

# STUDENT HANDBOOK 2020-2021



**"We Make a Difference"**

## ESSEX DISTRICT HIGH SCHOOL

*Principal:* Mr. S. Querbach  
*Vice Principal:* Mr. R. Ricci

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# Essex District High School Staff

## MAJOR DEPARTMENT HEADS

Amicarelli, Mr. J..... Physical Education  
Arner, Mr. N. .... Science, Chemistry  
Forbes, Mr. J. .... Business & Co-op Studies  
Loncke, Mr. P. .... English  
Nikolakakos, Mr. N..... Technological Studies  
Phinney, Mr. P. .... Mathematics  
Ouellette, Mrs. M. .... Student Services  
Sousa, Mrs. L..... Social Sciences  
Lopez, Mrs. M..... S.T.E.P.S.

## MINOR DEPARTMENT HEADS

Scalia-Neal, Mrs. S..... Languages, French  
O'Neil, Mrs. B..... Humanities  
Shaw, Mrs. D..... Fine Arts, Music

## TEACHING STAFF

Biggley, Mrs. L. – Visual Arts	Maurina, Mrs. J. - English
Braithwaite, Mrs. E. – English	McAiney, Mrs. D. – Guidance
Brown, Mrs. K. – Math	Muldoon, Mr. J. – Science, Biology
Cada, Ms. K. – English	Munday, Ms. P. – Science, Biology
Cardillo, Mrs. M. – French	Nikita, Mrs. A. - English
Diesbourg, Mr. B. – Math	O'Neil, Mrs. M. – Library
Drozdz, Mrs. L. – Humanities, SST	Oriet, Mr. R. – Auto Mechanics
Gagnier, Mrs. J. - Math	Pernal, Mr. J. – S.T.E.P.S.
Hahn, Mr. A. – Physical Education	Persaud, Mrs. V. – Computer Science
Harrison, Mr. D. – History, Law	Qawwas, Mr. B. – Science, Biology, Co-op
Hart, Ms. J. – Business	Robitaille, Ms. R. – Foods, Humanities
Jackson, Ms. A. – English	Scherer, Mrs. M. – S.A.L.
Kingsbury, Mr. C. – Woodworking	Searcy, Ms. V. – Science, Physics
Kraus, Mr. D. – Science	Semus, Ms. A. – LST
Lindsay, Mrs. A. – Co-op	Taouil, Mr. A. – Business, LST
Litschko, Mr. T. – Media Arts	Tilson, Mrs. M. – Physical Education
Lyons, Ms. S. - Humanities	Tran, Ms. T. - Math
Mailloux, Mr. A. – S.T.E.P.S.	Van Wijngaarden, Mr. D. – Geography
Malenfant-Bosse, Mrs. M. – Geography, History	Wilson, Ms. S. – Physical Education

## SECRETARIAL STAFF

Mrs. L. Finn  
Mrs. K. Pallotto  
Mrs. J. Pearce

## SUPPORT STAFF

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

## CUSTODIAL STAFF

Ms. A. Clifford  
Mr. M. Janosek  
Ms. C. Martin  
Mr. M. Palumbo  
Mr. K. Tremblay

# **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 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, 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

Professional Activity Day .....	September 1, 2 and 3
Labour Day .....	September 7
First Day of School (Quadmester 1) .....	September 8
Thanksgiving .....	October 12
Last Day to switch delivery models.....	October 26
Quadmester 1 Exams .....	November 10 and 11
Remembrance Day.....	November 11
Start of Quadmester 2 .....	November 12
Christmas Holiday .....	December 21 to January 3
Gr. 9 EQAO Math Assessment.....	Mid-Late January
Last Day to switch delivery models.....	January 18
Quadmester 2 Exams .....	January 28, 29 and February 1
Professional Activity Day .....	February 2
Start of Quadmester 3 .....	February 3
Family Day Holiday.....	February 15
March Break .....	March 15 to March 19
Good Friday .....	April 2
Easter Monday .....	April 5
Last Day to switch delivery models.....	April 6
Quadmester 3 Exams .....	April 19 and 20
Start of Quadmester 4 .....	April 20
Professional Activity Day .....	April 23
Victoria Day.....	May 24
Gr. 9 EQAO Math Assessment.....	Mid-Late June
Quadmester 4 Exams .....	June 24, 25 and 28
Professional Activity Day .....	June 29
Graduation Ceremony .....	TBD (end of June)

## 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.

Co-Deputy Prime Minister .....	Belle Glasier
Co-Deputy Prime Minister .....	Melinda Novelletto
Governor General .....	Jayce Paquette
Minister of Equity and Social Justice .....	Paige Miehl
Minister of Spirit .....	Kaitlin Valentino
Minister of Athletics .....	Katie Sinn
Co-Prime Minister .....	Sophia Acampora
Minister of Internal Affairs .....	Maya Prentice
Grade 12 Representative .....	Sydney Teskey
Co-Prime Minister .....	Landen Demers
Co-Prime Minister .....	Dawsyn Wright
Grade 11 Representative .....	Bryana McCarthy
Minister of Arts .....	Kayla Beattie
Minister of External Affairs .....	Alexandria Couvillon
Grade 10 Representative .....	Savanna Richardson
Grade 9 Representative .....	Colin Pyne

## **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 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.

**AFTER SCHOOL ACTIVITIES:** After school events such as sports teams, clubs and activities are postponed at this time. If/when they are permitted, we will follow our Board's Extra Curricular Policy (Page 10).

**CLASSROOMS:** Classrooms have been re-organized to encourage physical distancing. There are 15 desks/chairs in each classroom. Students must sit in their assigned desk at all time. Classroom desks/chairs must be sanitized by the student at the start and end of each day, and after nutrition breaks.

**CLASSROOM MATERIALS:** The sharing of any learning materials and/or equipment is not permitted. Students are responsible to sanitize any classroom materials and/or equipment they use. The sharing of any shop coat, bibs, culinary aprons, towels etc. is not permitted. Textbooks, classroom library books and any paper must only be used by a single student.

**CAFETERIA, FOOD & DRINK:** The cafeteria and cafeteria services are closed until further notice. Students will not have a scheduled lunch break in their timetable. In order to reduce the number of direct student contacts there will be nutritional breaks threaded into the morning and afternoon. Students are encouraged to bring their bag lunch, snacks and re-fillable water bottle to class. Student must eat their lunch or snack at their assigned desk. After eating, students are expected to clean up and dispose of their garbage in a responsible manner and sanitize their hands and desk.

**DAILY SELF ASSESSMENT:** Students, staff, and other workers must conduct a daily self-assessment prior to entering the school/workplace. If you experience symptoms of COVID-19, you must stay home, seek medical attention and testing if required. If your health care provider determines that a test is not required, you must remain home until you are symptom-free for at least 24 hours before returning to school. If testing is required, you must self-isolate until the results are communicated to you. School work will be provided during a students' absence/recovery. If the test results are negative, medical documentation from the WECHU, primary care provider, or from the test assessment center will be expected for the student, staff member or

worker to return to school. You must also be symptom free for at least 24 hours. If a positive test occurs, you must stay home and isolated until documentation is provided by the WECHU allowing a return to school.

**EXHIBITING SYMPTOMS AT SCHOOL:** If a student, staff member or any other person in the school/workplace exhibit the symptoms of COVID-19 while at school/workplace, they must immediately report to the Main Office. Assistance will be provided by school administration. Parents/Guardians will be notified to pick up their son/daughter and seek medical attention/testing. If your health care provider determines that a test is not required, you must remain home until you are symptom-free for at least 24 hours before returning to school. If testing is required, you must self-isolate until the results are communicated to you. School work will be provided during a students' absence/recovery. If the test results are negative, medical documentation from the WECHU, primary care provider, or from the test assessment center will be expected for the student, staff member or worker to return to school. You must also be symptom free for at least 24 hours. If a positive test occurs, you must stay home and isolated until documentation is provided by the WECHU allowing a return to school.

**HAND SANITIZATION:** All students, staff and visitors must sanitize their hands when entering and exiting the building. Alcohol based hand sanitizers are located at school entry points, in classrooms and at various locations throughout the school. Students are encouraged to sanitize (or wash) their hands after a classroom activity, nutrition break and throughout the day. Students should avoid touching their face with unwashed hands.

**HAND WASHING:** Classrooms with sinks will be outfitted with soap dispensers and paper towels. Students are expected to wash their hands using soap and water after a classroom activity or nutrition break. Students must always wash their hands after using the washroom. It is essential that students scrub their hands with soap and water for a minimum of 20 seconds and turn off the manual tap with a paper towel. Students should avoid touching their face with unwashed hands.

**HALLWAYS:** Students are expected to show courtesy while walking quickly and quietly to class. To encourage physical distancing, hallways are divided directionally with arrows to show the flow of traffic. Students are encouraged to stay to the right and maintain 2m (6ft) distance between students.

**LOCKERS:** In an effort to promote physical distancing and to avoid congregation in the hallways, lockers will not be issued to students. Students may bring their coat, books, lunch/snacks and backpack to class. 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 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.

**MASKING:** All staff members will be provided with the appropriate Personal Protective Equipment (PPE) to safely interact with students and each other. PPE provided to staff may include medical masks, face shields, gloves and gowns, based on their job responsibilities. All students are required to wear a non-medical or cloth mask/face covering when attending in-person instruction at school. The mask must be worn correctly throughout the day. It should cover your nose and mouth and extend below your chin. It is the parent/guardian responsibility to provide masks for their son/daughter. For those students who chose to wear a cloth mask, parents/guardians will be responsible to ensure that it is properly cleaned. If you lose, damage or require a mask, please visit the Main Office and one will be provided. Exemptions will only be allowed on the written advice of a medical professional.

**PHYSICAL DISTANCING:** Students are not to congregate in groups at any time during the school day. Physical distancing must be maintained whenever possible in the classroom, in the hallway, in gym class etc. It is recommended that a 2m (6ft) distance be maintained between students at all times.

**RESPIRATORY ETIQUETTE (coughing/sneezing):** Students that feel the need to cough or sneeze should cough/sneeze into their elbow or into a tissue. Students must immediately dispose of their tissue and wash/sanitize their hands. If you do not, droplets will remain on the skin which have the potential to be spread to other people or to other surfaces.

**STAIRWELLS:** Stairwells have been divided with arrows and tape to show the flow of traffic. Students are encouraged to stay three steps behind someone when going up or down stairwells.

**TEXTBOOKS:** Textbooks are issued to students on loan. They are not to be shared with other students. Students are responsible for returning the same textbook at the end of each quadmester. 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, hee-ees 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 and/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:** Due to COVID-19 restrictions, visitations will be kept at a minimum. Visitors must contact the school and make an appointment with school administration. Visitors must conduct a daily self-assessment, sign a log book, wear a mask, sanitize hands before entering/leaving the building and practice physical distancing at all times. Only 1 (one) visitor is allowed in any office area. Individuals entering the school without permission will be asked to leave the building. Failure to comply may lead to trespass charges. Parents/Guardians are encouraged to contact school administrators and staff by phone, or electronically through Edsby for any information regarding their son/daughter.

**WASHROOMS:** School washrooms will be assigned for each class. Students are expected to use their assigned washroom, and not another washroom. A schedule will be provided for each classroom. When finished, students are expected to wash their hands with soap and water for 20 seconds and turn off the manual tap with a paper towel.

**WEIGHT ROOM or WEIGHT EQUIPMENT:** To reduce contact and possible contamination of resources, students and staff are not allowed to access the weight room or weight equipment at any time.

## SECONDARY INSTRUCTION: ADAPTED IN-SCHOOL DAY MODEL

Students at Essex DHS will be instructed through the Adapted In-School Day Model. Students will be working on two courses per quadmester, alternating weekly. Examination days will follow at the end of each quadmester.

Students will be split into “A” cohort and “B” cohort. The “A” cohort will attend school in-person one day, and the “B” cohort will attend school in-person the following day. On alternate home days, there will be asynchronous learning available for student engagement stemming from the previous in-person days’ learning. Students should be reviewing their notes, completing homework assignments, projects and studying for quizzes, tests and exams. Families will be provided with a calendar that will inform them of each cohort’s in-person schedule.

Students will not have a scheduled lunch break. In order to reduce the number of direct contacts during the school day, there will be nutritional breaks threaded into the morning and afternoon. Students will be dismissed home following their 225 minutes of in-class learning. Below is our in-school bell schedule:

Advanced Bell	8:150 to 8:20 AM
In-Class Instructional Period (225 minutes)	8:20 AM to 12:05 PM
Dismissal	12:05 PM
Synchronous On-Line Learning - Daily	1:05 – 2:20 PM

The Ministry of Education and Ministry of Health may require that schools switch from the Adapted In-School Day Model to a Remote Learning Model (Learn at Home) or a Conventional Model where all students attend school every day. Should this happen, students will continue to learn two courses per quadmester.

Students in our STEPS Program will attend school five days a week as per our usual bell schedule (8:15 am to 2:20 pm). Students will have a regular lunch period in the STEPS classroom. Transportation services to and from school will be provided for students and families that qualify.

## 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 4 lates. On the 5<sup>th</sup> late, the student will be sent to the Attendance Office to be counseled 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 are encouraged to 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. 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.

**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. Absences for illness, medical/dental appointments, and bereavement are acceptable. Sign out cards are available. See VP for details and student responsibilities. Students will be held accountable for their attendance and academic progress. Once a student has signed out 10 times during the entire school year (one per month), 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.

# **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.

## **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.

## **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, will result in disciplinary action.

## **DRESS CODE**

In order to prepare students for their post-secondary pathways which often require adherence to strict dress codes, an appropriate dress code policy is in effect. 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.

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.

## 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 lap top 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 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.

## **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 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.

## **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. 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.

## **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 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"> <li>4 credits in English*</li> <li>3 credits in mathematics</li> <li>2 credits in science</li> <li>1 credit in Canadian history</li> <li>1 credit in Canadian Geography</li> <li>1 credit in the arts</li> <li>1 credit in health and physical education</li> <li>1 credit in French as a second language</li> <li>0.5 credit in career studies</li> <li>0.5 credit in civics</li> </ul>	<p>Plus one credit from each of the following groups:</p> <ul style="list-style-type: none"> <li>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**</li> <li>1 additional credit in health and physical education, or the arts, or business studies, or cooperative education**</li> <li>1 additional credit in science, or technological education, or cooperative education, or computer science**</li> </ul>
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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)

## **HOMEWORK 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

## **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