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.

This Agenda Belongs To:

Name ________________________________________________________________
Address __________________________________________________________________________
City/Town __________________________ Postal Code _____________________________
Telephone ___________________________ Home Room _____________

The most current version of the student Agenda is located on our website.
PRINCIPAL’S MESSAGE

Welcome to another school year and, for some of you, welcome to Three Oaks! We are looking forward to journeying with you this year and have come up with some awesome programs and events to help make this one of the best years ever. We are always open to your thoughts and comments, so if you have any concerns—or even a great idea—just pop into the main office and let us know!

You will quickly learn that it is a privilege to be part of this school’s community. We have done a lot of positive school climate work in the past year in an effort to foster the safest, most inclusive, learning environment for all. We will continue “Connecting the Dots” with everyone this year and encourage you to build positive relationships with your fellow students and our staff members during your time with us. Mother Teresa said it best: “If we have no peace, it is because we have forgotten that we belong to each other.” The foundation of a strong community is solid relationships; after that, anything is possible!

We are also launching our new student leadership structure beginning this September which we affectionately call “Student Council 2.0”. This was created to carve out more spaces for our students to connect with people who share common interests at school. Collectively, our Councils will help create policy, run events, raise funds, work with our outside community, and make TOSH a better and more vibrant place to be. The 8 Councils are: Activities, Community Works, Music, Athletic, Fundraising and Finance, Multi-Media, Extra-Curricular, and Student Government. These are exciting times at Three Oaks, and we need YOU to make it work! The Councils will be promoted early in the fall, but you can get involved at any point during the year. If you are confused about how to do that, just come to the main office and ask!

I encourage each one of you to make a commitment to bring the best of yourself to school each day this year. Dedication to your course work will help you gain the necessary skills and attitudes to ensure greater success in the future, and we are relying on you to take ownership of that. If you are struggling in any course, ask for help EARLY! We have awesome support staff here at TOSH who are ready and willing to assist you as needed. We want every student’s marks to reflect their true intelligence and abilities, and we need you to keep us informed of your learning needs in order to do that.

Strap on your seatbelt and prepare yourself for a great ride this year! It promises to be another busy, but productive, year at Three Oaks and I’ll be there cheering for you along the way!

Work hard and have fun!

Ms. Haire
# STUDENT TIMETABLE

## SEMESTER 1

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>BLOCK</th>
<th>COURSE</th>
<th>SEC</th>
<th>TEACHER</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>8:55-10:22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:22-10:30</td>
<td>R E C E S S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>10:34-11:46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:46-12:40</td>
<td>L U N C H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>12:44-1:56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:56-2:04</td>
<td>R E C E S S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>2:08-3:20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SEMESTER 2

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>BLOCK</th>
<th>COURSE</th>
<th>SEC</th>
<th>TEACHER</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>8:55-10:22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:22-10:30</td>
<td>R E C E S S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>10:34-11:46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:49-12:40</td>
<td>L U N C H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>12:44-1:56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:56-2:04</td>
<td>R E C E S S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>2:08-3:20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STAFF

**PRINCIPAL** - Nicole Haire

**VICE-PRINCIPALS** - Jason Gallant, Gerald MacCormack

**COUNSELLORS** - Jim Donovan, Sandra Sheridan

**TEACHER LIBRARIAN**  Barb Forbes

**SUBJECT TEACHERS**

Amanda Allen-Moffatt  David Ramsay  
Amanda Arsenault  Rochelle Sullivan  
Joel Arsenault  Mike Trainor  
Sarah Jane Barrett  Fabienne Vialle  
Ashley Bell  Angie Waite  
Laurie Callbeck  Pam Walsh  
Shirley Anne Cameron  Carrie Watters

Jim Campbell  
Shirlee Anne Campbell  
Krista Carruthers  
David Chisholm  
Rob Corkum  
Tammy Craig  
Cara DeCoste  
Shannon Evans  
Mario Fiset  
David Gallant  
Donnie Gallant  
Karen Gaudet  
Fran Gillis  
Ian Gillis  
Susan Grady-Thomson  
Jennifer Halupa  
Scott Harvey  
Krista Hickey  
Chris Higginbotham  
Tim Hockin  
Dia-Lynn Keough  
Forrest Lilly  
Sean MacDonald  
Tracy MacDonald  
David MacEachern  
Cindy MacKendrick  
Mike MacKinnon  
Kendra MacLaren  
Ken MacMillan  
David McNeill  
Nancy Milton  
Lyndon Oulton  
Erin Peterson  
Donald Phillips  
Kelly Power  
Heather Pringle

**EPPY PROGRAM**

Elsa Riley

**EDUCATIONAL ASSISTANTS**

Janet Bradshaw  
Nora Connell  
Trudy DesRoche  
Claudette Getson  
Debbie MacArthur  
Scott MacGregor  
Jeff Richard  
Norma Smallman  
Janet Surette

**YOUTH SERVICE WORKER**

Tami Arsenault

**SECRETARIES**

Linda Cashin  
Donna MacKay  
Pam Rodgerson

**CUSTODIANS/ CLEANERS/ GROUNDSKEEPER**

Charlene Arsenault  
Serge Arsenault  
Donna Blanchard  
Brenda Cameron  
Trevor Dorrian  
Wayne Keizer  
David MacDonald  
Darlene Matthews  
Mary Louise Richard
TOSH STUDENT LEADERSHIP COUNCILS

Each Council will have an executive chosen the year before and general membership will be open to all students each September. Council meetings will take place on Tuesdays and Presidents will meet once a month on Super Tuesday. Council Executive members for 2012-2013 are:

Activities Council: Michaela Walker, President
Brooke Blanchard, Grade 12 Vice-President
Nicole Gallant, Grade 11 Vice-President
Katie MacKay, Communications Officer
Advisors: Mrs. Keough, Mrs. MacLaren, Mrs. Bell

Athletic Council: Becky Clark, President
Advisors: Mrs. Thomson, Mr. Arsenault

Extra-Curricular Council Becca Gallant, President
Marissa Hashie, Vice-President
TBD, Communications Officer
Advisors: Mrs. Callbeck, Mr. Jason Gallant

Music Council: James Brown, President
Dakota Oliver, Grade 12 Vice-President
Jillian Russell, Grade 11 Vice-President
Emmalee Dunn, Communications Officer
Christie Anne Campbell, Assistant Communications Officer
Advisors: Ms. Carruthers, Ms. Forbes

Community Works Council: Jaime MacLean, President
Millee McKay, Vice-President
Scott Richard, Communications Officer
Advisors: Ms. DeCoste, Ms. Peterson, Mr. Outlon, Mrs. Gillis, Ms. Campbell

Multi-Media Council: Brett Poirier, President
Advisors: Mrs. Evans, Mr. Campbell, Mr. MacMillan

Student Government Council: Noah Richardson, President
Rebecca Drummond, Vice-President
Maria Dalton, Communications Officer
Advisors: Mr. Trainor, Ms. Barrett

Fundraising and Finance Council: Andrew Farag, President
Zachary Phillips, Vice-President
Clayton Smith, Communications Officer
Advisors: Mrs. Watters, Mr. MacCormack, Mrs. Walsh
BELL SCHEDULES

REGULAR

8:45 AM - Transitions & Co-op Buses (Distinct Bell)
8:51 - Students proceed to first class
8:55 - Bell to commence first class & start independent reading
9:10 - Soft bell to end independent reading
10:22 - First class ends - Recess begins
10:30 - Recess ends - Students go to second class
10:34 - Bell to commence second class
11:46 - Second class ends - Noon hour begins
12:10 PM - Transitions Bus (Distinct Bell)
12:25 - Co-op Bus (Distinct Bell)
12:40 - End of Noon hour - Students go to third class
12:44 - Bell to commence third class
1:56 - Third class ends - Recess begins
2:04 - Recess ends - Students go to fourth class
2:08 - Late bell for fourth class
3:20 - Fourth class ends
3:27 - Buses leave

DURING FINAL EXAMS

8:45 AM - Exam rooms open
9:00 - Morning exams begin
10:30 - Early dismissal
11:30 - 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 am; therefore, they should plan accordingly.
**SCHOOL CALENDAR 2012-2013**

Aug  29 -  New Student Registration  
Sept  3 -  Labour Day  
  4 -  School P.D. Day  
  5 -  Orientation Day for Teachers, Student Council Welcome BBQ 12-12:45  
  6 -  Student’s First Day  
  10 -  Fire Drill 10:20 am  
  10 -12 -  Student Photos  
  13 -  Fire Drill 10:20 am  
  - Peer Helper Training  
  - Parent Information Night, Tyler Durman Presentation  
  & Parent Council Meeting 6:30 pm  
  14 -  Tyler Durman Assembly 9:10 am  
  17 -  Bus Evacuation Drill 9:10 am  
  - Class Officer Speeches 12:50 pm  
  22 -  Career Day College & University Visits ~ 1-3 pm, 6-8:30 pm  

Oct  8 -  Thanksgiving Day, (Holiday - No Classes)  
  10 -  Lock Down Drill 10:40 am  
  11-12 -  PEITF Annual Convention (No Classes)  
  22 -  Collaborative Planning Day (No Classes)  

Nov  7 -  Remembrance Day Assembly 1:00 pm  
  - Parent-Teacher Interviews (Evening)  
  8 -  Parent-Teacher Interviews (No Classes)  
  9 -  Provincial PD Day  
  9-11 -  Craft Fair  
  12 -  Holiday In Lieu of Remembrance Day (No Classes)  
  22 -  Report Cards  
  30 -  Collaborative Planning Day (No Classes)  

Dec  8 -  Christmas Dance  
  21 -  Last Day of School before Christmas Break  

Jan.  3 -  1st Day of Classes for 2013  
  29-Feb1 -  First Semester Final Assessment (Order A-B-C-D)  

Feb  4 -  Mid Semester PD/Admin Day (No Classes)  
  5 -  First Day of Semester 2  
  6 -  Fire Drill 10:20 am  
  - Semester 1 Exams Reviewed  
  11 -  Report Cards for 1st Semester  
  13 -  Fire Drill 10:20 am  
  14 -  Parent Information Night 6:30 pm  
  18 -  Islander Day (Holiday No Classes)  
  26 -  Course Description Handbooks to Students  
  27 -  Lock Down Drill 12:50 pm  

Mar  5 -  Registration Day for 2013-14 School Year  
  18-22 -  March Break (No Classes)  
  29 -  Good Friday (Holiday No Classes)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 1</td>
<td>Easter Monday (Holiday No Classes)</td>
</tr>
<tr>
<td>11</td>
<td>Parent Teacher Interviews (Evening)</td>
</tr>
<tr>
<td>12</td>
<td>Parent-Teacher Interviews (No Classes)</td>
</tr>
<tr>
<td>18</td>
<td>Report Cards</td>
</tr>
<tr>
<td>26</td>
<td>School Development Day (No Classes)</td>
</tr>
<tr>
<td>May 3</td>
<td>Area Association Annual Meeting (No Classes)</td>
</tr>
<tr>
<td>20</td>
<td>Victoria Day (Holiday No Classes)</td>
</tr>
<tr>
<td>20-23</td>
<td>15th Annual Skills Canada Competition</td>
</tr>
<tr>
<td>25</td>
<td>Grad Prom</td>
</tr>
<tr>
<td>June 1</td>
<td>Band Banquet</td>
</tr>
<tr>
<td>4</td>
<td>Grad Assembly 10:15 am; Extra-curricular Awards Assembly 10:35 am</td>
</tr>
<tr>
<td>6</td>
<td>T.O.A.D (pm)</td>
</tr>
<tr>
<td>8</td>
<td>Athletic Awards Banquet</td>
</tr>
<tr>
<td>10-13</td>
<td>Grade 12 Final Assessment</td>
</tr>
<tr>
<td>12-17</td>
<td>Grade 10, 11 Final Assessment</td>
</tr>
<tr>
<td>18</td>
<td>Graduation List Posted 9:00 am</td>
</tr>
<tr>
<td>20</td>
<td>Grad Breakfast 9 am; Report Cards &amp; Exams 10 am; Tree Planting 10:15 to C.U.P. for Rehearsal @ 10:45, Graduation 7 pm; Meet in Lobby for Safe Grad</td>
</tr>
<tr>
<td>25</td>
<td>Report Cards/Exams to Grade 10, 11 Students (9-10:30 am)</td>
</tr>
<tr>
<td>28</td>
<td>School Office Closes for Summer</td>
</tr>
</tbody>
</table>
SCHOOL SERVICES

AXE OUTLET - Basic school supplies and various items of school spirit wear (sweatshirts, etc.) are available in the Axe Outlet store (Room 622) 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, Nancy Sinclair, at the School Board Office (888-8421). Expectations about behaviour 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.

CAREER CRUISING - This is a computerized career information system which is also available to students. Students are asked to make enquiries of their teachers or in Student Services.

EPPY PROGRAM - The Educating Pregnant and/or Parenting Youth Program offers educational and emotional support to pregnant and or parenting teens interested in completing high school. The teacher coordinator works together with the student, the Three Oaks Student Services department, the administration, teachers, and health professionals, to determine how best to meet the educational goals of the student. The teacher coordinator can be contacted through Student Services, the Administration or a classroom teacher.

FOOD SERVICE - Full or partial meal service is available in the cafeteria at lunch hour. Students may also bring lunches from home but, in either case, all food is to be consumed in the cafeteria (lower floor area). Students are expected to return trays and to separate and deposit all waste in the Waste Watch receptacles provided. Students are asked to avoid consumption of nuts and nut products on site.

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 upon payment of his/her $26 student fee. $5 will be refunded only in June or upon leaving school and upon return of the lock in good condition. 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.
The replacement cost for a lost lock is $8.00
e) Lockers can be inspected by administration at any time.
f) Locker must be cleaned out before the last day of school.

PLEASE NOTE: Gym lockers are for gym clothing only, not books, etc. Arrangements for gym lockers are to be made with the Physical Education teachers.

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. School/kit bags must be left in a designated location near the entrance. All materials taken 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.

ACADEMIC POLICIES

COURSE CHANGES - Course changes requests will be considered for legitimate reasons only and only if class sizes permit. After that, only exceptional cases will be considered. All requests must be made during the first week of classes. Courses that are discontinued after the first month of a semester will be indicated as discontinued on transcripts.

EVALUATION - Final marks in all courses will be calculated by using the summative assessment results measuring course curriculum outcomes. These 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.

PRIZES

(a) GOVERNOR GENERAL’S MEDAL - This award is based upon criteria issued by the Government of Canada. It is given to the student in the graduating class with the highest average in all 500, 600, 700 & 800 level courses, regardless of the grade during which the course is attempted. Each student may have a different number of courses used for his or her average.

(b) PRIZES FOR HIGH STANDING - Three prizes for high academic standing will be presented and calculated according to the following criteria. These will be based on Grade 11 and 12 marks. Since academic standing is measured by high marks as well as program followed (i.e. Advanced, Academic, General, etc.), it follows that the person with the highest academic standing will be in the Advanced Program and have the highest average over the Grade 11 and 12 years. The average is calculated by
using the marks from Grades 11 and 12 Advanced English, Advanced Mathematics and four other academic subjects (from both grade 11 and 12). If a student is taking extra academic courses, these will be counted only if it improves the average. After that there will be a number of prizes for high academic standing given to the top students in the Academic, General and Practical program. These will be calculated by averaging the Grade 12 English and Mathematics marks along with the marks in four other subjects - again counting the extra subject(s) if it improves the average.

**GRADUATION REQUIREMENTS** - Please refer to the Course Description Handbook for specific details. Grade 12 students will be given a document during the year outlining specific credit requirements for graduation.

**HONOUR DIPLOMAS** - These are awarded to students who meet the following minimum requirements: (1) Attain a minimum of 80% average (using all courses taken in the Grade 12 year) as calculated from the final marks in the student’s graduating year (both semesters). 2. No final course mark may be less than 70%. 3. Must be registered as a full time student in the Grade 12 year.

**REPORT CARDS** - Report cards will be sent home two times each semester. Report cards need not be returned.

**STUDY PERIODS** - Students in Grade 10 & 11 **may not** 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 in the Cafeteria, the James MacNeill Learning Centre/Library with permission, or off school property.

**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 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 given 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 and the School Board Office during the summer.

**CHEATING POLICY** - We believe that student success is dependent on personal effort. There is a clear expectation that all students will perform assignments, labs, tests, etc., with honour and integrity, as authentic assessment should represent a student’s true ability.

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

(a) Copying homework or allowing someone to copy your homework
(b) Looking at another’s test or quiz or letting another student look at your test or quiz
(c) Reporting to another student what is on a test or quiz, including providing questions or specific answers
(d) Possessing unauthorized material or electronic devices during a test or exam
(e) Taking information from another source that is not properly attributed (plagiarism)
(f) Working with others on an assignment that was meant to be done individually
(g) Taking someone else’s assignment or portion of an assignment and submitting it as your own
(h) Using summaries (eg. Coles or Sparknotes) instead of reading assigned material
(i) Copying answers from the back of the text book
(j) Submitting course work from another course, even if the student was the original author, without the prior permission of the teacher
When a student is not sure what would be considered cheating for a particular assignment, s/he is responsible for requesting clarification from the teacher.

Consequences for Cheating

The consequences for cheating are severe.

1) Students who cheat will receive 0 % for the work under consideration.
2) Administration and parents will be contacted.
3) For a second offence in any subject, there will be a potential loss of credit in the course.

EXTRA-CURRICULAR POLICIES

ACTIVITIES - There are many extra-curricular activities available at Three Oaks. Students are encouraged to participate to enrich their high school experience. 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, Student Council 2.0, etc.). Extra-curricular activities are considered to be 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.

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

→ The student must be enrolled in school on a full time basis (Gr 10 & 11 - 8 courses; Gr 12 - 7 courses).
→ All fees, including student, athletic, band, textbook, library, etc., must be paid up to date.
→ Members of the band, sports teams, and other groups, as well as his/her parent or guardian, may be required to sign a contract agreeing to adhere to the extra-curricular policy.

Academic Policy

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

Attendance
- parents can access detailed attendance information using SAS.
- unexcused absences from classes will not be tolerated.
- students are expected to attend all classes for the duration of the class
- no unexcused lates/early departures.
- if absent due to illness or unexcused during the school day, the student cannot attend extra-curricular events on the same day.

Effort / Attitude
- attentiveness in class.
- respect for teachers and fellow students.

Completed Assignments
- Students are expected to keep up with their academic course work.
Consequences for violation of academic policy:

- Immediately after identifying a student who has an unexcused absence or has excessive lates/early departures, the student will not be permitted to participate in the next game, practice, performance, etc.
- Students who are absent on the day of an activity will not be permitted to participate in that activity after school, unless the absence is deemed legitimate by the 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.

Any student who has been placed on a suspension or has been removed from a group/activity must have demonstrated an academic 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 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/extra-curricular group the student is involved with and suspension from all athletic/extra-curricular 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 or be in possession of any illicit drugs and/or alcohol while involved in any school sponsored activity.

**MUSIC PROGRAM (Co-curricular)** - All band members must register for a minimum of one music course per school year. Attendance at rehearsals and personal practice are key elements in our strive for excellence. Students must attend all practices and sectionals.

The Music Director realizes that at some time 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 our program. Students should practice a minimum of 30 minutes/five times a week.

A Band Parents Fee of $90 offsets the cost of fundraising, and covers the cost of uniforms, music, and travel. If a student is unable to pay this fee, special arrangements may be made through the Music Director.
ATHLETIC PROGRAM - Representing our school in athletic activities throughout the province and Maritimes is a privilege that students must accept with a full sense of responsibility and pride. Along with this, it should be understood that each student is an ambassador of our school and the image that he or she demonstrates will be regarded as the standard for the entire school body. It is the desire of the school administration and the involved coaches/advisors that the image of Three Oaks is of a positive nature, and one that will enhance the image of Three Oaks both inside and outside the community. This accepted kind of behaviour and attitude is expected to be shown in the classroom and general school area, as well as on the sporting field/activity area.

A Code of Conduct which addresses issues such as academics, 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 in September.

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. Fees are as follows:

- $35 Soccer
- $45 Golf
- $35 Field Hockey
- $75 Volleyball
- $30 AA Basketball
- $90 AAA Basketball
- $10 Badminton
- $30 Rugby
- $30 Softball
- Nil Track and Field

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 - 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 at the time of sign-up. 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.

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.
CODE OF BEHAVIOUR

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 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 done to someone else's or the school's property.
- follow the guidelines outlined in directives for computer use.
- maintain a clean and attractive school environment.
- respect the school as an alcohol (or 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 in the Communities for Learning - School Climate, Discipline and Safety guidelines.
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:

- abusive behaviour of a verbal, physical, technological (texting, Facebook, 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 or weapon replica.

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 SAS, 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 before removing their child from school for any extended period of time so that appropriate arrangements can be made.

Course Attendance

School Board policy states in order to write the final exam, and thus be eligible to attain a credit in a course, a student must not miss more than 12 classes, other than for reasons listed below as excused absences, in that course. When a student loses eligibility for credit under this provision, a ‘discontinued’ for that course will be recorded on his/her Student Progress Report.

A student who has 13 unexcused absences ~ see excused absences below ~ will lose eligibility for credit for that course. An appeal to the loss of credit must be made to the Three Oaks Administration in writing within five school days.

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 AX)
- legal and religious obligations or special appointments (Code AE)
- 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.)
- death of a family member (Code AE)
- any reason which has been reported to and approved by the principal as per Communities for Learning Policy #13 (Code AE).
**Unexcused Absences**

All absences that are not accounted for by one of the above 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 or 11 student who is denied credit in a course because of unexcused absences, with parents/guardians’ permission, must make arrangements to leave school property for the period of time that course is scheduled.

A Grade 12 student registered in four courses who has been denied credit in a course under these conditions 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 he/she is not in class.

Part-time students (who are enrolled in two or fewer classes) are ineligible to participate in extra-curricular activities, except for social events.

**Daily Attendance**

Each subject teacher will be responsible for monitoring and reporting absences and lates of the students registered in each of his/her classes.

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. The reason for the absence must be included in the note.

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**

When unaccounted for unexcused absences occur, the school’s automated calling system calls home to notify parents/guardians of the absence(s). Parents are encouraged to contact the school to receive a SAS user name and password. This online program keeps an up-to-date account of a student’s attendance.

- **3 Unexcused Absences** Teacher talks with the student
- **6 Total Absences** AL Letter I sent home from the office “Attendance Information Memo” that lists the number of excused and unexcused absences

- **6 Unexcused Absences** Subject Teacher contacts home and also talks with student
- **9 Unexcused Absences** Subject teacher forwards a “Credit Review Form” to Administration
- **13 Unexcused Absences** The student has his/her credit denied.

**NOTE:** Students with six or more absences during a semester due to illness require a doctor’s note.

**Grade Administrators:** Each administrator has been assigned a grade level and is the contact for student issues for those students. Each year the administrator will move with the assigned group (Grade 10, then Grade 11, nd then Grade 12)

Jason Gallant Grade 10  
Nicole Haire Grade 11  
Gerald MacCormack Grade 12
**Attendance Appeal Procedures**

A student who is denied credit in one or more courses, together with his/her parents/guardians, has the right to appeal to the Three Oaks Administration.

Appeals must be made in writing by the student and his/her parents/guardians within five (5) school days of notification that the student has been suspended/withdrawn from a course. A student appearing before the Attendance Appeals Committee must provide written documentation in support of his/her case/situation. This written documentation should include:

* reason for the absences and any supporting documentation
* student’s proposed plan for improvement in the area of attendance

**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 cause him/her to be absent and which fall outside the list of excused absences.

Medical evidence for long term or recurring illness (more than 6 days in a semester) will consist of information from a doctor. This information must be provided within 3 days of the student’s return to school.

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.

Arrangement for early dismissal must be made at the beginning of the class. Except for emergencies, early dismissal will be granted at the discretion of the teacher. Abuse of early dismissal procedures could result in disciplinary sanctions as well. Leaving class with 35 minutes or more remaining will be counted as an absence.

**GENERAL INFORMATION**

**CARE OF SCHOOL PROPERTY**

All students are expected to respect and try to maintain the excellent condition of our school facility and equipment. Any student who willfully damages school 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, reckless driving in or around the parking lot will not be tolerated. Students can park on the north side of the school parking lot only. Vehicles parked in staff 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 lot is out of bounds to all vehicles except school buses 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.

CORRIDORS/LOCKER ROOMS, 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. Amorous activities beyond hand holding is 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.

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 or a school sponsored activity. Leaving classes early is also discouraged except for necessary reasons. See Late Policy below.

LATE POLICY

Late Occurrence (Unexcused)

1 & 2 Subject Teacher gives warning.
3 Subject Teacher assigns a 10 minute detention. (Teacher arranges)
4 - 5 Subject Teacher assigns a 30 minute lunch detention. (Teacher arranges)
6 + Subject Teacher assigns 1 hour detention over 2 lunches. (In office, if space)

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 Cafeteria entrance only. The wooded area to the side (opposite cafeteria doors) is private property and is off limits to students. Failure to comply will result in a trespass letter being issued.

TOBACCO USE BY STUDENTS

All property, buildings and vehicles owned by the Western School Board are designated as ‘smoke-free’ environments. As well, students are to refrain from smoking in privately owned vehicles when those vehicles are on the School Board property. This includes the use of chewing tobacco.
The consistent response to students who violate the smoking policy is as follows:

- **First violation** - a one day suspension with a phone contact and letter to the parents, and a research study component.
- **Second violation** - a three day suspension with a telephone call and letter to parents indicating the specifics of the suspension including the education and research components and that a further violation will result in a more lengthy suspension.
- **Third violation** - a five day suspension with a letter to parents and a meeting with the student and parents to discuss the specifics of the suspension and the problem. The student will also be given a preventative or rehabilitative consequence so they will better understand the long term effects of smoking.
- **Fourth violation** - a five day suspension with parents notified that they must contact the Director of the school to arrange a meeting before the student will be reinstated. The reinstatement process will include a meeting with the parents to outline the terms under which the student will be permitted to return to school.

**NOTE**: At any of the first three violations in the disciplinary process, the school will require students to meet other specific terms in order to return to regular classes or school.

**ALCOHOL / DRUGS**

Students using, under the influence of, and/or in possession of alcohol, drugs or drug paraphernalia are in violation of the School Board 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 agrees to a meeting with an addictions counselor to assess any need for further intervention.

**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. Students who have demonstrated an inability to achieve a peaceful resolution to conflict will be required to participate in an anger management program.

**TOSH DRESS CODE** -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:

- clothing, including hats, jewellery, or accessories associated with drug, alcohol, tobacco, sex, obscenity, discrimination or violence.
- short shorts or short skirts, revealing necklines, exposed midriffs, or shoulderless shirts.
- shorts or skirts may not be shorter than the tips of one’s fingertips when arms are extended by one’s side.
- outer clothing that does not completely cover underclothes.

Students may be asked to change, cover up, or go home to change if their dress is considered inappropriate or makes someone uncomfortable.
**CELL PHONES** - Cell phones are not to be used, nor be visible/heard inside the Three Oaks buildings, during instructional time. Instructional time refers to the four learning blocks indicated by the bell schedule. There is no cell phone use permitted by students during scheduled class time anywhere in the building without the express permission of a teacher. Consequences for violation of the Three Oaks Cell Phone Policy during instructional time are as follows:

**1st Violation** - Phone is taken to the office, labeled, and stored in the vault. Parent/Guardian will be contacted by the teacher/administrator taking the phone. The violation and parental contact will be recorded by the teacher/administrator in the cell phone binder. The student can retrieve the phone at the end of the school day.

**2nd Violation** - Phone is taken to the office, labeled, and stored in the vault. Parent/Guardian will be contacted by a member of the school administration. The violation and contact will be recorded by the administrator in the cell phone binder. The student will be suspended for 1 day or alternatively, and preferably, the phone will be placed on hold in the office for 72 hours. The student can retrieve the phone at the end of the school day.

**3rd Violation** - Phone is taken to the office, labeled, and stored in the vault. Parent/Guardian will be contacted by a member of the school administration. The violation and contact will be recorded by the teacher/administrator in the cell phone binder. The student will be suspended for 2 days or alternatively, and preferably, the phone will be placed on hold in the office for 144 hours. The student can retrieve the phone at the end of the school day. The student can no longer have a cell phone at school.

**4th Violation** - Three day suspension – parents pick up phone.

**Note:** Students may not take pictures or videos within the building unless special permission has been granted. See Recording Devices Policy below.

**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 designated activities.

The Principal or designate can give permission for school related images or videos to be taken by a student. This individual will be designated with a lanyard and pass.

The taking of photographic images or video of a person or person, 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.

Consequences for violation of this policy are:

**1st Offence** - Violators of this policy will be asked to delete the images and recording device will be taken to the office and labeled. 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.

Consequences for violation of this policy are: Suspension from school for 1 to 5 days depending on the severity of the violation. Students could be suspended from extra curricular activities, as well.

**MP3 / 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.
VENDING MACHINES - Students are to use the vending machines only when they are not scheduled to be in class. The vending machines are off limits during class time.

COMMUNICATION

CONTACT WITH SCHOOL

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 (www.edu.pe.ca/threeoaks). 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 following each mid-semester reporting period (See school calendar for these dates).

Students may be contacted by phone during the day. If the call is from parents/guardians or is an emergency, the secretarial staff will take a message and forward it to the student. Except for emergencies, the student will return the call during the next break in classes and can use the student phone located in the hall outside the main office or their cell phone.

SCHOOL CANCELLATIONS

Notice of school closings due to weather conditions will be broadcast on CBC, CFCY Magic 93, 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 that day.

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 registration is finalized. 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 a written memo when their student reaches six absences.

Three Oaks is a proud member of the PEI Home & School Association and has an active Parent Council with a membership comprised of parent, staff, and student representatives. The Council meets every 2nd Monday throughout the school year to raise and discuss issues of importance and parents are welcome to come/join anytime.

IN-SCHOOL COMMUNICATION

The main method of keeping the student body informed of what is going on is the daily e-mailed announcement sheet which will be read over the P.A. at the end of Reading Period and posted on the corridor bulletin boards. 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.

Another key component in our communication system our tv broadcast system throughout the school, a monthly activity calendar in the cafeteria, as well as our weekly newspaper column, "This Week at Three Oaks", and our Parent Blog: www.toshcares.blogspot.ca.
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. All dances will be held in the Cafeteria.

ADMISSION:
1. Students who didn’t attend school during the school day will not be permitted to attend dances.
2. Students with poor attendance and/or discipline issues may not be permitted to attend dances.
3. Except for the first dance (closed) sign-in of students attending other senior high schools (Grades 10 to 12) will be permitted. Students who wish to sign in students from other schools must fill in a permission form from the office at least one day 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. Doors will be closed at 9:30 p.m. Once half the dance is over, no one will be admitted.
9. The price of admission will be established by the Activities Council.

STUDENT EXPECTATIONS:
In terms of general conduct and behaviour, 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 behaviour 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 as described in the Communities for Learning Policies.

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 privilege would be a natural consequence as well as being excluded from dances for a period of time.

Please note the foregoing 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: Students may sign in current high school students from other 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. All sign-ins are subject to approval by the Administration. Students must pay any outstanding fees, including athletic, book, or student fees before purchasing a prom ticket.
Directions for Preparing Formal Papers at Three Oaks:

A Student Handbook