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**High School Program**

**About the Program:**

St. Kitts International Academy provides an online alternative secondary program for students seeking an Ontario diploma or preparing for university. Students follow the Virtual High School (VHS) curriculum with instructors in courses offered in Grades 9-10. Students in Grades 11-12 complete coursework independently with campus support. Student work will be monitored daily and instructional support will be offered throughout the day. Students will follow the pacing guides and deadlines determined for each course. All coursework will be completed within the academic school year unless an extension is granted by administration.

The Virtual High School of Ontario is designed for students wanting to:

* Repeat course to improve final grades
* Take courses that do not fit into their timetables or are not offered at their current school
* Accelerate through high school
* Complete prerequisites for other secondary school courses or post-secondary programs
* Travel or participate in extracurricular activities while continuing to earn an OSSD
* **Earn their OSSD as an international student**, or while living in another province

VHS Ontario Program features:

* Our courses are written and developed by professional educators.
* Each course follows the standards and curricula set out by the Ontario Ministry of Education. Students earn an OSSD credit upon successful completion of a course.
* Our courses feature professional animations, videos, visuals, auditory devices, and more for enhanced virtual learning.
* Our courses offer a wide variety of assessments and evaluations.
* VHS courses are available 24 hours a day, 365 days a year.
* Our courses offer innovative content that is updated regularly.

**The model requires that students take personal responsibility for managing their own education, in addition to furthering the development of their own digital skills.**

**The VHS experience instills independence, maturity, and self-motivation—invaluable skills that benefit students in their further studies and employment.**

**Virtual High School**

 **VALUES**

**Responsibility**

* Develop key skills for success by using feedback to improve learning
* Work collaboratively with others, including the teacher and classmates
* Take initiative by planning ahead for deadlines
* Demonstrate accountability by showing an understanding of school processes

**Respect**

* Communicate with classmates, teachers, and other Virtual High School staff in ­­­a positive and kind manner
* Plan ahead with knowledge of school guidelines and processes, as well as an awareness that other students are working towards similar deadlines and goals
* Support others by contributing to and participating in school, local, and global community events

**Integrity**

* Find gratification and satisfaction in completing their own work to the best of their ability
* Understand and determine what is acceptable in academic communities and act on this awareness
* Learn and respect the values of the local and global learning community

**Perseverance**

* Develop goals and challenge themselves to meet their goals, recognizing that failure provides the opportunity to learn and try again
* Have positive and constructive values, attitudes, and self-perceptions
* Know that skills and abilities are not fixed and can be improved through effort and hard work

**Innovation**

* Overcome the unique challenges of online learning, developing 21st-century skills in the process in preparation for the future
* Take advantage of new technologies to complete innovative projects and assignments
* Design their own schedules to pursue other opportunities and to continue to meet goals beyond academic settings

**Academic Policies**

**Attendance:**

Students are required to attend the program daily. Absences should be kept to a minimum and coursework is expected to be completed despite being absent. The program advises that students should not have over 10 excused absences over an academic year. Excused absences include a major illness, family funeral, court appearance, excessive weather impeding travel, religious holidays, or absence approved in advance by administration. Students who have a contagious condition are required to have a doctor’s approval before returning.

A tardy is defined as a student entering class after the scheduled start of the class. Students who are tardy to any class 3 or more times will meet with administration and parents will be notified. The school day begins officially at 9am and ends at 3:30pm. Students leaving early for excused reasons stated above must sign out in the main office.

Extended travel (any travel not within scheduled breaks) must be authorized in advance by administration. Attendance is key to success and graduating on time!

In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to school policies, school-based criteria, and applicable laws. A student may not be eligible to participate in extracurricular/co-curricular activities for certain disciplinary offenses or if the student was absent the day of the event. Students must be present at school during the day to participate in an event after school. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. The school has the authority to withhold participation privileges from students. In addition, the school reserves the right to remove any student for any offense of the Code of Student Conduct which substantially disrupts the school or community.

**Special Services:**

The VHS program model is not designed to support students with certain special needs or severe learning disabilities. Teachers and staff will support and assist with mild conditions as much as possible. Exams are timed and any possible accommodations require a certified physician’s diagnosis, and an educational accommodation plan on file with VHS and in advance of the academic year. The program is not responsible for providing services for students with special needs. Parents and students should carefully consider if an independent online program is the best option for students with special educational or behavior needs.

**Reporting/Checking Progress:**

Students and parents will receive reports every nine weeks two progress reports, a mid-term report, and a final report card. Teachers will keep parents informed of missing assignments and extension requests. Parents are advised to check the VHS site frequently to view student grades and progress.

Fall Progress October 30

Mid-term January 30

Spring Progress April 1

Final June 30

**Plagiarism:**

Plagiarism is an academic offense and therefore is punishable. The school will follow the VHS guidelines related to plagiarism and other forms of cheating. Be aware that teachers will use online plagiarism check sites to check all assignments, including paraphrased works. Work must follow the MLA style of citation, unless otherwise instructed. When in doubt, use quotation marks and give credit to the source.

1. First Offense: Assignment will be marked down 25 points, meaning that the assignment will begin at 75%, and the assignment will be revised within two days. Parents will be notified.
2. Second Offense: The assignment grade will be a zero and the assignment will be revised in after school detention until completed. Parents will be notified and must attend a conference. The student will be placed on academic probation.
3. Third Offense: The assignment will be given a zero and parents will meet with administration. It is the policy of VHS to remove students from the program after the third offense.

**Deadlines and Extensions:**

The VHS program is rigorous and requires student commitment. Students will be required to follow course pacing guides and meet determined deadlines for all classes. All coursework must be completed within the academic school year (September-June). Assignments are expected to be completed according to stated teacher/VHS deadlines and guidelines. Incomplete or incorrect assignments will not guarantee an extension.

In Grades 9-10, students may request an assignment extension. However, all extensions are at the discretion of the teacher. Students must request the extension **in advance** and parents will be notified of the extension. Late assignments will be marked down 25 points per day late: Day 1 = 75%, Day 2 = 50%, Day 3 = 25%, and Day 4 = 0%. Parents will be notified when an assignment is late or has been missed. Students who fail to complete multiple assignments or who habitually hand in work late will receive disciplinary action and parents will be required to meet with administration.

Extensions require administrative approval in Grades 11-12 and will be limited to emergency situations only. Additional fees, not covered by tuition or scholarships, will apply for extensions obtained through the VHS program.

Students who fail to complete more than one core course (English, Math, Science) or who fail the grade will be placed on academic probation. Academic probation includes a Student Intervention Plan which will detail the requirements and expectations necessary to remain in the program. Students who do not complete grade level 9-10 core courses by the end of 10th grade may not graduate within the four-year period. Students who fail will pay additional fees to repeat courses and may not be permitted to continue with the VHS program.

**OSSLT: Ontario Secondary School Literacy Test**

All students are required to meet the secondary school literacy graduation requirement (literacy test) to earn an OOSD (Ontario Secondary School Diploma). Students will be offered the exam in Grade 10. Students who successfully pass may not take the test again for a higher score. Students who do not pass may take the exam again the following year. However, a conference will be held to determine the student’s ability to continue independently with courses at the 11-12 grade level as these courses require basic proficiency in high school reading and writing skills. Test guidelines and sample test booklets are available to prepare students.

**Community Service Hours:**

All students are expected to earn at least 10 service hours per grade for a total of 40 community service hours for graduation. Service hours are a requirement for the diploma. Activities may take place in or outside of school and must be approved by administration. You may not be paid for the activity or service! Service hours should not be attempted during regularly scheduled classes – in other words, missing a class due to obtaining service hours is not excused or permitted. Community service hours must be logged in properly on the required form and must include both parent and administrator signatures. Some examples are:

* Regular or scheduled tutoring (not paid and over an extended period of time)
* Volunteer at events or charitable organization
* Fundraising projects
* Volunteer coaching or assistant
* Care for elderly or neighbor (not just good deed)

**Transfer Credits:**

Students entering the program with high school credits or courses must first submit a request to VHS for approval. VHS requires a fee to transfer credits which is not covered by the school.

**Code of Conduct**

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|  | **Student Rights** | **Student Responsibilities** |
| **Safe, Positive, and Receptive****Learning****Environment** | * To attend school in a positive learning environment
* To have school personnel who are receptive to student needs and concerns
* To have knowledge of the Code of Conduct
 | * To maintain a decorum that enhances a positive learning environment
* To express needs and concerns in an appropriate manner
* To follow the guidelines set forth in the Code of Conduct
 |
| **Attendance** | * To be informed of school policies and school rules about absenteeism and tardiness
* To request make-up work after an absence/suspension and to complete it in 3 days
 | * To attend classes daily and be on time
* To explain or document the reason for an absence
* To make-up class work in 3 days after an excused absence/suspension
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| **Grades** | * To receive a teacher’s grading standards at the beginning of the grading period
* To be notified of failure/potential failure when work is unsatisfactory
 | * To learn about grading standards
* To meet academic standards in line with ability and to make every effort to improve unsatisfactory work
* To ask for help from school personnel in choosing courses
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| **Free Speech/ Expression** | * To express views through speaking and writing, but without being obscene, disruptive, abusive, or derogatory
* To have one’s religious beliefs respected
* To be protected from harassment
 | * To respect the right of others to express their views and refrain from using speech or expression that could disrupt the learning environment or harm the health, safety, or welfare of others
* To behave respectfully during patriotic observances
* To respect the religious beliefs of others
* To plan, get approval for and conduct activities that are in line with the school’s goals
* To refrain from harassing students, staff, and community members
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| **Privacy** | * To have privacy of personal possessions unless school personnel have reason to believe a student is in possession of materials prohibited by law or school
* To have personal property respected

**VIOLATIONS**  | * To keep materials prohibited by law or school policy away from school or school activities
* To respect others’ personal property
 |
| **Prohibited** | **Possession of Illicit Substances** The unlawful possession, use, buying, selling, or distribution of illicit drugs and/or alcohol by students on school grounds or at any school activity is prohibited. **Possession of Firearms or Weapons** No student or visitor (except law enforcement officers) may bring a firearm or weapon on school grounds. This includes, but is not limited to, possessing or carrying a firearm or weapon on his/her person, in a vehicle, container or other conveyance. **Vape Pens/E-cigarettes**No students may use or possess any type of cigarette or vape pens. Violations of this policy will result in confiscation of the material or device. Devices will NOT be returned, even by parent request.**Hazing**Hazing will not be tolerated and shall be just cause for disciplinary action. Any student, employee, parent/ guardian or third party who has knowledge or engages in hazing, may report it directly to the principal or designee. The reporting of any act of hazing may be made anonymously. **Violence**Violence against any student, employee, contracted personnel, or volunteer, by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or any other disciplinary action by the school and may also result in criminal penalties.  | **Cell Phones**A student may possess a cell phone on school property, at after school activities, and at school-related functions, provided that during school hours, the cell phone remains off and is kept in a backpack or purse. They should not be carried around the school. Violations of this policy may result in confiscation of the cell phone and/or other disciplinary actions. If confiscated, the parent/guardian will arrange to pick up the cell phone from the school.At no time shall the school be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property. Students may not use any computer or electronic device to send, forward, display, retain, store or post offensive, hurtful, lewd, sexually explicit, indecent or pornographic photographs, images or messages. Cyber-bullying or sexting will not be tolerated and shall be just cause for disciplinary action during school hours or school activities on or off campus. |

\*\*\*If a student or staff member discovers illegal objects such as drugs, weapons, or other contraband on school property, including on a school bus, the student should approach school personnel and report the discovery. A student will not receive disciplinary action for making such a report. Law enforcement may be contacted for specific offenses, which may include, but are not limited to, firearms, drugs, and explosive devices. Objects not allowed by the Code of Student Conduct may be discovered during a random search which will result in disciplinary action.

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| --- | --- | --- |
| Level I | Level II | Level III |
| CheatingClassroom DisruptionDisorderly ConductDisrespect 1st Dress CodeFalse InformationInsubordination 1st Misconduct on bus 1stProfanityElectronic violation 1st TardinessHorseplayExcessive PDA | Unauthorized absenceHarassment 1stDestruction of propertyDisrespect 2nd FightingForgeryInsubordination 2nd Misconduct on bus 2nd TheftElectronic violation 2nd BullyingGamblingSmoking 1st Intimidation/ThreatsDisruption on campus | Breaking/EnteringDestruction of propertyExtortionFighting/BatteryFireworksInsubordination 3rd Possession or use of banned objects or substances/smokingTheftBullying/Harassment Sexual HarassmentIntimidation 2nd HazingMisconduct 3rdElectronic violation 3rd Vandalism/Destruction |
| Parent ContactVerbal reprimand/WarningAssignmentWithdraw privilegesRedirection/guidanceDetentionConfiscation | Parent ContactBehavior planAssignmentDetentionSuspension school/busConfiscationWithdraw privilegesRequired Counseling | Parent ContactProbationRequired Counseling Suspension school/busExpulsionLaw Enforcement |

**Dress Code:**

Students are required to wear the school uniform (school shirt, khaki shorts/pants/skirts) on all scheduled school days unless otherwise arranged by administration. Students may wear a school-approved jacket with a zipper that does not cover up the school logo. Shorts and skirts must be at “finger-tip” length. Undergarments are not to be showing.

Headgear shall not be worn on campus during the school day, unless the headgear is approved by the principal. Headgear includes, but is not limited to, hats, visors, du-rags, bandanas, bonnets, hoodies, shower caps, sunglasses, etc.

Jewelry must be of a safe length for activities and must not reflect offensive or illicit symbols or messages. Shoes must be appropriate for the learning environment (no slippers or flipflops).

Backpacks and purses on bus or campus and student lockers may be searched by administration at any time. Locks placed on lockers may be removed by administration at any time.

**Medication:**

All medication must be stored and taken in the main office. Students should have a clearly labelled container (student name, doctor, date, dosage) for any prescribed medication. Students must have parent permission, filed with Ms. Berry, to take any over-the-counter medicines which will be stored and taken in the main office. Students may not share medication with other students.

**Expectations**

**Treat each other with courtesy and respect at all times** This means:

* We listen carefully and respectfully as others express opinions that may be different from ours
* We share our opinions and concerns without loud or offensive language, gestures or profanity

**Treat each other with kindness** This means:

* We treat each other as we would like to be treated
* We do not threaten or cause physical or bodily harm to another
* We do not threaten or cause damage to the property of another
* We do not bully, belittle or tease another and we do not allow others to do so in our presence
* We do not demean and are not abusive or obscene in any of our communications

**Take responsibility for our own actions** This means:

* We share information honestly
* We refrain from displays of temper
* We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility

**Cooperate with one another** This means:

* We obey school rules for access and visitation
* We respect the legitimate obligations and time constraints we each face
* We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student’s work or events in the community that might impact the school.
* We respond when asked for assistance
* We understand that we do not always get our way

**Escalation Protocol/Concerns:**

Parents and students must follow the Escalation Protocol if there are any concerns or complaints. First, please meet and discuss the issue with the teacher. If the issue requires further discussion, please contact the High School Coordinator, Tina Beck. Administration should only be contacted after following the protocol.

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**I have read the 2019/20 Code of Conduct and agree to the policies:**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Student Name (Last, First) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YES NO Student has parental permission to drink coffee/tea at school.**

**Internet Policy: Student Technology Acceptable and Responsible Use Agreement**

St. Kitts International Academy is committed to providing a safe, positive, productive, and nurturing educational environment. We believe that all students should have access to technology (e.g. software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner.

Educational Purpose
Technology access has been established for educational purposes and will be consistent with the school’s curriculum and VHS standards. The term “educational purpose” includes academic activities that directly relate to courses. Students are expected to follow the rules in the use of the Internet and network resources.

Students may not use the Internet for commercial purposes. This means they may not offer, provide, or purchase products or services through the Internet at any school using district resources. Students are not to play computer games or use social media during school hours.

Student Internet Access
All students will have supervised access to the Internet through the classroom. However, this does not preclude the possibility that inappropriate sites are not blocked.

Students will use school Internet access for educational purposes only and will not access profane or obscene material, advocate illegal acts, or advocate violence or discrimination towards other people.

Responsible Uses
In order to ensure a safe, positive, productive, and nurturing educational environment for all, students
are expected to demonstrate responsible technology uses. Student will keep information, such as his/her password, address, phone number, birthday, and other identifiable information private. Students will report anyone who tries to use technology to hurt or harass other students or staff or anyone who makes him/her feel uncomfortable.

Students will not login to any account other than their own or use technology to engage in any illegal acts, such as drug sales, purchasing alcohol, engaging in criminal gang activity, threatening the safety of another person, cyber-stalking, or cyberbullying.

Inappropriate Language
Students will treat others with respect by using appropriate language and offer only constructive criticism. Students will not use inappropriate language, harass others, knowingly or recklessly communicate false or defamatory information about a person or organization, share privately sent messages without permission of the person who sent it, share private information about another person, or participate in sexting.

System Security
All students will allow any teacher or administrator to review their work and activities created on the device or school network at any time. Students will make sure any devices used on the school network are safe. Students will not use technology to gain access to student grades or private student records, download unauthorized software, apps, extensions, or plug-ins during school, intentionally spread computer viruses, or bypass, destruct, disrupt, modify, or abuse the school network access.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_