

STUDENT HANDBOOK 2017-2018



"We Make a Difference"

ESSEX DISTRICT HIGH SCHOOL

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Vice Principal: Mr. R. Ricci

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Essex District High School Staff

DEPARTMENT HEADS

Amicarelli, Mr. J. Physical Education
Arner, Mr. N. Science (Interim)
Forbes, Mr. J. Business Studies
Loncke, Mr. P. English
Moore, Mr. A. Technological Studies
Phinney, Mr. P. Mathematics
Ouellette, Mrs. M. Student Services
Shaw, Mrs. D. Fine Arts
Sousa, Mrs. L. Social Sciences
Lopez, Mrs. M. S.T.E.P.S.

TEACHING STAFF

Biggley, Mrs. L.	Maurina, Mrs. J.
Braithwaite, Mrs. E.	McAiney, Mrs. D.
Brown, Mrs. K.	Munday, Mrs. P.
Cardillo, Mrs. M.	Neave, Mr. B.
Dandiwal, Ms. H.	Nikolakakos, Mr. N.
Diesbourg, Mr. B.	O'Neil, Mrs. B.
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Hahn, Mr. A.	Piazza, Ms. D.
Harrison, Mr. D.	Qawwas, Mr. B.
Hunter, Mr. J.	Robitaille, Ms. R.
Jackson, Ms. A.	Scalia-Neal, Mrs. S.
Kingsbury, Mr. C.	Scherer, Mrs. M.
Kraus, Mr. D.	Stojanov, Ms. C.
Lindsay, Mrs. A.	Taouil, Mr. A.
Litschko, Mr. T.	Tilson, Mrs. M.
Lyons, Ms. S.	Tran, Ms. T.
MacKinnon, Mr. D.	Van Wijngaarden, Mr. D.
Malenfant-Bosse, Ms. M.	Wilson, Miss S.

SECRETARIAL STAFF

Mrs. T. Schnekenburger
Mrs. E. Carder
Mrs. J. Pearce

SUPPORT STAFF

Mrs. J. Imeson
Mrs. J. Nolan-Ducedre
Mrs. E. Pfaff
Mrs. K. Quick
Ms. L. Shepley
Ms. J. Sorrell

CUSTODIAL STAFF

Mr. W. Garrod
Ms. C. Martin
Mr. K. Tremblay

WHAT YOU NEED TO DO IN ORDER TO BE SUCCESSFUL

1. Come to school every 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 staff offer.
6. Complete all assignments and hand them in on time.
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, Guidance, 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

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.

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.

ATTENDANCE PROCEDURES

Attendance is taken daily in first period. Students absent during period 1 will be marked absent for the entire day until they check in with the attendance office.

1. If you are absent, please have your parent or guardian call the school's attendance line at 519-776-7344 (Ext. 1) on the day of the absence (by 1:00 pm if possible). Clearly identify yourself and record the student's first and last name, date of absence, and brief reason for the absence. This line may be called 24 hours a day to leave a message.
2. Students who do not have a class period 1 MUST daily sign in at the attendance office upon arrival at school and before going to class.
3. Students who arrive more than 10 minutes late or miss period 1 attendance MUST check in at the attendance office before going to class.
4. Students who wish to check out during the day MUST sign out at the attendance office before leaving the school AND a note or phone call from parent/guardian is required. If you do not have a note, the office will then phone home for consent. If you know you will be signing out for an appointment, then you MUST obtain your excusal slip from the office prior to 8:17 am.
5. If your parents do not call the school, then you are REQUIRED to bring a note to the office on the day you return.
6. All students whose absence has not been cleared prior to their return MUST obtain an admit slip from the attendance office prior to 8:17. If you choose to wait for teachers to send you to the office, you are choosing to be absent from class and may face appropriate consequences.
7. Students who are 18 years and older are not excused from the above.

DAILY SCHEDULE

Warning Bell.....	8:12
Announcements.....	8:17 – 8:24 (in period 1 classroom)
Period 1.....	8:24 – 9:40
Period 2	9:44 – 11:00
LUNCH.....	11:00 – 11:44
Warning Bell.....	11:40
Period 3	11:44 – 1:00
Period 4	1:04 – 2:20

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.

BULLYING

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. How to handle it: Tell the other person to stop and that you feel the behaviour is inappropriate; then leave the scene. Ignore it and walk away. Seek help from school staff. If the problem does not go away, let an administrator know. Involve your parents and seek their advice. **Responsibility to Report - Any student who has been involved in a bullying situation (either as the victim or as a bystander) has the responsibility to report the incident to the office staff, school administration, guidance counsellor, or teacher and parent or guardian.** Parents are responsible to report any information they have about bullying behaviour to the school administration (519-776-7344). According to the Ministry of Education, there are several types of identified bullying:

1. Physical bullying

- Hitting, pushing, shoving, slapping, kicking, spitting at, or beating others up
- Damaging or stealing one's property

2. Verbal bullying

- Name-calling, hurtful teasing
- Insulting, humiliating, or threatening someone

3. Social bullying

- Excluding others from the "group" or from an activity
- Gossiping or spreading rumours about others
- Setting others up to look foolish
- Making sure others don't associate with someone

4. Electronic and online bullying

- The sending of emails, text messages, or pictures to threaten someone or hurt their feelings.
- Singling out or embarrassing another person by revealing private information or secrets via computer or phone.

5. Racial/Ethno cultural bullying

- Treating others differently or badly because of their culture, their racial or ethnic background, or the colour of their skin.
- Saying negative things about someone's race, culture, ethnic background, or skin colour.
- Calling someone by a racially or ethnically derogatory term
- Telling racist jokes

6. Sexual bullying

- Touching, pinching or grabbing someone in a sexual way
- Calling someone names with respect to their sexual orientation.
- Making sexual gestures at someone.
- Making crude comments or spreading rumours about someone's sexual behaviour.

7. Religion-base bullying

- Treating others differently or badly because of their religion.
- Saying negative things about someone's religion.

8. Gender-based bullying

- Leaving others out or treating them badly because they are a boy or a girl.
- Making illicit jokes or comments.

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.

ATTENDANCE POLICY

Attendance in **ALL** assigned classes is compulsory for all students **REGARDLESS OF AGE**. All absences require an explanation from a parent, guardian, or from the student (if over 18 years of age) **prior to 8:17 AM or IMMEDIATELY** upon their return to school. Unexplained absences are regarded as trancies. When trancies occur, the Vice Principal will counsel the student. If trancies continue, then a process of progressive discipline will begin, until the pattern of unexplained absenteeism ceases. **If classroom evaluation takes place while a student is truant, a zero will be recorded for that evaluation.**

LATE TO SCHOOL/CLASS

Punctuality is a fundamental expectation in a school environment as it is in the work world. Students arriving less than 10 minutes late to class are to report directly to class. Lates will be recorded by the classroom teacher. Students may be referred to the administration if an inappropriate pattern of behaviour is established. The administration will employ a progressive discipline approach to address and modify the behaviour.

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 that 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 at-risk students in attaining all of 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 counseled and given resources and assistance to ensure their assignments are submitted and that they are keeping up with daily notes and homework. Also, a different class/period will be given tutorials on work students are struggling with as well as catch up time in missed assignments. This will take place every Wednesday for twelve weeks.

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. In addition, 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.

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.

COMMUNITY COUNSELLING AND SERVICES

Services, information, and contact numbers may be found at:

www.werkidsmentalhealth.ca

ADULT STUDENTS (18 Years and older)

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. Absences for illness, medical/dental appointments, and bereavement are acceptable. In some cases, support documents may be required. Sign out cards are available. See VP for details and student responsibilities.

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.

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 rules. Boisterous behaviour, argumentative behaviour, 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 next steps for students who are referred to the office. A progressive discipline approach is employed to deal with behaviours that do not meet expectation. Failure to report to administration, once referred by a classroom teacher, could result in disciplinary action.

DRESS CODE

Students are expected to take pride in their appearance by dressing cleanly, neatly and appropriately. In general, all clothing worn to school must be conducive to an academic environment. 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. For example, no spaghetti straps or halter tops for girls and no tank tops for boys, no revealing backs or midriffs and no short-shorts.

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 heel 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.

EXTRA-CURRICULAR ACTIVITIES

The Greater Essex County District School Board values the important role that extra-curricular activities play in the development of our students. Activities provided by our schools are meant to complement and enhance the academic program so that all students have an opportunity to enjoy a well-rounded educational experience. Extra-curricular programs are a privilege for students to enrich their school lives.

Students who wish to participate in extra-curricular activities are subject to the expectations and standards outlined in the new Greater Essex County District School Board policy and that of any policies, expectations, and standards found within the governing sport bodies: WECSAA, SWOSSAA, and OFSAA.

Attendance, behaviour, and academics are considered when determining student eligibility in extracurricular activities. Although there is not a set academic average to determine eligibility, it is expected that all student participants strive towards academic success. School administration will review the eligibility of any student failing one or more course. Reviews will be held prior to major sports season and will be based on the last full report. Interim progress reports may also be used to determine eligibility. For all fall activities, the previous year's results will be used. In the event that a student was successful at summer school in a course failed during the previous academic year, the failure will be considered a passing course. Elementary marks will not determine a student's first eligibility in high school.

Appeal Process: Students that have been declared ineligible due to extenuating circumstances may appeal their eligibility in writing to the Principal. Once the appeal is received, it will be reviewed by school administration and a final decision will be made.

Any student athlete who is suspected of sustaining a concussion, or who demonstrates any concussion like symptoms, is to be removed immediately from all further activity including competitions, practices, and informal workouts. The student athlete cannot return to any further activity until he or she has been cleared according to the concussion protocols of his or her respective School Board. At minimum, where there is an incident which leads to loss of consciousness, however brief, or any dizziness, wooziness or disorientation resulting from a blow to the head, the student athlete will be removed from participation according to the above conditions. For further clarity, if there is any doubt or suspicion that a concussion may have occurred, the student athlete is to be removed from participation.

FIGHTING

Fighting or making threats to harm are unacceptable. ALL students involved in a fight will be suspended for a mandatory suspension of 10 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.

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.

FOOD CONSUMPTION

Vending machines are available ONLY for the use of students who have a study period in the cafeteria. No food or drink (except water) is allowed in classrooms without the teacher's permission.

HATS

Visors, bandanas, hats, or other deemed inappropriate headgear is not to be worn during the school day (i.e. upon entering the building for class). During school hours, hats should be left in the student's locker. Hats may be worn on "HAT DAY" which is generally the last Friday of each month.

LIBRARY/RESOURCE CENTRE

During regular school hours, the library is reserved for classes with their teachers who have planned research assignments. Students who do not have a library pass or a note from their classroom teacher will not be allowed to use the library. The library is open at lunch for students that need to complete work or use the computers.

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.

LOCKERS

Each student is assigned a lock and a locker for the purpose of storing books, clothing, and personal items. The lock is the property of the school and will stay on the locker at all times. Any faulty locks will be replaced free of charge. If a student loses or damages a lock, they will be responsible for the replacement costs. It is expected that school lockers will be maintained in a clean, respectful manner, free of graffiti. Changing lockers will only be allowed with permission from administration. Each student will be asked to pay a one-time locker management fee.

OFFICE PHONES

Office phones are not for student use except to call for permission to sign out or to get parents to cover an absence. Telephones are available in the cafeteria hallway, across from the library or the pool area for personal use.

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.

PERSONAL VALUABLES

Essex District High School is not responsible for the loss or theft of valuables or money. Valuable items that are brought to school may be left in the school vault for safekeeping or the assigned student locker. **Do not leave jewellery, money, electronic devices, or lap top computers unattended in a classroom, dressing room, or unlocked locker. 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.

RECORDING DEVICES

The use of any electronic audio, video, or photographic recording devices is strictly prohibited except for a purpose within approved 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.

RECYCLE

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

SEARCHES

Students, their belongings, and lockers are subject to lawful searches under the Safe Schools Act and Board Policy if 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. 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.

STUDENT PARKING

Students may park their vehicles in the STUDENT PARKING AREA 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 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.**

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.

VISITORS

Visitors are not permitted in the school unless they are on school business and have registered in the Main Office. Student guests are permitted **ONLY** with the approval of the Principal or Vice Principal. A **GUEST PASS** may be obtained from the Vice Principal. **A minimum of ONE DAY** of notice is required before a Guest Pass will be issued.

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 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, with no shelter available, 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 mathematics 2 credits in science 1 credit in Canadian history 1 credit in Canadian Geography 1 credit in the arts 1 credit in health and physical education 1 credit in French as a second language 0.5 credit in career studies 0.5 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 the 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 key 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. Even guess, if you do not lose marks – you may know more than you think
- Be familiar with key words:
 - discuss – go into details
 - compare – give similarities and differences
 - describe – use adjectives
 - list – give main points
 - illustrate – give examples