

ACCESS Program

September 2019

ATTENDANCE

Regular daily attendance is important to ensure academic success. Students under the age of 18 who register at ACCESS must attend the centre every school day and stay for the full duration of the day from 9:00AM – 11:30AM. In addition, students are expected to attend all school activities/special events that form part of the instructional day.

ABSENCE

Students are responsible for attending school on time and ensuring the school secretary is informed when they are absent. If a student is under 18 years of age, their parent/guardian must call the school at **(705) 268-4501** to report the absence or send in a dated note explaining the absence. A phone call home will be made to parents or guardians for any student under the age of 18 who fails to report to the centre on a daily basis.

LATENESS

Students who are habitually late will be referred to the Vice Principal. Since absenteeism and lateness impact academic achievement, students who are not actively engaged in the ACCESS program may face a series of consequences including removal from classes. It is the goal of the ACCESS centre to ensure students are successful in earning a secondary school diploma and students are expected to put forth the effort to be present during their scheduled classes.

TERM WORK AND FINAL ASSESSMENTS

Students are expected to complete all term assignments in each of their courses within the scheduled timeframe. Term work will comprise 70% of the student's final mark in a course. Final assessments in the form of culminating activities will comprise the remaining 30% of the student's final mark in a course.

COMPUTERS

Student access to computers, printers, and network services (i.e. internet, digital storage, programs, etc.) is a privilege. Students will be provided with a unique username and password to access computers which they are expected to keep private as this information is intended for their use only. Damages done to the ACCESS computers or printers, either intentionally or unintentionally will result in a fee to repair/replace the equipment. Students will not be allowed to use computers, printers, or network services until the payment is received by the school. Students who are not completing their school work as required will also have restricted access to computers. School board computers are intended to be used for course related purposes only – no students should be using them for social media purposes.

LOCKERS

Students are not permitted to store bags, purses, backpacks, lunches, jackets, clothing or other personal items in ACCESS classrooms. Each student will have a locker assigned to them upon registering in the ACCESS program. Students are allowed to use only their assigned locker. A student who occupies a locker not assigned to him/her will have the lock removed and locker contents held at the office. If held items are not claimed by a student within 10 days, they will be disposed of.

Students will be provided with a lock for their locker. Only ACCESS supplied locks may be used and any other lock will be removed. The lock combination will be provided at the time of initial registration and is kept on record. Students must keep the lock combination private. Students are encouraged to lock their lockers. The ACCESS centre is not responsible for any lost or stolen items that were stored in unsecured lockers. Students are reminded not to bring valuable items to the ACCESS centre.

It is the students' responsibility to keep the lockers neat and clean. Do not allow old lunches and junk to pile up. Graffiti and markings on lockers and/or locker doors are **NOT permitted**. Students will be charged a fee if cleaning or repairs are needed. In addition, locker decorations are to be school appropriate – no drugs, drug paraphernalia, nudity, crude or offensive images or words will be permitted.

SMOKING/TOBACCO

The Ministry of Education and the NCDSB have adopted a Smoke-Free Environment policy. Our school community is focused on healthy lifestyle choices and we encourage students not to smoke. Smoking cigarettes, e-cigarettes, and/or chewing tobacco are not allowed anywhere inside the ACCESS centre or on the surrounding campus, including the parking lot. Students are not permitted to smoke in cars on school property.

If a student chooses to smoke, they must do so at least 20 metres away from the school property. Students must make arrangements with ACCESS staff to leave the classroom for smoking purposes. Teachers will work with students to determine when it is most appropriate for students to have breaks that do not interrupt the learning process.

Students violating the smoking policy may be suspended and/or removed from ACCESS programming. They will also face charges by the Tobacco Enforcement Officer from the Porcupine Health Unit.

PERSONAL MUSIC DEVICES

Students are permitted to use personal music devices in ACCESS classrooms provided that they do not disrupt the classroom environment or interfere with classroom activities and learning. This is a privilege extended to ACCESS students and as such, abuse of this privilege can result in its removal. Students may use their own device with headphones as long as the volume is at such a level that it is inaudible to others. Students are not permitted to share headphones, or play music through personal speakers.

At any time, ACCESS staff reserve the right to request that personal electronic devices be turned off and placed in student lockers, especially if it appears that they are becoming a distraction to student learning. If students are unwilling to comply, they will be referred to the Vice Principal. Ongoing issues with personal devices may result in the loss of privilege to use personal devices at the ACCESS centre.

CELL PHONES

Students are permitted to carry their cell phone in ACCESS classrooms provided that they do not disrupt the classroom environment or interfere with classroom activities and learning. This is a privilege extended to ACCESS students and as such, abuse of this privilege can result in its removal.

At any time, ACCESS staff reserve the right to request that cell phones be turned off and placed in student lockers, especially if it appears that they are becoming a distraction to student learning. If students are unwilling to comply, they will be referred to the Vice Principal. Ongoing issues with cell phones may result in the loss of privilege to use cell phones at the ACCESS centre.

CLOTHING

Students are expected to dress appropriately for a school environment at the ACCESS centre. While clothing options vary, students are requested to ensure that they are appropriately covered and that cleavage or underwear is never visible. Pants should be securely fastened at or near the waist and shirts must have coverage of the shoulders in some form. Students are encouraged to express their individuality in an acceptable manner by ensuring that all clothing is clean, neat, and free of derogatory or offensive messages/crests (this includes no alcohol, drug, racist, or sexual images/messages). While some students may not believe their choice in clothing is offensive, students should note that any language or images that are considered offensive to a specific group of people will not be considered acceptable. Leggings may be worn, but a long shirt that covers both the groin area and the posterior must be worn as well. No shirts exposing the back or the midriff may be worn. Scoop neck shirts that reveal bust cleavage are not allowed.

ACCESS staff will inform students when their clothing is unacceptable and request the modifications required. Students who do not comply with these requests will be referred to the Vice Principal.

PHYSICAL EDUCATION CLOTHING

Students participating in physical education programs at the ACCESS centre must wear appropriate clothing for the intended programming. At a minimum, students will need to ensure that they wear proper athletic footwear and socks, and clothing that allows for a range of movement. Jeans, dresses, and other typical daywear will not be permitted as attire for physical education programming. Students who require

assistance in obtaining appropriate attire for these purposes should speak to the Vice Principal.

DRUGS AND ALCOHOL

The possession, sale or use of alcohol or illicit drugs on school property or at school events is illegal. Students who are suspected to be under the influence of drugs or alcohol will be referred to the Vice Principal. Consequences for attending the ACCESS centre while under the influence of drugs and alcohol include suspension and potential removal from the program.

BULLYING

In keeping with board policy, ACCESS will strive to create a safe, caring and supportive school environment free of bullying for all members of the school community. As such, bullying is prohibited on school property, at all school-related events, on school buses, or in any other circumstances (i.e., online). Bullying behaviour is defined as any repeated, persistent and aggressive behaviour intended to cause (or should be known to cause) harm, fear and /or distress to another person's or group of persons' body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

HARASSMENT

Harassment is defined as any unwelcome comment or conduct that intimidates, demeans or offends an individual. Students must not harass others whether it be physically, sexually, verbally, via the telephone, Internet, digital messaging or in person at any time.

ABUSE OF OTHERS

Abuse is defined as any expression of physical behaviour or verbal/written language that infringes upon the human rights of another person. This includes but is not limited to racial, religious, ethnic slurs, name calling, insults, ethnic jokes, teasing, physical, emotional, verbal, and/or sexual abuse or violence. Abuse of any type will not be tolerated. A student who verbally abuses another student or a member of the school staff may be suspended. A student who physically or sexually abuses another student or a member of the school staff will be suspended pending the Principal's decision whether to recommend to the Board that the pupil be expelled and the police shall be involved.

FIGHTING/PHYSICAL ASSAULT

Students are encouraged to resolve disagreements in an appropriate manner that ensures the dignity and safety of everyone. Should a student cause physical harm to another person, s/he will be held responsible. Should a student damage another person's property during a physical altercation, s/he will be held responsible. Any student who engages in a fight may be suspended from school pending the Principal's decision whether to recommend to the Board that the pupil be expelled and the police may be involved.

ACADEMIC HONESTY

Students must not knowingly plagiarize, cheat or copy the language, thoughts or ideas of another as their own work. All student work that is submitted electronically will be scanned using Originality Check through the TurnItIn software program. Teachers will address all instances of plagiarism or cheating with students directly. Consequences may include the assigning of a 0 to the plagiarized assignment, having the student re-submit the assignment, or having the student complete a replacement assignment. The Vice Principal will be notified of all cases of plagiarism and cheating.

LITTERING

Students are expected to help keep the buildings, grounds and neighbourhoods clean. Students are expected to deposit all scrap paper, wrappers, and waste into garbage or recycling containers.

THEFT

Theft will be treated as a serious offence since it violates the spirit of respect for the property of others and is illegal. Students in possession of stolen goods will be suspended and may be subject to criminal prosecution.

The school is not responsible for any property lost, missing or stolen. It is strongly recommended that all personal property be identified with the name of the owner. Students should not bring valuables or large sums of money to school.

VANDALISM / WILLFUL DAMAGE

Students, who destroy, deface, or otherwise damage property belonging to the Board, school, another student or staff member may be required to make restitution. The student may be suspended and police may be called and charges laid if warranted.

PROPER LANGUAGE

Students are expected to use language that is appropriate at all times. ACCESS is a Catholic learning environment so everyone is expected to use respectful language that maintains the human dignity of all persons. Profane or vulgar language or taking God's name in vain is unacceptable. ACCESS staff will remind students to use appropriate language as needed. Students who have ongoing issues with inappropriate language will be referred to the Vice Principal.

FIRE, LOCKDOWN, OR EMERGENCY SITUATIONS

Emergency drills must be practiced in accordance with legislated requirements to enable students to become familiar with the procedures for lockdown and evacuation. It is of utmost importance that each student follows the lockdown or evacuation procedures in order to ensure a safe environment for everyone.

BIKES, SKATEBOARDS, and SCOOTERS

The riding of bicycles, skateboards, or scooters on school property is prohibited during the school day. The school is not responsible for lost or damaged bicycles or scooters.

The use of skateboards, roller blades/skates, 'wheelies' will not be permitted on school property.

DANGEROUS ARTICLES

It is the policy of ACCESS that no individual be permitted to remain in school while in the possession of an article or replica designed as, used as, or intended for use as a weapon. When a student uses or threatens to use a weapon on school property, the student will be suspended pending the Principal's decision whether to recommend to the Board that the pupil be expelled and the police shall be involved.

PARENT / GUARDIAN'S COMMITMENT

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child in following the rules of appropriate behaviour
- assist school staff in dealing with disciplinary issues
- demonstrate respect for school staff

I acknowledge that my child will participate in Religious Life activities and school celebrations.

() YES

I permit my child to participate in course related field trips and experiential learning activities.

() YES

I have read and understood the terms of the School Procedures & Code of Conduct.

Parent/Guardian's Name: _____ Date: _____

Parent/Guardian's Signature: _____

STUDENT'S COMMITMENT

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

- comes to school prepared, on time and ready to learn;
- demonstrates respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may affect the learning environment or compromise the safety of others;
- follows school code of conduct rules/procedures and takes responsibility for his or her own action.

I have read the terms of the School Procedures & Code of Conduct and agree to abide by them.

Student's Name: _____ Date: _____

Student's Signature: _____