

Arthur Voaden Secondary School
Home of the Vikings

2023 – 2024

41 Flora Street, St. Thomas, Ontario
N5P 2X5

Telephone: 519-631-3770

Attendance Line: 1-844-305-3756

Anti-Bullying Hotline: 519-631-3770 (then press #3)

Fax: 519-633-8097

Principal: H. Jakobi

Vice Principal: K. Crossland

This planner belongs to: _____

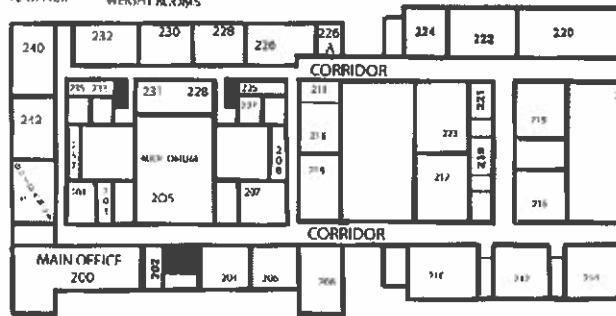
ARTHUR VOADEN
SECONDARY SCHOOL

FLOOR PLAN
1st FLOOR

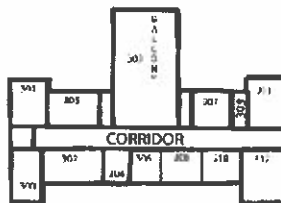


PE OFFICE WEIGHT ROOMS

FLOOR PLAN
2ND FLOOR



FLOOR PLAN
3rd FLOOR



MISSION STATEMENT

Arthur Voaden Secondary School will ensure a safe learning environment while providing students with a solid foundation for the future. We are dedicated to providing an opportunity for a successful education in an atmosphere of character development through mutual respect, acceptance of others and support for the open communication of ideas.

SCHOOL SONG

We are from AVS
Proud of our name

Colours of red and white
Proclaim our fame

We'll never turn our backs
We'll always fight

AVSS We're red and white.

AVS AVS High High High

AVS AVS My My My

Rickaboom Chickaboom Sis Boom Bah

Arthur Voaden Rah Rah Rah

CHARACTER MATTERS

At Voaden character matters. We believe in academic success through character development.

Strive every day to develop your character traits.

You Have:	If you are:
SOUL	TOLERANT HONEST EMPATHETIC GRATEFUL WELL MANNERED FAIR
GRIT	ABLE TO SET HIGH STANDARDS ACCOUNTABLE TENACIOUS DETERMINED RESILIENT ABLE TO GET BACK UP WHEN KNOCKED DOWN
ZEST	ENERGETIC CURIOUS A VISIONARY OPTIMISTIC SPUNKY POSITIVE
ZEN	ABLE TO GRASP OPPORTUNITIES ABLE TO DISPLAY DIGNITY ABLE TO DISPLAY POISE ABLE TO DISPLAY SELF CONTROL RESPECTFUL INSIGHTFUL

RIGHTS & RESPONSIBILITIES OF STUDENTS, STAFF, & PARENTS/GUARDIANS

Students	
<p>Students at AVSS have the following rights:</p> <ul style="list-style-type: none"> • To be shown respect • To acquire a meaningful education • To seek assistance from teachers • To study appropriate and challenging curriculum • To seek help in making decisions regarding programs offered at the school • To feel safe and be free from physical and verbal harassment 	<p>Students at AVSS have the following responsibilities:</p> <ul style="list-style-type: none"> • To respect the rights of all persons and ensure the respect for peers • To meet the requirements of their courses and their teachers to the best of their ability • To be punctual and to attend classes regularly • To be responsible for making up work when classes are missed • To know and obey school rules • To be attentive and actively participate in class • To respect school property

Staff	
<p>Staff members at AVSS have the following rights:</p> <ul style="list-style-type: none"> • To be shown respect • To expect reasonable behaviour in the classroom • To receive co-operation from all students in the performance of their duties in or out of the classroom • To receive support in the performance of their duties • To dismiss a student who is disruptive during the day's class to the office • To work in a safe environment 	<p>Staff members at AVSS have the following responsibilities:</p> <ul style="list-style-type: none"> • To respect students, parents, and other staff • To plan and conduct an effective program • To contact and work co-operatively with parents • To recognize individual differences of staff and students • To conduct classes in an effective manner • To know and enforce rules consistently and fairly for all

Parents/Guardians	
Parents/guardians at AVSS have the following rights:	Parents/guardians at AVSS have the following responsibilities:
<ul style="list-style-type: none"> • To be shown respect • To know that students are provided a worthwhile curriculum presented in an effective classroom atmosphere • To have classes conducted in an effective manner • To receive regular communication from the school • To confer with teachers or administration regarding concerns for their children 	<ul style="list-style-type: none"> • To respect TVDSB staff and the goals of AVSS • To co-operate with the school in developing positive attitudes toward learning and school behavior • To talk with their students about progress in school and to take an active interest in their concerns • To provide an appropriate time and place for homework to be done

ATTENDANCE

Students who attend school with regularity and punctuality experience greater success and personal satisfaction in their school work. Attendance and punctuality are extremely important in the workplace and it is critical that students master these skills before leaving high school.

Participation in class - group work, interacting with peers, in-class presentations and projects, responding to and asking questions, offering observations and points of view, considering other's opinions and sharing experiences are all elements of learning which can only be gained within a regular classroom setting.

Students are expected to be in all of their classes on time and prepared to work. Wandering the halls during instructional time is not acceptable. Students who are habitually late or truant will be dealt with by the VP and will face progressive discipline that may result in suspensions. See the following flow chart for detailed instructions about attendance procedures.

ATTENDANCE PROCEDURES

If you are **late** coming to class



Go directly to class.
Your teacher will admit you and record the late.

For habitual lates, you will be seen by the vice principal.

If you must leave school early....
Go to main office and speak with the receptionist.



Before 8:15 a.m. come to the main office.
You will be given a demit slip to present to your classroom teacher.
You will leave class at the appropriate time, and then leave the building directly.

NOTE?
Yes No



Report to the main office.
Your parent or guardian will be phoned. If no one can be reached, see the vice principal
The vice principal will then decide if the student may leave.

ATTENDANCE PROCEDURES

If you are **ABSENT** from school, a SchoolMessenger-voice message will report the class absence to the home phone number.



Parent/Guardian are encouraged to sign up for SchoolMessenger online:
www.tvdsb.ca/schoolmessenger to report absences.
or telephone
1-844-305-3756



If a call was not made, the student MUST bring a note upon their return, signed by a parent/guardian.

The note must be shown to the receptionist in the main office during the attendance period or before school begins.

The note must identify the date of absence and the reason for absence.

SAFE SCHOOL CODE OF CONDUCT

Maintaining our Code of Conduct is the shared responsibility of all members of our school community— students, teachers and parents.

Together we can ensure a safe and orderly environment in which students can work toward reaching their highest possible level of academic and personal achievement.

A safe and secure learning/working environment will be achieved through proactive prevention and intervention strategies where all students and staff understand, value, and respect the diversity of others and the importance of self-worth.

School learning environments are to be safe, orderly, nurturing, positive and respectful.

Such learning environments are to be peaceful and welcoming for all. They must be free of negative factors such as abuse, bullying, discrimination, intimidation, hateful words and deeds and physical violence in any form.

They must demonstrate respect for social justice and human rights and promote the values needed to develop responsible members of a democratic society.

COMPUTER AND NETWORK ACCESS

To gain access to the school's computer network students must:

- Complete and submit the Computer Usage Agreement Form
- Log in using a username (student number@gotvdsb.ca).
- Password (9 digit student number – this can be changed later)

USE OF THE INTERNET

Students may have several projects which will include the use of the Internet. With access to computers and people all over the world also comes the availability of material that is not consistent with educational goals. The Thames Valley District School Board focuses on supervision and student awareness, supplemented by Internet filtering of potentially inappropriate materials. On board-owned devices, warning pages appear for potentially inappropriate sites, and these sites are blocked on personal devices using the wireless network. On a global network it is impossible to control all materials, and an industrious, determined student can uncover controversial information. We believe that the value of the information and interaction available on this worldwide network, when combined with supervision and student awareness, makes the Internet a benefit to a student's educational experience.

Students are expected to use the school's Internet access in support of educational goals. The school's Code of Conduct outlines expectations for students, including behaviour with respect to use of computers.

Unacceptable use includes, but is not limited to: (i) activities which may damage equipment (ii) downloading, copying or transmitting any material which is in violation of any Federal or Provincial regulation such as copyrighted material; threatening or obscene material; hateful, racist or discriminatory material and (iii) any breach of security on local and remote sites including use or attempted use of another user's account; unlawful entry or attempted entry into any network system; any attempt to gain unauthorized access to view, alter, copy, share or destroy data and the creation and/or willful transmission of computer viruses or virus hoaxes. Inappropriate use could result in denial of computer privileges, suspension and/or legal action.

CODE OF CONDUCT

Expected Behaviour	Consequences
<p>All students are to conduct themselves in a courteous and considerate manner and follow established school rules and routines. This includes all school functions and field trips.</p> <p>Regulation 298 of the Education Act states that students must be courteous to fellow pupils and obedient to teachers.</p> <p>The Ministry of Education Code of Conduct is available at: http://www.edu.gov.on.ca/eng/document/brochureconduct/conduct.html</p>	<p>Failure to meet the expected behaviours requires firm and fair discipline. Regular discipline should be consistent, progressive and respect due process. This school and its teachers have been granted the authority under the Education Act to impose certain requirements on students for academic diligence and proper behaviour. The following consequences may occur as a part of the regular discipline process at Arthur Voaden Secondary School:</p> <ol style="list-style-type: none"><li data-bbox="899 940 1127 993">1. Interview with the student/parents.<li data-bbox="899 999 1110 1052">2. Loss of student privileges.<li data-bbox="899 1058 1110 1131">3. Exclusion of the student from class.<li data-bbox="899 1138 1183 1190">4. Involvement of student services.<li data-bbox="899 1197 1135 1249">5. Referral to special services<li data-bbox="899 1255 1110 1287">6. Suspensions or expulsions.

CODE OF CONDUCT

Expected Behaviour	Consequences
<p>Alcohol and Drug Abuse: All students will refrain from having in their possession and/or being under the influence of alcohol or any illegal drug while on school property, on school buses, or during any part of an official school field trip or school event, including athletic team trips and school or club excursions.</p>	<p>Where suspicion exists that a student is under the influence of or in possession of alcohol or any illegal drug, the procedure outlined in the Procedures of the TVDSB Safe School Policy will be followed:</p> <ul style="list-style-type: none"> • parental contact • suspension shall occur • police shall be contacted • recommendation for expulsion may result
<p>Attendance and Classroom Work: Students are expected to attend all classes every day. A note or a phone call to the attendance line from the student's parent/guardian is expected for any absence. Students should be prepared for classes with all necessary materials. Students are expected to complete all assignments.</p>	<p>Progressive disciplinary procedures will be followed for truancy and lack of effort such as: counseling, contact with parents, suspensions, and removal from class/school.</p>
<p>Bags/Knapsacks: Bags/knapsacks are to be brought into class only at the discretion of the classroom teacher. They may pose a safety concern.</p>	<p>Students may be asked to return the bag to their locker. Repeat offences will be dealt with in a progressive manner by the teacher and the VP.</p>
<p>Bus Behaviour: Students are to follow the rules established by their bus driver and may only ride the bus they are assigned. Students must bring their bus tags with them to ride the bus.</p>	<p>Students may lose the privilege of riding the bus or be suspended from the bus for a period of time. Students may also be suspended from school for infractions that take place on the bus.</p>

CODE OF CONDUCT

Expected Behaviour	Consequences
<p>Cell Phones:</p> <p>Cell phones are only to be used in the classroom at the teacher's discretion. Teachers have the right to determine when electronic devices may be used in class.</p> <p>They are not to be used during O Canada or during exams and tests or in the change rooms.</p> <p>Cell phone text messaging may be used in the hallways and cafeteria.</p> <p>Using a cell phone is not an excuse to be late for class.</p> <p>Cell phones should be turned off during instructional times. If students cannot put electronic devices in their pockets, devices may be left in lockers.</p>	<p>If students use their cell phones during instructional time, or they are using their cell phone after they have been told not to by the classroom teacher, they will be sent to the office to speak with the Vice Principal and will receive a consequence for opposition to authority which may include: detention, keeping the cell phone until a parent/guardian picks it up, an in-school or out of school suspension.</p>
<p>Community Responsibilities:</p> <p>Students are expected to stay off the road in front of and behind the school and off all private properties surrounding the school.</p> <p>Students should also be mindful of their language and behaviour while outside the school. Littering and loud and/or offensive music are not allowed in the areas around the school.</p>	<p>Progressive discipline will be followed such as: warnings, suspensions or police involvement.</p>
<p>Dances:</p> <p>Students and guests who attend AVSS dances will follow school rules and the AVSS dance code as outlined in the Guest Application Form. Guest applications must be submitted by noon 2 days before a school dance. Typically, only one guest per student will be allowed.</p>	<p>Regular disciplinary procedures will be taken depending on the incident.</p> <p>Any student found to be in possession of, or under the influence of, illicit drugs and or alcohol shall be banned from attending any dances for the remainder of the year.</p>

CODE OF CONDUCT

Expected Behaviour	Consequences
<p>Destruction of Property / Theft: Damage to property or the theft of property in the school environment (including school grounds and buses) is unacceptable.</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> • parental contact • search of bag/locker • payment of damages or losses • suspension • police contacted <p>Students who cause minor damage to school property may be required to assist custodians in cleaning up any damage.</p>
<p>Dress Code: Students are to dress in a business-casual like manner showing cleanliness, neatness and respect for oneself and others. The school reserves the right to determine appropriate dress for the school setting.</p> <p>Guidelines for Dress:</p> <ul style="list-style-type: none"> • Outdoor clothing (coat) is to be left in lockers. • Clothing worn in shops, labs, or other specialized situations must not pose a safety hazard. • Clothing that is suggestive, skimpy, or revealing is not appropriate for a school or business environment. • Clothing that hides the face, has inappropriate language or graphics including drug, alcohol or tobacco promotion, or is associated as gang-wear, is not permitted. • Sunglasses are not to be worn inside the school 	<p>Students will be asked to find suitable clothing before being admitted to class. They may be offered clothing from the school's clothing room. Students may be sent home to change or have their parents/guardians contacted.</p> <p>Failure to follow the appropriate dress code will result in disciplinary action.</p>

CODE OF CONDUCT

Expected Behaviour	Consequences
<p>Field Trips: Field trips are a privilege. Only students who have met the course expectations and demonstrated appropriate behavior and attendance will be allowed to participate. All students will conduct themselves in an acceptable manner at all times.</p>	<p>Students who fail to conduct themselves in an appropriate manner will be subject to regular disciplinary action.</p>
<p>Fighting: All students are expected to resolve conflict in a non-violent manner.</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> • parental contact • police contact • suspension • conflict mediation • documentation and filing of a Violent Incident Form
<p>Food and Beverages: Students may take food out of the cafeteria but must deposit all waste in the trash/recycling cans. Food and beverages are only allowed in classrooms subject to teacher approval.</p>	<p>Students who do not follow school rules or teacher instructions may have their food/beverage confiscated. Persistent non-compliance may lead to detentions, a ban from the cafeteria, or a suspension. Students who do not clean up their garbage may be required to assist the custodian with school clean-up.</p>
<p>Study Period: Students on an authorized study period must be in the library, in the cafeteria or out of the school during instructional times.</p> <p>Students are not permitted in the halls while on study period or during instructional time.</p>	<p>Students in the halls will be directed to the cafeteria or library.</p> <p>Opposition to following school policy may result in suspensions.</p>

CODE OF CONDUCT

Expected Behaviour	Consequences
<p>Hats: Hats are only permitted in the classroom at the teacher's discretion. .</p>	<p>If students wear their hats in class after being repeatedly asked by the teacher to remove it, they will be sent to the office to speak with the Vice Principal and will receive a consequence for opposition to authority which may include; keeping the hat until a parent/guardian picks it up, an in-school or out of school suspension.</p>
<p>Harassment/Bullying: The school environment will have an atmosphere of respect, trust and acceptance. Physical, verbal (oral or written), sexual or psychological abuse; bullying, including cyber-bullying; or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or any other attribute is unacceptable and will not be tolerated. Bullying incidences may be reported to:</p> <ul style="list-style-type: none"> - Anonymous reporting link on the school web site - Special phone number through main school line - Administration and other staff 	<p>TVDSB Safe Schools Policy Procedures will be followed including possible:</p> <ul style="list-style-type: none"> • Parental contact • Suspension • Police contact • Safe school incident reporting form <p>Students may be encouraged to take part in conflict mediation, peer mediation, and/or other attempts to teach conflict resolution strategies.</p>
<p>Identifying Yourself: All students must provide their proper name to any staff member. Students must also provide their timetable information to any staff member upon request.</p>	<p>Opposition to follow teachers' instructions may result in suspension.</p>

CODE OF CONDUCT

Expected Behaviour	Consequence
<p>Intimate Displays: Friendship and positive relationships are encouraged at school. Intimate displays of affection are not acceptable.</p>	<p>Students will be counseled to show more respect. Persistent failure to address requests for change will be considered an opposition to authority and may result in suspension.</p>
<p>Lockers: All students will be assigned their own locker. Students are not to share a locker and must not share their combination with anyone. Students should use combination locks for their locker. Combinations are to be registered through the main office. All students will maintain and use their lockers in an appropriate manner. Lockers are school property. The school administration has the right to examine the contents of any locker at any time. Students shall not write on or in their lockers.</p>	<p>Ontario regulation 298 states: "A student shall show respect for school property".</p> <p>Locker abuse or vandalism will result in disciplinary action that may include:</p> <ul style="list-style-type: none"> • parental contact • suspension • police involvement
<p>Lates: Students are to be on time for class.</p>	<p>Progressive disciplinary procedures will be followed such as: counselling, suspensions, and removal from class/school.</p>
<p>Materials that are Inappropriate: Material that is sexually explicit, racist, sexist, and/or glorifies violence is not allowed in school (digital or hardcopy).</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> • counselling • parental contact • confiscation of materials • suspension • police contact

CODE OF CONDUCT

Expected Behaviour	Consequence
<p>Parking: There is limited available student parking on school property. Students who bring bicycles should lock them to the bike racks located in the south end of the school next to the music room. Note: this area is under video surveillance.</p>	<p>Students who park in unauthorized parking areas may be towed.</p>
<p>Smoking: Students, staff, and visitors are prohibited from smoking or vaping on school board property and within 20 metres from any point of the perimeter of any school board property. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. Students and staff that have a legal medical document authorizing them to use medical cannabis will be able to do so on school board property but only in a non-smoking or non-vaping form. Students, staff, and visitors are also prohibited from using shisha, smokeless tobacco, and/or cannabis products (unless medically prescribed) and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week, and on school buses, or during any part of an official school field trip, including athletic team trips and school club excursions.</p>	<p>Students will be warned at the beginning of each semester over the P.A. system and/or via assemblies.</p> <p>Failure to comply with this code of conduct may result in internal student discipline (e.g. warning, notification to parents/ guardians, withdrawal of privilege, suspension, etc.) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.</p>

CODE OF CONDUCT

Expected Behaviour	Consequence
<p>Technological Devices: Capturing digital or film images without the permission of the administration or a teacher is prohibited. Streaming or electronically sharing digital images or film is strictly prohibited.</p> <p>Laser pointers are strictly prohibited at all times.</p> <p>Electronic devices are to be used in class at the teacher's discretion. Teachers have the right to determine when students are allowed to use electronic devices.</p>	<p>If students are caught using their device without permission, that device may be confiscated and stored in the Vice Principal's office for the day and the student will receive a consequence for opposition to authority. Repeat offence may include, keeping the device until a parent/guardian picks it up, or an in-school or out of school suspension.</p> <p>Refusal to hand over the device will result in a suspension.</p>
<p>Trespassing: Individuals who are not AVSS students will be asked to leave the school property unless they are an invited or approved guest. Guest passes are available in the main office at the discretion of the administration.</p>	<p>A trespassing letter may be issued after an initial warning. Police involvement and charges may result.</p>
<p>Weapons (Possession of, or Threat to Use): A "weapon" is defined in the Criminal Code as anything used or intended for use in causing death or injury to persons, whether designed for such purposes of threatening or intimidating any person. No weapons whatsoever are to be brought to school or school events. This includes knives, replica weapons, air guns, BB guns, etc.</p>	<p>Consequences include:</p> <ul style="list-style-type: none"> • parental contact • confiscation of the weapon • suspension or recommendation for expulsion • completion and filing of a Violent Incident Form • police involvement

ASSESSMENT AND EVALUATION

EVALUATION AND REPORTING

At AVSS, we take pride in reporting student progress several times during the school year. These reports include progress reports, Parent/Teacher Interview Night, a mid-term report card and a final report card following a set of formal final assessments each semester. Teachers may also use Markbook, email, or a phone call to make contact with parents about their students' progress throughout the semester.

Regular attendance is critical to student success. Computer generated phone calls are sent home for any undocumented absences. Up-to-date student attendance and report marks are reported on the student portal, which can be accessed through the school website. Students' credit history and course selections are also on the portal. The student portal is also used by teachers to post assignments and notes to assist students in their learning. Parents are encouraged to frequently check the portal for attendance and progress. Communication with teachers is a key part of understanding student evaluation, for both students and parents.

EXAMINATIONS

All students must be present to write exams at scheduled times. If a student does NOT write the final exam, they may receive a zero on the exam and may not be eligible to receive their credit. If a student is absent from a formal exam due to personal illness with medical documentation, bereavement, family emergency or exceptional student opportunity, the student may be permitted to write a comparable exam at a later date or be given an estimated mark – **subject to VP approval**. Families should arrange vacations and students scheduled times of work other than when examinations are scheduled, as vacation and employment schedules are not valid reasons to miss an exam. Final examination dates are identified in the calendar found within the planner.

USE OF TURNITIN

Turnitin is an Internet-based service subscribed to by TVDSB and also used by many post-secondary institutions worldwide. Its primary purpose is to help students learn how to improve their writing and avoid plagiarism through proper research and citation. Students submit work (e.g., essays, reports, labs etc.) to the *Turnitin* website, which, in turn, checks the documents for plagiarism against sources such as websites, periodicals, and journals, as well as previously uploaded student work. When students submit their work, it is uploaded to the *Turnitin* database and is then used in future anti-plagiarism checks. This prevents one student from falsely using another student's paper. *Turnitin* is provided at no cost to the student.

Teachers may ask for projects to be submitted directly through *Turnitin*, or through a D2L integration with *Turnitin*.

ASSESSMENT AND EVALUATION PRACTICES

The Ministry of Education recently revised assessment and evaluation practices for all Ontario schools (September 2011). The revised practices are outlined in the document *Growing Success*, which can be found on the Ministry's website www.edu.gov.on.ca.

Teachers view "assessment" as the process of gathering information that accurately reflects how well a student is achieving the expectations of a particular subject or course. But assessment itself has three roles

- providing students with feedback about their work (known as assessment *for* learning)
- helping students to set learning goals and monitor their own progress (known as assessment *as* learning)
- evaluation and reporting of progress in the form of grades or marks (known as assessment *of* learning).

Both 'assessment *for* and *as* learning' provide students with day-to-day feedback on their work, and are far more valuable to the learning process than a final mark on a report card (an example of assessment *of* learning).

As part of these revised assessment practices, the Ministry of Education also required all school boards to develop a policy to address late and missed assignments, academic dishonesty (cheating and plagiarism), and determining a report card grade below 50%.

Details may be found in the Assessment and Evaluation Policy and Procedure on the TVDSB website at www.tvdsb.ca/assessment. Here are some of the highlights:

- Students in Grades 7-12 may have a mark as low as *zero* recorded on their provincial report card.
- Students in Grades 7-12 who submit a major assignment late may have marks deducted or receive a mark of *zero*. This may only be done after several documented attempts have been made by the classroom teacher to obtain the work from the student. The process for deducting marks and assigning a mark of zero is outlined in detail in the procedure.
- Teachers will inform parents/guardians of all cases of cheating and plagiarism. Parents will also be informed of the consequences for the student, taking into account the subject and grade level.
- Teachers will inform students about major assignments (Grades 7-12) at the beginning of each term/semester.

The roles and responsibilities of teachers, students, parents/guardians, principals and superintendents are also described in the procedures. The school board values the partnership between parents/guardians and the school to ensure success for all students. Students perform significantly better when parents take part in the learning process and are true partners in education.

EXTRACURRICULAR INVOLVEMENT

STUDENT ACTIVITY FEES

All the activities in the school including special events and assemblies are supported by the student activity fees. It is expected that everyone will pay the yearly fees of \$20. When you pay the student fee, you will receive an ID card. This ID card is required for participation in school events, school teams and clubs, and school dances. It also gives you photo ID for use in the community for student discounts. For an additional fee, you may be able to purchase a yearbook. A valid student card or other identification is required to withdraw materials from the library.

EXTRACURRICULAR ATTENDANCE POLICY

If a student's name appears on a daily attendance sheet as absent, that student is ineligible to participate on that date unless cleared by the office, and this includes all sporting events and dances. (Example: A student is absent in the morning due to a dental appointment and the coach or office is aware in advance. The student hands in a note verifying the absence. Student participation is approved. Or a student is absent most of the day because of an illness and appears at 1:30 p.m. to participate in the activity. Student participation may be denied).

VIKING DANCES

Dances may include the semi-formal and the prom. Doors close at 8 p.m. Any student who leaves the dance will not be permitted to return. This includes students who want to go outside to smoke. Guests must be sponsored by an Arthur Voaden student, and requests must be submitted by 12:00 p.m. to the Vice Principal two days before the dance. Students may bring one guest and are responsible for the behaviour of their guest. The school code of conduct is in effect for dances, especially regarding behaviour, sobriety, and dress code.

ATHLETICS

All students are encouraged to become involved in one of the many sports and activities offered here at AVSS.

- Note that sports are offered based on staff availability and student interest.

Athletes can earn points towards Minor and Major Athletic Awards by participating on school teams.

FALL SPORTS may include the following (Sept.- Nov.):

Girls Basketball, Cross Country, Golf, Boys Volleyball, Cheerleading

WINTER SPORTS may include the following (Dec. – Feb.):

Boys Basketball, Girls Volleyball

SPRING SPORTS may include the following (February – May):

Intramural Hockey, Badminton, Girls Soccer, Boys Soccer, Tennis

STUDENT CONCUSSION POLICY

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. A medical professional must assess a student who is suspected to have suffered a concussion. If the medical professional diagnoses a concussion, the student must follow a 6-step "Return to Learn" process with accompanying documentation from parents. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum.

Since concussions can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered a concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided.

CLUBS AND ACTIVITIES MAY INCLUDE THE FOLLOWING AND OTHERS.

Anime Club, Board Games Club, Book Club, Coding / Gaming Club, Crime Stoppers Club, Drama Club, Environmental Club, Intramurals, Math Help Club, Math Contests, Morning Announcements and Local Journalism, Student Council, Music – Choir, Jazz Band, Guitar Ensemble, Photography, Student Athletic Association (SAA), Culture for Learning (Safe Schools, Equity & Inclusion, Social Justice), Gay-Straight Alliance, Yoga, Zen Café

- NOTE: These clubs and activities will run subject to availability of staff advisors and level of student interest

RESOURCES AND STUDENT SERVICES

LIBRARY

The library's main purpose is to promote both independent learning and a love and appreciation of literature. Students and staff have access to an increasingly growing fiction and non-fiction collection as well as reference and encyclopedia resources. Students are also able to access the excellent data bases available through the TVDSB. Literacy improvement is also available through the library by way of individual assistance or by participation in a book club. The "On Your Own" document for research and style guides is available online now through the TVDSB website.

SPECIAL EDUCATION RESOURCE CENTRE

Students have access to various computer software programs designed to assist access to the curriculum. Subject support is available to students throughout the school day from teachers, educational assistants and peer helpers.

STUDENT SUCCESS ROOM

A quiet, alternative learning space for students. Students can request to work in the SST room after the classroom teacher has finished the day's lesson. Teachers may also send a student to the SST room to complete missing work or to write a missed test.

GUIDANCE DEPARTMENT

The primary goal of guidance counsellors is to assist all students in achieving their personal goals and to develop as healthy individuals. A counsellor is always available to assist and answer questions. Some of the many available services include:

- assistance with personal issues and referral services
- educational and career planning including personal development programs
- providing a range of liaison services to the school and community
- assisting students in tracking diploma requirements

Students who have questions or need information on any issue or concern can go to the guidance office (located on the second floor) for assistance.

GRADUATION

DIPLOMA REQUIREMENTS

Students will work towards earning the ONTARIO SECONDARY SCHOOL DIPLOMA. To receive this diploma, students will be required to successfully complete 30 credits (18 of which will be compulsory and 12 will be elective), as well as the Ontario Secondary School Literacy Test and complete 40 hours of Community Service. The 18 compulsory credits are:

- 4 English (1 credit per grade)
- 3 Mathematics (at least 1 credit in Grade 11 or 12)
- 2 Science
- 1 French
- 1 Canadian Geography (Grade 9)
- 1 Canadian History (Grade 10)
- 1 Arts
- 1 Health and Physical Education
- 1 Civics and Career Studies (½-credit in each)
- 1 from among Grade 11 or 12 Science or Grade 9-12 Technology, or Coop Education
- 1 from among English/Français, Third Language, Social Science or Canadian and World Studies, or Guidance and Career Education, or Cooperative Education
- 1 from among Health and Physical Education, Music, Art, Drama, Dance or Business/Entrepreneurial studies, or Cooperative Education
- a maximum 2 credits in Cooperative Education can count as compulsory credits

THE ONTARIO SECONDARY SCHOOL LITERACY TEST

Students in their second year of high school must complete a reading and writing test as a requirement for earning an Ontario Secondary School Diploma. This test requires multiple choice, short answer and paragraph responses to written and visual text.

SPECIALIST HIGH SKILLS MAJOR PROGRAM (SHSM)

Students receive the SHSM's red seal on their diploma when they:

- complete a specific bundle of 8-10 courses in the student's selected field
- earn valuable industry certifications including first aid and CPR qualifications
- gain important skills on the job with employers

The emphasis is grade 11 and 12 students. Voaden offers five Specialist high skills programs:

Arts and Culture, Construction, Health and Wellness, Hospitality and Tourism, and Transportation

HONOUR ROLL

Students with an overall average of 80% for 8 credits in grade 9, 10 and 11 or 6 credits in grade 12 will receive honour roll recognition.

STUDENT STUDY PERIODS (SPARES)

It is expected that students in grades 9, 10 and 11 will take 4 credits per semester. A grade 12 student may take 3 credits per semester. Any exceptions must be approved by the administration. Students must have approval by a parent and an administrator to drop a course during a semester. A supervised study for students with less than 24 credits will be assigned.

COMMUNITY INVOLVEMENT

Every student needs to complete **40 hours of Community Involvement** over their years of high school to graduate. Permission for the chosen activity must be received before beginning the activity – students are encouraged to check in the Guidance office regarding the validity of their community service plans before beginning their hours. Community involvement hours may not be earned during class time. The activity should be for a non-profit or charitable group. Information and the required forms may be obtained in the Guidance office. Bulletin boards outside the Guidance office inform students about community involvement opportunities.

PARENT INVOLVEMENT AND COMMUNICATION

SCHOOL COUNCIL

The Arthur Voaden School Council is a representative group of several parents, a teacher, one non-teaching staff, a student, and two community representatives who meet on a monthly basis with the principal to discuss issues of concern and interest. Everyone is invited to attend these meetings or to suggest issues to the council. We value and welcome parent input. Our mission statement is:

The AVSS School Council, drawing on community resources, will provide leadership in meeting the ever-changing needs of the AVSS community.

PARENT PORTAL

The Arthur Voaden Portal is available to all parents/guardians of Voaden students. The portal is an internet based tool that requires a specific login and password that is assigned by the school. Once signed up, parents are able to change their password and then view their child's daily attendance records, timetables, mark history, course selections, and more. To get a login, please contact the school at (519) 631-3770. To access the parent portal go to www.tvdsb.on.ca, select the 'parents' tab across the top then choose 'parent portal'.

TWITTER

Follow us at @Arthurvoaden, for important news, updates, pictures and school information

WEBSITE

The school website is www.tvdsb.ca/ArthurVoaden.cfm. Visit the website regularly for updates, teacher webpages, Safe Schools documents and strategies, electronic copies of newsletters, announcements, and links to school board information.

VOADEN CARES

The purpose of "VOADENCARES" is to allow students to let the Arthur Voaden staff know of a concern about a friend, a classmate, a student or themselves - anonymously. Students may be concerned because they have noticed a change in mood, behaviour, or coping strategies as a result of a personal loss or bullying or other life issues.

Students can always go to Guidance, the main office or a staff member in the building to express their concerns as well.

Use the 24 hour anonymously reporting line at the school: (519) 631-3770 ext. 3 or

Use the anonymous reporting form on the school web site:
<http://www.tvdsb.ca/ArthurVoaden.cfm>