

STUDENT HANDBOOK 2023-2024



“We Make a Difference”

ESSEX DISTRICT HIGH SCHOOL

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Vice Principal: Ms. Jones

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Essex District High School Staff

MAJOR DEPARTMENT HEADS

Wilson, Ms. S. Physical Education
Baggio, Mr. M Student Services
Forbes, Mr. J..... Business & Co-op Studies
Neave, Mr. B. Mathematics
Loncke, Mr. P English
Moscardelli, Ms. N..... Science, Chemistry
Nikolakakos, Mr. N..... Technological Studies
Harrison, Mr. D Social Sciences
Lopez, Mrs. M. S.T.E.P.S.

MINOR DEPARTMENT HEADS

Scalia, Ms. S Languages, French
O'Neil, Ms. M..... Humanities, LST
Shaw, Mrs. D. Fine Arts, Music

TEACHING STAFF

Biggley, Mrs. L. – Visual Arts	McAiney, Mrs. D. – Guidance
Braithwaite, Mrs. E. – English	Meloche, Ms. S.-English
Brown, Mrs. K. – Math	Munday, Ms. P. – Science, Biology
Côté, Mlle. N. – French	Nikita, Mrs. A. – Library
Diesbourg, Mr. B. – Math	Oda, Ms. Z.- Chemistry
Dinardo, Mr. K.- Business	O'Neil, Ms. B. – Co-op
Drozd, Mrs. L. – Humanities	Oriet, Mr. R. – Auto Mechanics
Dunmore, Ms. K. – Biology, Science	Ouellette, Mr. M.-Woodworking
Gagnier, Mrs. J. – Math	Pernal, Mr. J. – S.T.E.P.S.
Hahn, Mr. A. – Physical Education	Qawwas, Mr. B. – Science, Biology, Co-op
Jackson, Ms. A. – English Kingsbury, Mr. C. – Woodworking	Rakic, Ms. M.-Math
Klingbille, Mr. J. - Construction	Semus, Ms. A. – LST
Kraus, Mr. D. – Biology, Science	St. Denis, Mr. K. - Math
Lindsay, Mrs. A. – Co-Op, SST	Taouil, Mr. A. – S.A.L.
Litschko, Mr. T. – Media Arts	Tilson, Mrs. M. – Physical Education
Lyons, Ms. S. – Humanities	Van Wijngaarden, Mr. D. – Geography
Mailloux, Mr. A. – S.T.E.P.S.	Wilson, Ms. S. – Physical Education
Malenfant-Bosse, Mrs. M. – Geography, History	Wyrzykowski, Ms. M. - English
Mancina, Ms. A. – Co-op	
Maurina, Mrs. J. – English	

SECRETARIAL STAFF

Mrs. L. Henriques
Mrs. J. Ouellette
Mrs. K. Paolatto

SUPPORT STAFF

Ms. L. Dawson
Mr. R. Fader
Ms. K. Gee
Mr. E. Gravel
Mrs. J. Nolan-Ducedre
Ms. D. Pidskalny
Mrs. K. Quick
Mr. M. Weissenboeck

CUSTODIAL STAFF

Mr. M. Temesy
Ms. C. Martin
Mr. M. Janosek
Mr. K. Tremblay
Mr. M. Bennett-Cooper

WHAT YOU NEED TO DO IN ORDER TO BE SUCCESSFUL

1. Come to school every day on your scheduled day.
2. Get to class on time.
3. Listen to what the teacher says and watch what they do.
4. Try the work the teachers give you.
5. Ask for help if you need it then accept the help and feedback staff offer.
6. Complete all assignments, hand them in on time and read the feedback.
7. Respect yourself, other students, and staff.
8. Do not give up or give in.
9. Get involved and have fun.

No one does all of the above and fails!

NEED HELP? ASK! - Advice, Problem Solving Strategies, Coping Strategies, Conflict Resolution, Mediation, Academic Help, Emotional or Social Support

Ask for and accept help. You are not alone.

1. See your favourite teacher
2. See your favourite coach
3. See a Guidance Counsellor
4. See a Vice-Principal or Principal
5. See the Child & Youth Worker, Learning Support, or Student Success teacher
6. Talk to your parent or guardian

IMPORTANT DATES for 2022-23

Labour Day	September 4
First Day of School (Semester 1).....	September 5
P.D. Day.....	September 22
Thanksgiving.....	October 9
Sem. 1 Progress Reports	October 10
Parent Teacher Interviews.....	October 11
Remembrance Day.....	November 11
Professional Activity Day.....	November 17
Sem. 1 Mid-Term Report Cards	November 20 (week of)
Winter Break.....	December 25 to January 5
Gr. 9 EQAO Math Assessment.....	Mid-Late January
Semester 1 Exams.....	January 26 to February 1
Professional Activity Day	February 2
Start of Semester 2.....	February 5
Sem. 1 Final Report Cards	February 10 (week of)
Professional Activity Day	February 16
Family Day Holiday.....	February 19
Sem. 2 Progress Reports	March 05
Parent Teacher Interviews.....	March 06
March Break	March 11 to March 15
Good Friday	March 29
Easter Monday	April 1
Professional Activity Day	April 26
Sem. 2 Mid-Term Report Cards.....	April 29 (week of)
Victoria Day.....	May 20
Gr. 9 EQAO Math Assessment.....	Mid-Late June
Semester 2 Exams.....	June 21-27
Professional Activity Day	June 28
Graduation Ceremony.....	TBD (end of June)
Final Report Cards	July 8 (week of)

STUDENT PARLIAMENT

The Student Parliament's purpose is to initiate and coordinate student activities. It serves as an official channel for student views on matters affecting the student body as a whole. Its effectiveness depends on your active concern and participation.

All members of the Student Parliament are listed on the bulletin board outside Room 169.

INTRODUCTION

School is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. All students, parents, teachers, and staff have the right to feel and be safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. The Ontario Code of Conduct sets clear expectations of behaviour. It specifies the possible consequences for student actions that do not comply with these standards. The Provincial standards of behaviour apply not only to students, but also to individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

GENERAL INFORMATION, REGULATIONS AND PROCEDURES

AUTOMOBILES AND PARKING: Students may bring their car to school and park with permission from the school administration. The student parking lot is not a social area for students. Students are not to loiter in the parking lot or in their cars during the school day. The school assumes no responsibility for damage or loss to vehicles or their contents. Any violation of these rules, or any rules of good driving, can result in immediate and permanent suspension of the privilege to park on school property. Students may park their vehicles in the STUDENT PARKING AREA only – the first two rows of parking are reserved for STAFF members only. Exceptions to this policy are reviewed and updated annually by the principal of the school. The Visitors' parking lot in front of the school gymnasium area and the Community Centre Parking area on the east side of the school are **off-limits** to students. Vehicles parked in the wrong area will be towed at the owner's expense. Students are not permitted to park on the grass. Additional parking spaces can be found in the back of the school at the daycare.

AFTER SCHOOL ACTIVITIES: We will follow our Board's Extra Curricular Policy (Page 10). Those staying for afterschool activities such as sports, clubs, and events are not to wander the school. Take what you need from your locker at the end of Period 4. Washrooms are available by the gym. Please use the exit door by the gym to leave the building.

CLASSROOMS: Backpacks are not allowed in the classroom.

CLASSROOM MATERIALS: Students should have what they need for their class and in the classroom by the bell.

CAFETERIA, FOOD & DRINK: The cafeteria is open for lunch. Vending machines are available. After eating, students are expected to clean up and dispose of their garbage in a responsible manner. All furniture must be returned to where it was at the start of lunch.

HALLWAYS: Students are expected to show courtesy while walking quickly and quietly to class.

LOCKERS: Each student has been assigned their own locker. Students need to store their coats, books, backpacks, etc., in their lockers – LOCKERS CANNOT BE SHARED. Students are encouraged to keep all money and valuable items at home. The school does not assume responsibility for personal property that is lost or stolen. School administration reserves the right to examine a student's locker and/or backpack at any time when deemed necessary.

LOST AND FOUND: Articles which have been found are to be taken to the Main Office where they can be claimed by the owner. The school assumes no responsibility for lost or stolen items. Students are encouraged to keep valuable items at home. Lost and Found bin will be across the hall from the Main Office.

STAIRWELLS: Students are not to congregate in the stairwell. The second floor is not to be accessed by students during lunch.

TEXTBOOKS: Textbooks are issued to students on loan. Students are responsible for returning the exact textbook (numbered) at the end of each semester. A replacement cost will be applied to lost or defaced books and to books that are returned in such poor condition that they are no longer useful.

SMOKING or VAPING: According to Board Policy and the Smoke Free Ontario Act, smoking or vaping is not permitted on school board property, the bus, or at school-sponsored events and activities. Smoking or vaping is not permitted at any time. **Students will be disciplined, including suspension, and/or fined by the Windsor Essex County Health Unit Tobacco Enforcement Team.**

SKATEBOARDS, ROLLER BLADES, HEELIES AND TRICK BIKES: Skateboards, roller blades, and trick bicycles are not to be used on school property at any time.

STUDENT WALKERS: Students who walk to and from school are expected to display courtesy to our neighbours by respecting their privacy and property. Please do not litter, loiter or take shortcuts through their yard. For safety reasons, students are not allowed to congregate on school and/or adjacent properties.

TRACK and FIELD COMPLEX: Students may access the track and field complex when accompanied by their classroom teacher. The track and field complex is off-limits to students before and after school.

VISITORS and TRESPASSING: Visitors must sign a logbook when entering the building. Failure to comply may lead to trespass charges.

WASHROOMS: Students are to use the washroom closest to their classroom. The washroom is not a place to congregate. Students must sign out/sign in out of the classroom when using the washroom. Three private single use student washrooms are available (Room 143, Room 205, Main Office)

WEIGHT ROOM or WEIGHT EQUIPMENT: Students cannot use the weight room if a teacher is not present.

ATTENDANCE POLICY

Regular attendance and punctuality are habits and qualities that are important in any work environment. It is also a legal requirement for students attending school. It is the student's responsibility to report to class on time, ready to learn with appropriate materials (ie. pencils, pens, calculators etc.) and books (ie. textbooks, notebooks etc.).

CLASSROOM ATTENDANCE: Student attendance will be checked each day. Students may only be absent from class with prior permission from their parent/guardian or school administration. Missing class time to work on assignments or to study for a test or an examination is not acceptable.

ABSENCE FROM SCHOOL: If a student is absent from school, the parent/guardian must call the on the day of the absence and report the absence. Our attendance phone number is 519-776-7344 Ext. 1, and is available 24 hours for voicemail. Parents/Guardians can also submit the absence electronically using Edsby. If the parent/guardian have not contacted the school, the parent must call prior to the day they return to school.

LATE: Being late for reasons like: "I slept in", "I missed the bus" even with parental/guardian consent, is not acceptable. Students who are late to class will be counseled by their classroom teacher on their first 5 lates. On the 6th late, the student will be sent to the Attendance Office to be counselled by a School Administrator. An electronic "Late Slip" will be issued to the teacher through Edsby. Parents will be notified to help resolve the problem. Progressive Discipline will be assigned to remedy the situation.

LEAVING SCHOOL: Students can leave school early provided they get permission from their parent/guardian. Parents/Guardians must call the school or submit the absence electronically using Edsby. If the parent/guardian has not contacted the school, the student must report to the office to call home. A "Planned Absence" will be recorded by the Attendance Secretary in Edsby. Anytime a student is leaving school because they have been signed out, they must report to the office before leaving the building. Students who leave school for part of the day and return must sign in at the Attendance Office. Students, who leave school without permission from the Attendance Office, will be considered truant. Once a student is signed out, they must leave the school premises.

TRUANCY: Students who are absent from school without parent/guardian permission are considered truant. A truant student will be assigned a consequence as per our school's progressive discipline policy. Students may not be granted make-up tests or be given full credit for late assignments or missed homework. Once a pattern of truancy is established, parents/guardians will be notified to help resolve the problem.

AGE OF MAJORITY STUDENTS: Students who are 18 years of age and older will be held to the same level of accountability for attendance as other students. Absences for frivolous reasons are not acceptable. Students will meet with the VP to review the 18+ Contract. Students will be held accountable for their attendance and academic progress. Once a student has signed out 4 times during a semester, medical, dental or legal documentation will be required for future absences

CODE OF CONDUCT

Essex District High School adopts as its CODE OF CONDUCT, the Code of Conduct for the Greater Essex County District School Board. All participants involved in the G.E.C.D.S.B. – students, parents or guardians, volunteers, visitors, teachers and other staff members - are included in this Code of Conduct whether they are on school property, on school buses, at bus transfer points, at school-authorized events or activities, or in other circumstances where engaging in the activity will have an impact on the school climate. All persons are responsible to the school principal or his/her designate, with regard to conduct, on or off school property, which has a harmful effect on the school, its participants or on the school climate.

The staff, students, and community of Essex District High School believe that schools and school board organizations should promote responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

The staff, students and community of Essex District High School adopts as its Code of Conduct, the Code of Conduct of the G.E.C.D.S.B. and the Provincial Code of Conduct. The following guiding principles of the Code as described in Section 301 (2) of the Education Amendment Act (Progressive Discipline and School Safety), 2007 are:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To prohibit the use of alcohol, illegal drugs, and restricted drugs.

How Do I Report Bullying or Racism?

You have the right to feel safe at school, in your community and online. Talk to someone you trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor.

Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how, you feel out loud, write it down, then get it to someone who can help. <https://www.prevnet.ca/bullying/teens/i-m-being-bullied-what-can-i-do>

Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

If you are the Victim:

- ✓ Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically*.
- ✓ It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).
- ✓ *If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.
- ✓ Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.
- ✓ Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.

- ✓ Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.
- ✓ Keep track of additional information that comes up related to the incident. Report this information to the office right away.
- ✓ Your Principal/Vice Principal cannot help if they do not know!
- ✓ Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

If you are the By-Stander or Supporter:

- ✓ Encourage the victim to report the situation to a trusted adult.
- ✓ Encourage the victim to report the situation to the Principal and/or Vice Principal

- ✓ If anyone’s safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.
- ✓ Support the victim by actively listening, attending the school meetings with them, and checking in on them.
- ✓ You want to help them solve the problem. Always honour their confidentiality and the confidentiality of the situation.
- ✓ Avoid social media and responding to other student’s questions about the incident.
- ✓ School staff will guide you and the victim by providing what to say when other’s get involved.
- ✓ Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

What is Bullying?

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where is a real or perceived imbalance of power based on factors such as: sizes, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

Types of Bullying:

- ✓ Physical (hitting, shoving, stealing or damaging property)
- ✓ Verbal (name-calling, threats, humiliating comments)
- ✓ Social (excluding others, spreading gossip and rumours)
- ✓ Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

Teasing: Teasing can be positive or negative.

Positive Teasing:

- ✓ Shows closeness, affection, and familiarity with another person
- ✓ Person being teased is not distressed or upset
- ✓ Takes place within a strong relationship
- ✓ Strengthens the relationship

Negative Teasing:

- ✓ Criticizes and embarrasses the other person
- ✓ Person being teased is distressed or upset
- ✓ Takes place within a weak relationship
- ✓ Undermines the relationship

When Does Teasing Become Bullying?

- ✓ There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.
- ✓ The child who is teasing intends to distress or harm the child being teased.
- ✓ The child being teased is distressed or hurt by the interaction.
- ✓ The negative teasing occurs repeatedly.

For more information, go to: [Bullying Prevention and Intervention in the School Environment](https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr2021.pdf)
https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr2021.pdf

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 686868

GUIDING PRINCIPLES

- All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in the Code of Conduct whether they are on school property, on school buses or at school - authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their right and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use, or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol and illegal drugs are addictive and present a health hazard. Ontario schools will work cooperatively with police, drug, and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

ROLES & RESPONSIBILITIES

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

- comes to school prepared with supplies, books, and materials; come on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her actions.

STANDARDS OF BEHAVIOUR

Respect, civility, and responsible citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching.

Physical Safety – Weapons

All school members must:

- not be in possession of any weapon, including but not limited to firearms and knives;

- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Alcohol & Drugs

All school members must:

- Not be in possession of, or under the influence of, or provide others with, alcohol and/or illegal or restricted drugs.

Physical Aggression

All school members must:

- not inflict, arrange, or encourage others to inflict bodily harm on another person;
- Seek staff assistance, if necessary, to resolve conflict peacefully.

STUDENT SUCCESS INITIATIVE

Students at Essex DHS are expected to make every effort to complete all assignments and submit them on time during their courses. Those students who fall behind in submitting assignments are the same students who are at risk of failing and losing credit in their course. The Ministry of Education and the Greater Essex County District School Board are working hard to assist these students in attaining all their credits, and as a result, increase graduation rates across the province and within our local school board. The teachers will submit marks to the Student Success Team at least once a month so that we can monitor and target students who appear to be headed for one or more failures in a semester. These students will be counselled and given resources and assistance to ensure their assignments are submitted and that they are keeping up with daily notes and homework.

STUDENT EVALUATION

The Greater Essex County District School Board recognizes that the evaluation of student achievement is an integral part of the learning process. Such evaluation provides information, which helps to identify student needs, and assists in the appraisal of students' development of skills and comprehension. In addition, it provides teachers with an assessment of their teaching effectiveness. The evaluation process must relate to curriculum objectives and must strike an appropriate balance between content and process. It should be systematic, planned, and structured. The methods of assessment should be sufficiently varied to meet the requirements of different learning environments. Teachers must inform students of the methods and value of evaluation in each class. There may be penalties for late assignments if timing is part of the process and the success criteria. All summative assessments are to be completed supervised, in the building.

COUNSELLING / Conflict Avoidance

Students are expected to make use of counselling and staff advice to help solve problems with peers before they escalate into conflict. Talk to your favourite teacher or coach. Talk to a guidance counsellor, social worker/counsellor, psychologist, child and youth worker, or vice-principal. All are available at Essex. Mediation, conflict resolution, and coping strategies are available. If you choose to fight or bully first, you have chosen to receive consequences per board policies and progressive discipline.

ALCOHOL AND DRUGS

Essex has a no tolerance policy concerning the use and possession of alcohol, illegal or restricted drugs, and drug paraphernalia at school and at school related activities. If found in possession of alcohol/drugs or drug

paraphernalia or if found under the influence of alcohol and/or drugs, a mandatory suspension of 10 to 20 consecutive school days will be imposed. In addition, a student violating this policy may be required to attend individual counselling with a recommended community or school agency prior to returning to school. Parents and police will also be involved.

Essex staff are not permitted to dispense prescriptions or over the counter drugs to students.

You must inform the office if you are required to take medication at school.

CHANGE OF ADDRESS OR PHONE NUMBER

Students must have their parent or guardian complete a change of address or phone number form every time this information changes. Students living on their own can complete it themselves. The form may be obtained in the main office.

CHEATING AND PLAGIARISM

A student found cheating and/or assisting another student to cheat on an evaluation will be assigned a mark of zero for that evaluation. If guilty of cheating and/or assisting another student to cheat on a final examination, the student may lose the credit for that course. If plagiarism is detected on any work, a grade of zero will be assigned. This includes any AI generated work.

Plagiarism is defined as "The act of appropriating the literary composition of another, or parts of passages of his/her writing, or the ideas or language of the same, and passing them off as the products of one's own mind." Plagiarism also includes submitting one's assignment on more than one occasion.

As well, work submitted that is virtually identical to that of another student's will also receive the grade of zero for all parties concerned.

COMPUTER POLICY

Students using school computers or wireless guest network are expected to comply with the Greater Essex County District Board of Education's policy regarding computer use. This policy is presented in the appropriate classes. Violation of this policy in any way will result in the loss of computer use privileges and/or suspension from school.

DISMISSAL FROM CLASS

It is expected that all students will behave in a manner that is respectful to their classmates and their teachers. All students must follow the rules. Boisterous behaviour, argumentative behaviour, and disrespectful behaviour will not be tolerated. **Do not argue with your teacher – respectfully discuss any concerns after class.**

Students who are dismissed from class due to disciplinary reasons **MUST REPORT IMMEDIATELY** to the Vice Principal's office for consultation. The Vice-Principal will determine the next steps for students who are referred to the office. A progressive discipline approach is employed to deal with behaviours that do not meet expectations. Failure to report to administration, once referred by a classroom teacher, will result in disciplinary action.

DRESS CODE

Clothing or accessories containing inappropriate or objectionable pictures and/or words such as references to alcohol, drugs, profanity, obscene language, statements promoting violence, racism or illegal behaviour, sex (including words or phrases with double meaning), or gender-offensive language are not acceptable. In all cases, the administration will decide whether or not students are adhering to the dress code standards.

Your teacher will outline specific dress requirements for technical classes, physical education classes, and co-

operative education. For health and safety reasons, shoes must be worn at all times.
Physical Education. - Students MUST wear proper Essex phys. ed. uniforms or approved clothing.
Technical Classes - Closed toe and shoes plus long pants and safety goggles must be worn in shop classes.
Students will be removed from class for all safety violations, including clothing and horseplay.

EXAMS

A number of days at the end of each semester are set aside for the purpose of writing exams. It is the responsibility of each student to know the time and location of each exam. If a student is not present for an exam, they will receive a zero for the exam portion of their grade, or they may be required to write the exam at an assigned time unless medical documentation is provided. It is the responsibility of parents/guardians to investigate the dates of exams. Parents/Guardians are required to arrange family or community group functions outside the exam schedule.

FIGHTING

Fighting or making threats to harm are unacceptable. ALL students involved in a fight will be suspended for a mandatory suspension of up to 20 consecutive school days. Play fighting, pushing, and shoving are also unacceptable. Students must seek staff assistance before problems escalate. Agreeing to fight, confronting, or using excessive force negates self-defence.

LITTERING/NEIGHBOURHOOD RESPONSIBILITIES

It is important that the school community maintain good relations with our surrounding neighbourhoods. It is important that all students respect the rights of homeowners and business owners in our school area. Do not loiter. Do not litter. Do not cross our neighbour's property to and from school. Do not swear or make unnecessary noise that might be disturbing. Students should act responsibly by placing all litter in garbage receptacles. A clean, litter-free school reflects the character of all students.

PERSONAL VALUABLES

Essex District High School is not responsible for the loss or theft of valuables or money. If necessary, valuable items that must be brought to school may be left in the school vault for safekeeping. **Do not leave jewellery, money, electronic devices, or laptop computers unattended in a classroom, dressing room, or unlocked locker. DO NOT share locker combinations with anyone. Dressing rooms are not secured!**

PROFANE OR IMPROPER LANGUAGE

Any use of profanity or improper language will result in a consequence imposed by a teacher or the school administration. Inappropriate language of any kind is unacceptable in the hallways or classrooms. Swearing at or in response to a staff member will result in progressive discipline starting with a suspension 3 days.

RECYCLE

Please, place all clean and dry paper products in the red boxes and all metal, glass, and plastic bottles in the blue boxes.

SAFETY

Physical Education, Science, and Technical teachers shall explain all the safety rules to the students under their care. A copy of class safety sheets must be signed by a parent/guardian and returned to the appropriate teacher. Students will be restricted from participating in class activities until signed safety sheets are returned to the teacher. All accidents must be reported to the nearest staff member and then the main office where an Accident Report may be filled out.

PERSONAL COMMUNICATION AND COMPUTING DEVICES

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, Smart Phones, laptops, Netbooks, or other electronic communication and computing devices have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy; adversely affects the quality of teaching or learning; and/or interferes with the safe and efficient operation of the school. Some guiding principles:

1. Personal communication and computing devices must not interfere with the learning environment.
2. Staff and/or student use of personal communication and computing devices must support teaching and/or learning.
3. Students are not required to supply personal communication and/or computing devices and sensitivity must be shown toward students who are unable to access a device when others are making use of them.
4. Students are not permitted to take photos, record audio, and/or video in school buildings or during off site school sponsored events before, during, and after school hours unless they have permission from school staff and the people being photographed/recorded in advance.
5. Student use of personal communication and computing devices during instructional time, without appropriate permission, is grounds for discipline and/or confiscation of the device by school officials. Confiscated devices will be returned either to the student or parent after a reasonable period of time as determined by the school Principal. Unauthorized use of such devices will lead to disciplinary action, outlined in school's code of conduct.
6. The Greater Essex County District School Board is not responsible for any loss, damage or theft to personal communication or computing devices or data residing on those devices before, during or after it has been brought to school and/or connected to the GECDSB wireless guest network.
7. When not in use, personal communication and computing devices should be off. In every classroom, they must be off. Silent or vibrate may be allowed in class in emergency situations on parent request.
8. Student use during non-instructional time i.e. lunch, between classes etc., shall be permitted.

RECORDING DEVICES

The use of any school use as determined by the Board or school. This includes cell phones. The teacher must approve recording for media class. Recording for school must be approved by administration. All recordings remain the property of the school and are not to be released into the public without permission from administration & media releases.

SEARCHES

Students, their belongings, and lockers are subject to lawful searches under the Safe Schools Act and Board Policy if the administration feels the safety of students and staff is in question.

SKATEBOARDS/ROLLER BLADES

Skateboards, roller blades, and the like are not permitted at any time in the school.

SMOKING, VAPING, E-CIGARETTES

Provincial Law and school policy prohibits smoking, vaping, and e-cigarette use anywhere on school property or at school-sponsored events. Vaping devices and associated paraphernalia are prohibited by school board policy and possession of these items on school property or at school events is strictly prohibited. Violators will be counselled and/or suspended from school based on a progressive discipline plan. Repeat offenders will be referred to the Tobacco Control Officer of the Windsor and Essex County Health Unit where students could face a fine of up to \$365.00 for a first offence. Providing a vape device to anyone under the age of 18 will be reported to the WECHU Tobacco Enforcement Officer and result in a separate fine.

TRESPASSING

Unwanted intruders will be asked to leave the premises and may receive a Trespass Notice from the school. A copy of this notice is sent to the local police for their records. Unwanted intruders are subject to the **TRESPASS TO PROPERTY ACT** and subject to a summons.

VANDALISM

A school and its students are judged by the care they take of their property. Essex students should take pride in the appearance of their school. Any vandalism, graffiti, and tagging, including writing on lockers and desks, will not be tolerated. Students may be required to clean and/or pay restitution for any damages that result from acts of vandalism.

FIRE DRILLS and other alarms

Students are required to exit the building with their teacher and stay with them in their assigned location for attendance. Students on spare are to report to the front of the building and check in with the guidance counsellors. Failure to do so put staff at risk and it will be considered truancy.

EMERGENCY PROCEDURES

Lockdown

- When students hear the announcement “Attention staff and students, this is a Code Lockdown situation,” students are to remain in class until the “all clear” is given by school administration only. Ignore fire alarms and follow the directions of staff.
- Students in the halls, common areas, or washrooms must proceed quickly to the nearest supervised room.
- Students who are outside in supervised activities are to remain outside and await instructions.
- Students who may be outside the school for any other reason or are just arriving to school must enter through the Main Entrance and report immediately to the Attendance Office.

Tornado

- Take shelter immediately, if available, preferably in the lower level internal areas of a sturdy building.
- Stay away from windows, doors, and exterior walls since flying glass is extremely dangerous.
- Do not waste time opening windows to keep pressure from building up in the house or school. It is unlikely to help anyway.
- Outdoors (no shelter), lie flat in a ditch, ravine, or low-lying area & shield your head with your arms.
- Each class will be assigned a designated area within the building.

Fire and Gas

- Primary and secondary evacuation routes are posted in each room.
- All students and personnel are to vacate the school in an orderly fashion as quickly as possible when the appropriate signal is received.
- Since attendance will be taken, it is the responsibility of every student to stay with his/her class. Report to your current teacher at a predetermined location if you were separated.
- Students on spare report to the front of the building.
- Students will remain outdoors until there is a signal given by a School Administrator to return to class.

GRADUATION REQUIREMENTS

<p>18 compulsory credits: Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:</p> <ul style="list-style-type: none">4 credits in English*3 credits in mathematics2 credits in science1 credit in Canadian history1 credit in Canadian Geography1 credit in the arts1 credit in health and physical education1 credit in French as a second language0.5 credit in career studies0.5 credit in civics	<p>Plus one credit from each of the following groups:</p> <ul style="list-style-type: none">1 additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education**1 additional credit in health and physical education, or the arts, or business studies, or cooperative education**1 additional credit in science, or technological education, or cooperative education, or computer science**
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In addition to the compulsory credits, students must successfully complete:

- ✓ 12 optional credits***
- ✓ 40 hours of community involvement activities
- ✓ The Ontario Secondary School Literacy Test (OSSLT)

HOMWORK AND STUDY TIPS

Preparation

- Schedule time for homework or studying. Have a regular time or routine so you form good habits.
- Find a quiet secluded place with good lighting, a firm chair and table/desk, no distractions, and no radio, phone, or TV.
- Organize and plan. Use this planner. Break larger assignments in smaller parts. Schedule time.
- Practice daily.

Start at School - Listen to the Teacher's Instructions

- Know what to do, when the assignment is due, where to get information, how to write the project.
- Use your calendar to organize and plan.

No Homework? You can:

- Review notes
- Correct mistakes
- Begin your next assignment or read ahead
- Read supplementary material
- Make summary sheets or study outlines.

How to Study

1. Survey – Read the chapter headings, introductions, summaries, and author's notes to get main ideas.
2. Question – Ask yourself some questions that you hope to answer when you read.
3. Read – Read section by section, answering your questions and picking out the main points.
4. Record – Write down the key ideas in your own words.
5. Recite – Cover your notes and using keys words, recall the main points.
6. Review – Review your notes and repeat number 5 regularly.
7. Know and use your learning style. Look for logical connections

Tips on Test Taking

- Everyone feels anxious about taking tests. Reduce your stress!
- Be present for in-class reviews. Ask questions.
- Be prepared and know your material
- Get enough sleep
- Bring necessary equipment such as pens, pencils, rulers, erasers, calculator, etc.
- Listen carefully to the instructions. Read the directions carefully.
- Budget your time so you can complete all the questions
- Answer the questions you know first
- Try to answer all questions. Guess, if you do not loose marks – you may know more than you think.
- Be familiar with key words:
 - discuss – go into details
 - describe – use adjectives
 - illustrate – give examples
 - compare – give similarities and differences
 - list – give main points

COMMUNITY AGENCIES AVAILABLE TO SUPPORT STUDENTS

There are a number of professional agencies and organizations in Windsor and Essex County that students can access to help a family member, or friend in need. Students are encouraged to contact any of the following agencies or organizations for assistance. *(These numbers are valid at time of printing.)*

Alcoholics Anonymous	519-256-9975
Alive! Canada	519-973-4411 Ext. 3265
BANA/T.H.C. Eating Disorder Hotline	1-855-969-5530 (9 am – 5 pm, Mon-Fri)
Can-Am Indian Friendship Centre of Windsor	519-253-3243 Ext. 238
Canadian Mental Health Association	519-255-7440
Centre for Addiction & Mental Health	1-800-463-6273
Children’s Aid Society	519-252-1171 or 519 326-3172 or 1-800-265-5609
Community Crisis Centre (emotional or psychiatric)	519-973-4435
Drug and Alcohol Helpline	1-800-565-8603
Distress Centre of Windsor-Essex County	519-256-5000
Family Services of Windsor	519-966-5010
Help Link	519-257-5437
Hiatus House	519-252-1143
House of Sophrosyne (Women 16 + yrs.)	519-252-2711
Inn of Windsor	519-252-7768
John Howard Society	519-252-3461
Kids Help Phone – Crisis Line	1-800-668-6868
Kids Griefworks	519-255-7440
Maryvale Family and Adolescent Services	519-258-0484
Mental Health Helpline	1-800-531-2600
Regional Children’s Centre (up to 15 years old)	519-257-5215
Smokers’ Helpline	1-877-513-5333
Sexual Assault Crisis Centre	519-253-3100
Sandwich Community Health Centre	519-258-6002
Transitional Stability Centre	519-257-5224
Teen Health Centre	519-253-8481
Windsor Essex County Health Unit	519-258-2146
Windsor Pride	519-973-4656
Windsor Residence for Young Men “WRYM”	226-221-8464
Windsor Youth Centre (GSA 16-25 yrs.)	519-563-9271