

Citing Sources

When a citation is needed

Cite anything the average person would need to look up. **Cite everything that is not your own idea. Cite both quotes and paraphrases.** Also, cite personal communications such as e-mails, interviews, or conversations with and lectures from teachers if you rely on them for your paper.

When a citation is not needed:

Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs or common knowledge.

Proverb is defined as short, popular saying of unknown origin. Ex. "Absences makes the heart grow fonder."

Broadly speaking, common knowledge refers to **information that the average, educated reader would accept as reliable without having to look it up.** This includes:

Information that most people know, such as that water freezes at 0 degrees Celsius or that John A MacDonald was the first Canadian prime minister.

Information shared by a cultural or national group, such as the names of famous heroes or events in the nation's history that are remembered and celebrated, such as the beaver is Canada's national animal, and Confederation occurred in 1867.

In text Citations

Use brief references in parentheses (.....) within the paper to indicate where certain ideas or words were derived. This citation should include the author's last name and the page number (if available) of the reference. The complete citation is then found on the Works Cited page at the end of the paper. For electronic resources for which page numbers are unavailable, provide the first piece of information listed for that resource in its Works Cited entry (e.g. author, corporate author/organization, web page title, etc.).

Examples:

Documentation of every information source is a matter of ethics, efficiency and authority (Lannon 191).

Note: If the citation is at the end of the sentence, it comes before the closing punctuation.

Or

As Lannon states, documentation of every information source is a matter of ethics, efficiency and authority (191).

Note: If the author's name is used in the sentence (called a signal phrase), the page number is all that is needed in the citation.

Short quotations

If a quotation is **less than four lines** you may include it in the text, enclosed in quotation marks. A citation giving the author and page number is then given within the sentence, or in parentheses at the end of the sentence before the closing punctuation.

Examples:

As Lunsford and Connors suggest, source material should be used sparingly so that your writing does not become “a patchwork of quotations, paraphrases and summaries from other people” (593).

Or

Source material should be used sparingly so that your writing does not become a “patchwork of quotations, paraphrases and summaries from other people” (Lunsford and Connors 593).

Longer quotations

If the quotation you wish to use is **over four lines**, present it as a block of text, **without quotation marks, double spaced**, with each line **indented approximately 1 inch** from the left margin. Do not further indent the first line of the quotation. Place the citation after the closing punctuation. When quoting verse, maintain original line breaks.

Example of Longer Quotation:

As Lunsford and Connors state:

Exactly how much you should use sources in an essay has to depend on your purpose, your audience, and the section of the essay. In general, however, your essay should not give the impression of being a patchwork of quotations, paraphrases, and summaries from other people. If it does you will have merely

accumulated data; you won't have actually presented information in your own way.

(593)

Works Cited

- The Works Cited list is the last page of the paper and should include citations to **every** source of information used in the paper.
- Number the Works Cited page.
- The title Works Cited should be **centered** one inch from the top of the page (the first line).
- Use **double spacing** with the first line of each entry at the left margin and subsequent lines with a **hanging indent of ½ inch. Do not add extra spacing between entries.**
- Arrange the list **alphabetically** by author's last name or title (ignoring A, An and The) if there is no known author.
- The **author's name is reversed** for alphabetization (last name, comma, first name).
- For multiple authors in the same entry, **only the first name is in reverse order.** Each subsequent name is in natural order, placing "and" before the last author.
- List each of up to three authors. For more than three, give the first author's name, followed by the abbreviation et al. (Brown, James, et al.)
- For a book with an editor, **use the editor's name in place of the author's name** with the abbreviation ed. after the editor's name.
- **Capitalize** the first and last words of the title and subtitle and all principal words.
- **Italicize** titles of books, periodicals, films, websites and library databases.
- Use **quotation marks** around article titles and web page titles.

When researching, write down all of the core pieces of information available from the list below. Then put them in order with the corresponding punctuation: either commas or periods, as specified below.

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.

10. Date of Access.

1. Author. Last name, First Name. Example: Brown, John.
2. Title of Source: For longer works like books and films, websites, italicize. For shorter works like articles and poems, and webpages, put in quotation marks. Example: *To Kill a Mockingbird* or "The Tell Tale Heart"
3. Title of Container. If a source is found within a larger source, the latter is referred to as a container. Cite all containers. A poem is the source, the collection of poems the container. A web article is a source, the website the container. The container is italicized, followed by a comma. Examples: *BBC News*, *The Short Stories of Ernest Hemmingway*, *Netflix*, *Google Books*, *Youtube*, *Ebsco*.
4. Other contributors. Editors, illustrators, and performers are cited when necessary to finding the source. Do not use abbreviations. Example: Translated by John Doe, Edited by James Smith, Annotated by Tim White, With an Introduction by . . . Created by . . . Performance by . . . Follow the name with a comma.
5. Version. List editions or versions if applicable. Ex: King James Version, or 3rd ed.,
6. Number: volume, number, seasons, and episodes in books, journals, or television series should be specified. Ex: vol. 2 or season 2, episode 7
7. Publisher: Cite the publisher and/or distributor. Capitalize. Separate multiple names with a forward (/). Examples: Universal Studios, Oxford University Press
8. Publication Date: Day, Month, Year. Abbreviate all months except May, June, July. If more than one publication date exists, go with the original date.
9. Location: page numbers or URLs. Ex: pp. 12-15 or www.bbc.com/worldwar1
10. Date of Access: for web sources only. Day/Month/Year Ex. Accessed 4 June 20017.

Works Cited

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Using the Reference Tool on Word

(*note that manual changes may be required if the Word Tool uses an earlier edition of MLA).

Place your cursor where you want the citation to go. Be sure to place it **before** the end punctuation.

Go to the **Tool Bar** and Click on **References** (next to Page Layout). Directly under the References tab, click on the pull down menu labelled **Style**.

Click on **MLA**

Click on **Insert Citation**. Then click on **Add New Source**.

Under **Type of Source**, use the pull down menu to select the appropriate type.

Fill out the required fields. Be sure to put the last name of the author first. Use capitalization. Do not put extra periods after each field. Click on **okay**.

If you are citing a print source, you need to add a page number. Right click on the citation, and go to **Edit Citation**, then add pages in the field bar. (Barrett 2-5)

After you add each different source, and you need the same citation again, then you can simply click on **Insert Citation** and then add your source, which is already prepared for you.

When you want to add your Works Cited page, go to a new page at the end of your paper. Go to the pull down menu labelled **Bibliography**, and change it to Works Cited. Then you will need to move the title to the centre of the page and change the font colour to black. You will need to press Enter once after the title, to create a space between the title and the first entry.