

KINGSVILLE DISTRICT HIGH SCHOOL



STUDENT HANDBOOK

A Resource Guide for Students, Parents and Guardians

170 MAIN STREET EAST
KINGSVILLE, ON N9Y 1A6
PHONE: 519-733-2347
FAX: 519-733-2361
WEBSITE: [Kingsville District High School \(publicboard.ca\)](http://Kingsville District High School (publicboard.ca))
TWITTER (X): @KDHSNews

**24-HOUR ATTENDANCE HOTLINE: 519-733-2347
(Press 1)**

TABLE OF CONTENTS

ITEM	PAGE
IMPORTANT DATES	3
DAILY SCHEDULE	4
STUDENT PARLIAMENT	4
STAFF LIST	5
CODE OF CONDUCT	6
PROGRESSIVE DISCIPLINE	7
HARASSMENT & BULLYING	8-10
SENT OUT FROM CLASS	11
ATTENDANCE	11
ASSESSMENT & EVALUATION	12
CREATING PATHWAYS FOR SUCCESS	13
GENERAL INFORMATION & POLICIES	14-23

IMPORTANT DATES

HOLIDAYS & BREAKS	
Labour Day	September 4, 2023
Thanksgiving	October 9, 2023
Christmas Break	December 25, 2023 – January 5, 2024
Family Day	February 19, 2024
March Break	March 11 – 15, 2024
Good Friday	March 29, 2024
Easter Monday	April 1, 2024
Victoria Day	May 20, 2024
SECONDARY PANEL	
Classes Begin	September 5, 2023
PA Day	September 22, 2023
Parent Teacher Interviews	October 11, 2023
PA Day	October 27, 2023
PA Day	November 17, 2023
PA Day	February 2, 2024
Semester 2 Classes Begins	February 5, 2024
PA Day	February 16, 2024
Parent Teacher Interviews	March 6, 2024
PA Day	April 26, 2024
Last Day of Classes	June 20, 2024
PA Day	June 28, 2024
EXAMINATION DAYS	
Semester 1	January 26 – Feb 1, 2024
Semester 2	June 21 – 27, 2024
ASSESSMENT DATES	
EQAO GR. 10 OSSLT	Fall 2023: Nov 1 – Nov 30, 2023 (Exact school dates TBD) Spring 2024: March 20 – Apr 24, 2024 (Exact school dates TBD)
EQAO GR. 9 Math – Semester 1	Sem. 1: Jan 10 – Feb 2, 2024 (Exact school dates TBD) Sem. 2: May 29 – Jun 26, 2024 (Exact school dates TBD)
KDHS SPECIAL EVENTS	
Special events will be broadcasted throughout the school year. Follow us on Twitter @KDHSNews or our website https://publicboard.ca/schools/kdhs	

Do not book family vacations or student-time away during assessments or during final exams. These dates are not flexible and students are required to be present to write these evaluations.

DAILY SCHEDULE

Period	Time	Length (minutes)
Homeroom	8:15-8:20	5
Block A	8:20-9:35	75
Block B	9:40-10:55	75
Lunch	10:55-11:40	45
Block C	11:40-12:55	75
Block D	1:00-2:15	75

STUDENT PARLIAMENT

POSITION	NAME(S)
Prime Minister	Megan Kraus
Deputy Prime Minister	Kinsey Kendrick
Minister of Finance	Raegan Woodiwiss
Minister of Technology	Jackson Lee
Minister of the Arts	Madison Booth
Ministers of Athletics	Emmerson Jadischke, Sophie Brush and Hayden Nurse
Minister of Diversity and Inclusion	Alexis Tindall
Ministers of Publicity	Addison Dyck, Olive Rogers
Secretary	Abbie Mikkelsen
Minister of the Environment	Sam Wright
Ministers of Spirit	Pauline Ward and Zoe Toews
Ministers of Assemblies	Marshall Champeau and Matthew Cornies
Ministers of Photography	Maddie Audet and Leah Reid
Minister of Gender & Sexuality	Amy Cosgrave
Grade 12 Representatives	Sage Batke and Celia Costello
Grade 11 Representatives	Lincoln Rodrigues and Emma Campbell
Grade 10 Representatives	Bronwyn Anderson and Rylan Stibbard
Grade 9 Representatives	Aleks Bemben and Vivian Duarte

STAFF LIST

ADMINISTRATION

Principal	Mrs. S. Balsdon
Vice-Principal	Mrs. M. Gursoy

OFFICE

Senior Secretary	Mrs. M. Kirzinger
Guidance Secretary	Ms. L. Market
Attendance Secretary	Mr. C. Finley

SUPPORT AND ITINERANT STAFF

Child & Youth Worker	Ms. M. Riess
Social Worker	TBD
Mental Health & Addictions Nurse	Ms. K. Wheelton Lukaniuk
Educational Support Workers	Ms. T. Nelson
	Ms. C. Quick
	Ms. H. Weatherson

CUSTODIANS

Day Time	Mr. M. Iler
Evening	Mr. M. Ferris
	Mr. J. Kraus
	Mr. J. Buchenauer
	Mr. S. Savoie

TEACHERS

ANDERSON, D.	FABISCHEK, A.	JAKOBSZEN, D.	MORPHET, M.
BALENZANO, J.	FADER, J.	JITANI, A.	MURRAY, J.
BECHARD, A.	FATALLAH, J.	JOHNSON, P.	NURSE, S.
BLAIR, J.	GALE, M.	JOSEPH, D.	OSBORNE, G.
BOOTH, M.	GELINAS, P.	KAWA, S.	PATTERSON, N.
BUSCHMAN, J.	GILBERT, M.	LEADLEY, S.	PUCOVSKY, M.
CHAUVIN, J.	HAWKINS, M.	LEILI, A.	SCHELL, R.
CLEMENTS, C.	HEIL, E.	LOKUN, J.	SEGEDIN, L.
DAUDLIN, M.	HICKEY, C.	LONCKE, J	SIMON, M.
DRIEDGER, G	I'ANSON, T.	LOVE, J.	TOMKINS, D.
DRISCOLL, B.	INGRATTA, P.	MAMO, K.	

CODE OF CONDUCT

Kingsville 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 Greater Essex County District School Board - 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 accountable to the school principal or his/her designate, regarding conduct, on or off school property, which has a detrimental effect on the school, its participants or on the school climate.

The staff, students and community of Kingsville 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 Kingsville District High School adopt as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board and the Provincial Code of Conduct. The following guiding principles of the Code as described in the Education Amendment Act (Progressive Discipline and School Safety) 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.

PROGRESSIVE DISCIPLINE

One of the aims of the school is to help young adults develop self-control and self-discipline. We encourage behaviour which is co-operative and helps to promote a positive environment for learning to which all students are entitled. Students who fail to abide by the expectations expressed throughout this planner or communicated by the staff, may expect some form of consequence including, but not limited to, referral to the Main Office, contact and involvement with a parent or guardian, detention, loss of various privileges, or suspension from school.

Some aspects of inappropriate behaviour can be dealt with in a uniform manner while others require individual treatment that considers the many and varied circumstances which exist at that time. Generally, a decision on a discipline matter is made in the best interest of both the individual student involved and the maintenance of the established, positive learning environment of the school. However, all decisions must recognize the overall operation of the school. It is expected that all persons at KDHS will demonstrate respect for themselves, for others, for property and for the environment. Rudeness, insolence, harassment, intolerance, abuse (physical and verbal), offensive writing and other disruptive behaviours interfere with the education process and the rights of others. Such behaviours will result in disciplinary measures.

The Cavalier 4 Cs

Commitment	... try your best to cooperate with everyone
Courtesy	... be respectful with your words and actions
Care	... demonstrate care towards people and your surroundings
Common Sense	... use common sense ... follow the school rules

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.

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

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.

Consequences of Harassment/Bullying:

Harassment is prohibited under the Ontario Human Rights Code.

If bullying becomes assault, it is a chargeable offence.

School consequences can include suspension, exclusion, and/or expulsion, referral to the police for consideration of charges or removal of school privileges and other consequences.

Use of the Internet:

Should a student harass or bully another individual via e-mail, text messaging, social media or create a web site of a negative nature involving students or school staff, consequences may include:

- suspension and possibly exclusion from school
- a report to the police
- other consequences as determined by administration.

These behaviours do not have to be at school or during school time.

NOTE: Audio, video recordings or photographs of staff or other students are not permitted without their consent. Students who violate this policy will be subject to the progressive discipline policy.

Expected Responses to Harassment/Bullying

Student exhibiting behaviour	Stop, seek help to understand and change behaviour, apologize to victim
Student recipient of bullying behaviour	Share with trusted individual, report (confidentially) Seek support (Guidance, Administration, Teachers, LST)
Student who witnesses bullying behaviour	Saying nothing is agreeing with the bully, support the victim, refuse to participate, report (confidentially) Increase awareness of harassment/bullying effects.

Harassment/Bullying Does Not Include: mutually acceptable social interactions, compliments or flattery which make another person feel good or a relationship of mutual consent.

SENT OUT FROM CLASS

Any time you are sent out of a class or asked to leave a classroom you are to report to the Main Office and check in with the Vice-Principal or secretary.

Depending on the reason you were sent out, the issue might be resolved by talking to the teacher, seeking counseling in Student Services, with the Vice Principal, or serving detentions. Consequences may necessitate a suspension from school. Failure to report to the office when sent is regarded as a deliberate opposition to authority and will result in consequences.

ATTENDANCE

ABSENCES: Whenever a student is absent from school, parents/guardians or students over 18 years of age are required to phone the school office (733-2347) daily prior to 8:10 a.m. or prior to leaving the building if later in the day **stating the reason** for the absence. This line has a 24-hour answering machine so calls can be made even if the office is closed. If for some reason it is impossible to call, a note signed by a parent or guardian explaining the reason for the absence is required immediately on return to school. Please indicate specific dates of the absence. Students may be assigned detentions following an absence unless an explanation the absence is received by the office within 1 day of the absence. Any undocumented absence will be treated as a truancy.

LATE: If you arrive late for school, either in the morning or at lunch, you must report to the Main Office to check in. Lateness for invalid reasons e.g., "I slept in", "I missed the bus", or "I went out for lunch", etc. are not acceptable and may result in disciplinary action. As well, you may be required to make up any time missed. Persistent lateness will result in increased consequences that may include suspension from school. It is your responsibility to be in class on time. Persistent lates to class will be treated as a discipline matter.

If a student is late for class at the very beginning of the day they must stand at attention during the playing of the national anthem and are to report to class as quickly as possible.

EARLY EXCUSAL OR ILLNESS: To be excused during the school day, parents are expected to report their child's absence to the attendance office **before 8:10**. In case of an illness or emergency during the school day, a student is required to report to the attendance office so that a parent/guardian can be notified. Students who leave school at lunch and do not return are expected to contact the attendance office that day with a valid explanation and follow that up with a note in Edsby or telephone call from a parent/guardian. Students who fail to follow these procedures will be considered truant and may receive consequences.

TRUANCY: Students who miss all or part of a school day without a valid explanation or without prior notification to the office by a parent/guardian or by self if 18 years of age or older will be considered truant. Progressive discipline measures will occur for students who are persistently truant or show a pattern of truancy.

DETENTIONS: Failure to serve detentions assigned by the office will result in progressive discipline.

ASSESSMENT & EVALUATION

ASSESSMENT DAYS AND FORMAL EXAMINATIONS: Formal evaluations are scheduled towards the end of each semester. It is your responsibility to know where and when your assessments and examinations are to be written. You will be assigned a mark of zero for any assessment or exam that you fail to write unless your absence is verified by a medical certificate, appropriately dated, which clearly states the medical necessity for your absence from school; or for compassionate grounds approved by the Principal.

The length of an examination for any course shall be subject to Ministry guideline requirements. In those cases where this is not stated, the following guidelines shall apply:

- a. Grade 9 and 10 1 to 2 hours
- b. Grade 11 and 12 1 ½ to 2 hours

CHEATING/PLAGIARISM: Consequences will be issued to any student(s) who is/are caught cheating, plagiarizing or attempting to be academically dishonest. Consequences up to and including a mark of zero on the test, assignment or exam in question may be applied.

FULL DISCLOSURE: Full disclosure means that a record will be kept of every time a course is taken in Gr. 11 or 12 regardless of the final mark. In order to avoid a course and mark showing on your transcript, withdrawal from the course must have occurred in accordance with school and Ministry procedures and within the guidelines for full disclosure.

HOMEWORK: Homework is a vital part of your success at school. While it is the responsibility of the school to provide appropriate, relevant homework, it is your responsibility to make certain that you understand what is required and that the assigned work is completed and on time to the best of your ability. Homework may include the following:

- Practice and reinforcement of skills that have been taught.
- Preparation for upcoming classroom activities; and/or
- Application of skills learned to new areas.

* It is not acceptable to miss regularly scheduled classes to complete homework assignments for other courses. Students are expected to attend scheduled classes as outlined on their timetable.

ACADEMIC AWARDS CRITERIA

The Academic Honours Award will be earned by students achieving an overall average of 80% in all classes completed at KDHS during the current school year.

The Principal's List Award will be earned by students achieving an overall average of 90% in all classes completed at KDHS during the current school year.

Courses completed through e-learning, distance education, summer school or dual credit, etc. will not count toward KDHS Academic Awards.

CREATING PATHWAYS FOR SUCCESS

The Ministry of Education has recently released the new policy document and associated information regarding the Education and Career/Life Planning Program entitled, 'Creating Pathways for Success'. Beginning in the 2013-14 school year, the introduction of the Individual Pathways Plan (IPP) will be used to support a student's journey from grade 7 to their post-secondary destination. Students will receive support from their teachers, guidance counsellors, school administrators, and student success teachers in the development of their IPP. Multiple opportunities will be provided to support students in their education and career/life path through active planning that continues with: course selection, curriculum connections and experiential learning within our communities.

The development of the new Education and Career/Life Planning Program was designed to enable secondary school students to complete their studies in four years and make a successful transition to their initial post-secondary destination. To this end, the Ministry of Education continues to support student success with a greater focus on having students graduating from secondary school in four years. As part of this Ministry directive, boards of education will receive reduced funding for students in courses that could earn them more than 34 credits. Exemptions to this policy include:

- Students with an Individual Education Plan (IEP);
- Credits achieved in English-as-a-Second Language; and
- Students enrolled in their first four years who earn more than 34 credits.

Given this direction, The Greater Essex Count District School Board recognizes that some students for variety of reasons may return for additional credits above and beyond those required for the Ontario Secondary School Diploma (OSSD). Should students plan to return to school beyond the thirty (30) credits required for graduation and exceed the 34-credit threshold, their program of study may not be in a regular day school program. Students exceeding the 34-credit threshold will be afforded opportunities to achieve credits through:

- Night school;
- Summer school;
- Part Time Studies;
- E-Learning (on line) Courses;
- Blended Model Courses (combination of online and face to face courses); and
- Independent Study.

Students in consultation with their families are strongly encouraged to actively plan their respective high school course selection and initial post-secondary destination with the help of their school guidance counsellor and student success team members. Each year of secondary school brings new opportunities, programs and pathways to support a student's journey from grade 7 to their post-secondary destination. The transition to a post-secondary destination is best navigated with the support from our guidance department and their collective expertise during this important time in the lives of our students. Should you have questions please contact your school guidance department to assist in the planning process.

GENERAL INFORMATION & POLICIES

Kingsville District High School adopts as its Progressive Discipline Policy the Progressive Discipline Policy of the Greater Essex County District School Board. The Progressive Discipline Policy is to support a safe learning and teaching environment.

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours.

SAFETY

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession or under the influence of alcohol, illegal drugs and, except by a medical cannabis user, cannabis, or give them to anyone else. (Definition: "medical cannabis user" means a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law and who has completed and filed the appropriate application with the school)
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

BUS BEHAVIOUR

While traveling on a bus provided by the Board, you are governed by all regulations which prevail in the school. The following rules apply:

1. The bus driver is in complete charge of the bus.
2. Smoking, scuffling, throwing of objects, vulgar language, profanity, etc. are forbidden on school buses.
3. Transportation is provided as a privilege, not a right. Misconduct will be reported, and offenders may be denied the privilege of riding.
4. Be on time at the pick-up point. The bus will not wait.

Note that bus transportation is a privilege and not a right. Bus privileges may be revoked for a period due to inappropriate behaviour.

COMPUTER USE POLICY

All individuals using school resources to access or use the school's network are expected to adhere to the expectations as outlined in the Digital Responsibility Policy & Regulation set out by the Greater Essex County District School Board. School computers are not to be used for the following: chat areas, downloading or installing of programs, playing of games, sending or receiving email, playing of CD's, and/or visiting inappropriate sites.

DRESS CODE

The Safe Schools Act requires Boards of Education to establish a uniform dress code. Students should appreciate that clothing worn to school should be conducive to an academic/work environment. KDHS students are to follow the three basic guidelines: common sense, common courtesy, and common decency. The Dress Code has been developed by a committee of students, parents, and teachers. It is reviewed and modified annually to meet changing social standards.

KDHS has established the following 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.
- Sunglasses or dark glasses are not to be worn inside the building.
- Specific dress requirements for Technical class, Physical Education classes and Co-operative Education will be outlined by your teacher.
- For Health and Safety reasons, shoes must always be worn. Sandals and shorts are not permitted in the technical shops and technical class rooms.

This dress code is also in effect during exams and during all school excursions.

In all cases, any dispute regarding what is or is not appropriate, will be resolved by the administration. You may be required to change the improper clothing and if necessary, you may be sent home to change and may be required to make up for any class time that is lost.

EXTRA-CURRICULAR ACTIVITIES & ELIGIBILITY

The extra-curricular activities provided at Kingsville are designed to complement and to enhance the academic program so that students will have the opportunity to enjoy a well-rounded educational experience. Extra-curricular activities are a privilege for students to enrich their school lives. In order to participate in extra-curricular activities at Kingsville a student must meet the following criteria:

Academics:

1. A student must be passing all courses on his/her timetable. If a student is not meeting this criterion he/she may still be eligible if he/she has permission from the teacher of the subject and school administration indicating that he/she is working to their potential. Any student deemed to be ineligible will be removed from the activities until school administration sees fit to allow the student to return.

2. In the case of fall athletics, the student's previous school year's second semester report card will be used to determine eligibility. A successfully completed credit in summer school will be considered as replacing any failed courses during the previous semester.

Citizenship:

1. Any student who has been deemed by administration as a continual behaviour problem within the school (repeat offender) can and will be removed from activities until administration sees fit to allow the student to return.
2. If a citizenship complaint is lodged against a student, the school administration will respond in a timely manner and make any necessary decisions re: eligibility status. Until such time, the student may still participate.

Attendance:

1. Unacceptable attendance and lack of punctuality may cause a student to be deemed ineligible. The school administration will determine eligibility based on assessment of the attendance records, considering explained legitimate absences as well as unexplained absences.
2. A student must be in attendance for the entire day and without incident (determined by the school administration) to attend or participate in any extra-curricular activities scheduled for that day, unless previously approved by the school administration, or at the discretion of the school administration.

Appeals:

1. Any student declared ineligible may appeal to the school administration if he/she believes there are extenuating circumstances.

CODE OF CONDUCT FOR PARTICIPANTS AND STUDENT SPECTATORS

Regardless of the time or location of the extra-curricular activity, students are representatives of the school, and will be expected to behave accordingly. Students must exhibit the qualities of good sportsmanship, dedication, pride, leadership, and school spirit. Obscenities, trash talk, or other forms of verbal or non-verbal abuse are not acceptable behaviours. Any functions related to KDHS by name, representation, or any other WECSSAA or GECDSD activity attended by students fall within the scope of the Code of Student Conduct. Therefore, all school and Board expectations and policies shall be in effect throughout these events.

EXPECTATIONS FOR BEHAVIOUR

Failure to comply with the behaviours and expectations of the aforementioned Code will result in disciplinary action that may affect a student's eligibility.

CITIZENSHIP AND INCLUSIVITY

Students are reminded that they always represent KDHS during the school day and at all school events whether they are in our building or in our community. Students should be kind, courteous and respectful to themselves and those around them. Students should be tasteful and use good judgement in their relationship with other students and members of the community.

The GECD SB is committed to building inclusive learning and working environments where ALL students and staff feel valued, accepted and know they belong. No student should be harmed by the words or actions of others at school. In keeping with these values, the following conduct will not be tolerated at any GECD SB school or in GECD SB environments:

- discrimination;
- harassment and bullying;
- the proliferation of hate;
- the use of the n-word;
- the use of any hateful slurs or epithets; and
- reprisal (retaliation) for trying to have an incident addressed.

Students are not allowed to say, write or read out any version of the n-word (including with the "a" ending) and are not allowed to ask for a "pass" from Black students to use the n-word. GECD SB staff have also received direction that they are not allowed to say or read out the n-word.

PERSONAL COMMUNICATION AND COMPUTING DEVICES

Use During Instructional Time

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, SmartPhones, 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. The following conditions exist:

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 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.
8. Student use during non-instructional time i.e. lunch, recess, between classes etc., shall be determined by school policy.

Student Use

1. Use of personal communication and/or computing devices is permitted in school buildings or on school grounds during instructional time when permitted and supervised by a staff member for educational purposes.
2. Students who choose to bring personal communication and/or computing devices to school do so with the understanding that:
 - a) Personal communication and computing devices that are brought to school are the responsibility of the owner. The Greater Essex County District School Board and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device.
 - b) Personal communication and computing devices that are brought to school, are to be off during instructional time unless use is approved by a staff member;
 - c) Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.
 - d) Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during a curriculum assessment or evaluation (test or examination). For example, not be used as a calculator during assessments or class room work.
3. Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct, when:
 - a) a communication and/or computing device is used in such a way that disrespects another's privacy;
 - b) a communication and/or computing device is used to bully or harass;
 - c) a communication and/or computing device is used, without staff permission, during a curriculum assessment or evaluation (test or examination).
4. Consequences for the inappropriate use of personal communication and computing devices by students shall be developed by each school consistent with the GECDSB and their school Code of Conduct and could include:

- a) a verbal warning;
- b) confiscation of communication device;
- c) parent/guardian contact;
- d) detention(s);
- e) suspension(s);
- f) expulsion;
- g) referral to Police

FIGHTING

Fighting, intimidation, or making threats are unacceptable forms of behavior because these create an unsafe and negative environment. Generally, ALL students involved in a consensual fight will be suspended.

FOOD CONSUMPTION

Deposit lunch bags, wrappers and other garbage in the containers provided. Students must adhere to the expectations of each classroom teacher.

RELEASE FROM CLASS

1. If a student requests to leave a class (for any reason including appointment slips) and is granted permission, the student will scan the QR code at the classroom door before leaving the classroom.
2. Only one student is to leave the classroom at a time.
3. Students with Unsupervised Study Periods/Spares: There are three designated areas - library, cafeteria or outside of the school building that the students are to be in. Students are not to be in the halls or at their lockers during class time.

HORSEPLAY

Play fighting, pushing, shoving, etc. are not allowed in the halls, classrooms or outside on school property. Any student involved in this type of behaviour risks disciplinary action, including detentions and/or suspensions.

LASER POINTERS

Laser pointers are not to be brought to school under any circumstances. They can cause permanent eye damage and may be confiscated by staff if used inappropriately at school.

LOCKERS

Each student will have the use of ONE locker while at KDHS. Lockers will be assigned to students by the office. Students are responsible to maintain both the inside and outside of the locker and keep it free of graffiti. Broken or damaged lockers are to be reported to the office immediately. Please do not leave food in your lockers overnight.

A school provided combination lock **must** be used – a lost lock will be replaced at a cost to the student. Locks **must** be on lockers and locked when not in use. The school will NOT assume responsibility for personal property that is lost or stolen. School personnel have the authority to open your locker.

OFFICE TELEPHONES

The school office telephones are not for personal student use, unless in an emergency. Personal messages (i.e. from friends, place of work, etc...) are not received at the office. In cases where a parent or guardian must be contacted, a telephone is available.

PARKING

KDHS does have a student parking lot but does not guarantee a space for every student, nor does it assume responsibility for cars parked on the lot, or their contents. Students who park in restricted areas or drive in an unsafe manner on school property or while entering or leaving the lot will have their parking privileges revoked.

PERFUME/AFTERSHAVE/SCENTED PRODUCTS

Scented sprays/colognes should not be applied anywhere in the school due to allergies.

SCHOOL EVENTS

The following rules will apply:

1. No smoking or the use of tobacco, tobacco related products or E-cigarettes is permitted at school events or on school property.
2. Students are not permitted to return to an activity once they have left the building.
3. Students who misbehave, do not have permission to be in attendance, are intoxicated as a result of alcohol or substance abuse will be removed from the event and detained until parents arrive. They may also be suspended from school and have their privilege to attend future events revoked. Police may also be called.
4. As a rule, visitors from other schools will not be allowed to attend KDHS functions unless previous arrangements have been made with the school administration. All visitors must be in good standing at their home school and must have a current student card from their home school to be admitted.

SEARCHES

In order to respond to situations that require quick and effective actions, the Greater Essex County District School Board has established the following guidelines in regard to searches:

1. Desks and lockers are considered school property and a search of such property is permitted by school administration.
2. In carrying out their duties to maintain proper order and discipline in the school, the Principal/Vice-Principal who has reasonable grounds to do so, may conduct a search of a

student's clothing, possessions, or any area in the school where these possessions may be stored (backpacks etc). Reasonable grounds may be based on information from a variety of sources, including but not restricted to, students, parents, staff or members of the community.

3. Where the threat of guns or other dangerous weapons, or the possession of an illegal narcotic or stolen property is suspected, the Principal/Vice-Principal will take swift action, which may include some or all the following:
 - search lockers, personal property and/or personal electronic devices where it is believed doing so will provide evidence of the threat, illegal drug or stolen property.
 - call in the proper authorities if they deem a more intensive search is necessary
 - notify their immediate supervisor and a parent/guardian in a timely fashion of the action they have taken
 - conduct all searches in the presence of a witness where possible
 - involve parents/guardians at the earliest possible stage of an investigation (Principal/Vice-Principal's discretion)
 - pending the results of the search, notify police in accordance with the Police-School board protocol

SMOKING/vaping

Ontario Ministry of Health policy states that all Board property, the school buildings and school grounds, are smoke free. This means that smoking any substance is not allowed anywhere on school property or within 20 metres of school property. Violations will result in disciplinary action.

Vapour cigarettes, vapes, vape boxes, e-cigarettes, chewing tobacco and other such products are not permitted for use on school property.

SNOWBALLS

Because of the serious consequences which may result, students are not to throw snowballs or loose snow. Violations of this rule will result in disciplinary action.

TEXTBOOKS AND SCHOOL EQUIPMENT

Students will be charged for any repair or replacement of any school equipment or book entrusted to you, which is damaged or lost.

VALUABLES

Keep valuables at home. School is not a place for large sums of cash, expensive radios, jewelry, etc. On the occasion when you must bring something like this to school, you may arrange short-term safekeeping in the school vault. Nothing of value to you should be left in an unsecured area, e.g., change room, stage, playing field, etc. KDHS does not assume responsibility for money or valuables left in the change rooms.

VISITORS

All visitors to KDHS must report to the main office. As a rule, students from other schools will not be permitted to visit during school hours.

WASHROOMS

School washrooms are to be used for their intended use only and must be respected as school property as any other space within the school building. Students are not to be gathering, loitering, or congregating in the washrooms. Use of e-cigarettes, vaping, smoking will not be tolerated and students who violate this rule will be disciplined by the office.

W.E.C.S.S.A.A. CONSTITUTION – PERTINENT SECTIONS

SECTION I – CODE OF CONDUCT FOR STUDENT/ATHLETES

1.01.1 EACH STUDENT/ATHLETE SHOULD STRIVE TO DEMONSTRATE THE FOLLOWING VALUES AND BEHAVIORS:

1. to understand the responsibilities involved in being a team member in terms of willingness to participate in practices, games, and maintaining satisfactory academic standards.
2. to be generous in winning and graceful in losing.
3. to gain a good knowledge and understanding of the rules of the game.
4. to understand that winning is desirable but to win at any cost defeats the purpose of the game.
5. to exhibit the qualities of good sportsmanship, dedication, pride, team spirit and leadership.
6. to demonstrate courtesy and respect towards coaches, sponsor teachers, officials and student minor officials
7. to understand that the only way to play the game is fairly and cleanly.
8. to understand that fighting, instigating threatening and/or other intimidating behaviors are not acceptable in W.E.C.S.S.A.A. competition. Any form of "HAZING" is strictly forbidden.
9. to understand that obscenities, trash talk or other forms of verbal abuse directed at coaches, officials, players or spectators are not acceptable behaviors in W.E.C.S.S.A.A. competition.
10. to understand that the student /athlete's violation of the Association's policy (see Article 2.01; p. 1) regarding anabolic steroids and other illegal performance enhancing supplements will result in discipline against him/her including, but not limited to, restriction from WECSAA activities. WECSAA will accept any test results for illegal steroid use or other illegal performance enhancing supplements done by an accredited outside agency (ex. Canadian Centre for Ethics in Sport - CCES).
11. to understand that athletes must remain fully clothed in the appropriate uniform in the competition area and use the designated locker room or change area to change to and from competitive attire.

FAILURE TO COMPLY WITH THE BEHAVIORS AND EXPECTATIONS OF THE ABOVE CODE WILL RESULT IN DISCIPLINARY ACTIONS AS OUTLINED IN THE W.E.C.S.S.A.A. CONSTITUTION.

1.02 "**Code of Conduct for Student Athletes**" is to be signed by all participating student/athletes. This shall be the responsibility of member schools. A "Code of Conduct Acknowledgement Form" shall be submitted with the eligibility list to the Secretary/Treasurer.

SECTION IV – CODE OF CONDUCT FOR SPECTATORS (as prescribed by O.F.S.A.A.)

W.E.C.S.S.A.A. subscribes to the "**O.F.S.A.A. Code of Conduct for Spectators**".

4.01 The following code must be posted in every gymnasium where it can be seen and understood by all spectators:

1. Cheer in a positive manner.
2. Respect official's and minor student official's decisions.
3. Do not interfere with competition.
4. Keep off playing area.
5. Be courteous and respectful.

4.02 **Failure to comply with this code may lead to ejection.**

ELIGIBILITY - ATTENDANCE

A student MUST be in "good standing" with regards to attendance, conduct and effort. A student MUST be in attendance for the entire school day on the day of a W.E.C.S.S.A.A. competition or have approval of the school administration in the case of an acceptable extenuating circumstance (i.e. funeral, special medical appointments, and religious holidays). Any other reason should be referred to the W.E.C.S.S.A.A. Executive through the Secretary/Treasurer.

TRANSFER POLICY

14.01 No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve (12) months.

14.02 Any student who has been registered as a transfer from another school within the previous twelve (12) months is ineligible for W.E.C.S.S.A.A. competition until he/she has been approved for competition by the WECSSAA Transfer Appeal Committee.



[Note that this handbook may be revised and updated at any point during the school year.]