

**TECUMSEH VISTA ACADEMY  
SECONDARY SCHOOL**



**Home of the Vortex**  
*Together We Are Better*  
*Ensemble Nous Sommes Meilleurs*

**STUDENT HANDBOOK  
2021-2022**

**11555 Shields Street  
Tecumseh, Ontario  
N8N 0C1**

**Telephone: (519) 739-2189  
Fax: (519) 739-2611  
Attendance Line (24 Hour): (519) 739-2189, Ext. 31779**

## MESSAGE FROM SCHOOL ADMINISTRATION

Welcome to Tecumseh Vista Academy Secondary School ... Home of the Vortex!"

At Tecumseh Vista Academy Secondary, students and staff strive for academic excellence. We offer a variety of programs and services to meet the learning needs of all students. In addition to a regular high school curriculum, we offer an E-STEAM Program for students that want an enhanced learning opportunity in Science, Technology, Engineering, Art and Mathematics. We offer French Immersion Program for students who want to be immersed in French culture and language. We offer a Specialist High Skills Major Program (SHSM) in Business Studies. Finally, we offer a Skills to Enhance Personal Success Program (STEPS). We are very proud of our students' academic achievements. Many of our Gr. 12 graduates earn scholarships, awards and bursaries to Colleges and Universities across Ontario and Canada.

In addition to academics, we offer a wide variety of extracurricular clubs and activities for students. Some of these include: Concert Band, Jazz Band, Eco-Schools, Robotics, GSA, Jack.Org (Student Well-Being), Drama Club, Debate Team and Student Parliament. In athletics, we offer a full complement of boys' and girls' teams. We hope students will take the opportunity to join one or more of our activities, clubs or sports teams throughout the year.

This handbook was designed to help students have a successful school year. It contains all of the essential information that students need to know with respect to our rules, policies and procedures. Students are encouraged to review this information with their parents/guardians. We have included our Board's current Health and Safety measures and expectations as a result of the COVID-19 pandemic. The health and safety of everyone is of most importance! We look forward to meeting our new and returning students and wish everyone a fantastic school year!

Sincerely,

Mr. E. Novelletto,  
Principal

Mr. J. Marusic,  
Vice Principal

## MESSAGE FROM STUDENT PARLIAMENT

Welcome to Tecumseh Vista Academy Secondary School! We look forward to another exciting year! Student Council Elections will take place in late September. We encourage all students to submit their name and run for the following positions. Student Council Meetings will take place in-person and/or virtually as per the School Board Health and Safety Protocol. GO VORTEX!

Prime Minister.....	TBD
Deputy Prime Minister (2 positions) .....	TBD
Minister of Finance.....	TBD
Minister of Publicity.....	TBD
Minister of Communications .....	TBD
Minister of Arts .....	TBD
Minister of Sport.....	TBD
Minister of Spirit .....	TBD
Charitable Liaison .....	TBD
Grade 9 Representative.....	TBD
Grade 10 Representative.....	TBD
Grade 11 Representative.....	TBD
Grade 12 Representative.....	TBD

## TABLE OF CONTENTS

Important Dates.....	3
General Information, Regulations and Procedures .....	3
Secondary Instruction: Modified Semester Model .....	6
Attendance Policy .....	7
Dress Code Policy .....	8
Student Services.....	9
Library Learning Commons.....	9
Personal Communication and Computing Devices.....	10
Assessment, Evaluation, Grading, Reporting & Promotion.....	10
Creating Pathways for Success .....	13
Extra – Curricular Activity Policy .....	14
Provincial and School Board Code of Conduct .....	15
Bullying and Racism: Reporting and Prevention.....	18
Student Emergency Response.....	19
Community Agencies Available to Support Students.....	20

## IMPORTANT DATES

Professional Activity Day .....	September 1 and 2
Labour Day .....	September 6
First Day of School .....	September 7
Thanksgiving .....	October 11
Academic Awards Banquet.....	TBD
OSSLT Opportunity 1.....	October 13 to December 1
Remembrance Day.....	November 11
Professional Activity Day .....	November 12
Christmas Holiday .....	December 20 to December 31
Gr. 9 EQAO Math Assessment.....	January 10 to January 21
Semester 1 Exams .....	January 26, 27, 28, 31 and February 1
Professional Activity Day .....	February 2
Start of Semester 2.....	February 3
Professional Activity Day .....	February 18
Family Day Holiday.....	February 21
March Break .....	March 14 to March 18
OSSLT Opportunity 2.....	October 13 to December 1
Good Friday .....	April 15
Easter Monday .....	April 18
Professional Activity Day .....	April 29
Victoria Day.....	May 23
Gr. 9 EQAO Math Assessment.....	June 6 to June 17
Athletic Banquet .....	TBD
Semester 2 Exams .....	June 22, 23, 24, 27 and 28
Professional Activity Day .....	June 29
Gr. 12 Graduation Ceremony.....	Late June

## 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 located along the west side of the school, adjacent to Banwell Road. A parking permit is required from the Main Office. The make, model, colour and license number of the car must be registered in the Main Office. Elementary, Secondary and STEPS buses will be parked in the driveways before and after school. All drivers must proceed slowly and cautiously, as students enter and leave the buses. 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.

**AFTER SCHOOL ACTIVITIES:** After school events such as sports teams, clubs and activities will be offered this year, in accordance with the GECDSB COVID-19 Safety Plan. Students must always follow the Board’s Extra Curricular Policy in order to participate (Page 14). At the present time, GECDSB has chosen to pause spectators based on direction from the Windsor Essex County Health Unit. This applies to both indoor and outdoor events.

**CLASSROOMS:** Students must sit in their assigned desk at all time. Classroom desks/chairs must be disinfected by the student if/when eating in the classroom.

**CLASSROOM MATERIALS:** Non-porous learning materials and/or equipment may be shared. Proper hand hygiene and respiratory etiquette should be used to reduce the risk of infection. The use of porous materials is not permitted in classrooms.

**CAFETERIA, FOOD & DRINK:** In accordance with the GECDSB COVID-19 Safety Plan, the seating capacity in the cafeteria and school learning pods has been significantly reduced to meet public health and safety guidelines. As a result, our cafeteria services will not be in operation. The use of microwaves, appliances, condiments and utensil stations will not be permitted. Each student is encouraged to bring their own lunch/snack and re-useable water bottle to school. To promote safety, students will have two “nutrition breaks” incorporated into their schedule where they can eat with their cohort (class). Eating in the hallway during the Mid-Day Break is not permitted. Students can eat outdoors. However, they must maintain a minimum distance of two meters between themselves and not congregate. After eating, students must immediately wear a mask, sanitize their hands and dispose of their garbage in a responsible manner.

**DAILY SELF ASSESSMENT:** Students must conduct a daily self-assessment prior to entering the school/workplace. The self-assessment can be accessed [here](#). If you experience symptoms of COVID-19, you must stay home, seek medical attention/testing and self-isolate until the results are communicated to you. School work will be provided during a students’ absence/recovery. Medical documentation from the primary care provider, or from the test assessment center will be expected for the student to return to school.

**EXHIBITING SYMPTOMS AT SCHOOL:** If a student exhibits the symptoms of COVID-19 while at school, 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. The student must self-isolate until the results are communicated to them. School work will be provided during a students’ absence/recovery. Medical documentation from the primary care provider or from the test assessment center will be expected for the student, to 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, before and after eating 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 before

and after eating. 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:** Each student will be assigned a locker during the school year. Students may not share lockers. Students are to keep their locker locked at all times and not disclose their combination to anyone. If your locker is damaged, please notify the Main Office. Obscene or inappropriate material is not permitted in lockers at any time. If you notice such material in a locker, please notify the Main Office. Student discipline will apply in such circumstances according to Board Policy. Lockers remain the property of the school and school administration reserves the right to enter any locker on the school premises. If the Principal or Vice Principal has reasonable and probable cause to believe that a student has been, or may be, involved in a criminal offence the police may be called to assist in the search of a locker.

**LOST AND FOUND:** Articles which have been found are to be taken to the Main Office where the owner can claim them. The school assumes no responsibility for lost or stolen items. Students are encouraged to keep valuable items at home.

**MASKING:** All students are required to wear a non-medical or cloth mask/face covering when attending in-person instruction at school. The non-medical masks can be cloth or homemade, and can include hijab, nigab, burka, scarf or bandana. The mask must be worn correctly throughout the day; it must cover your nose and mouth and extend below your chin. It is the parent/guardian's responsibility to provide masks for their son/daughter. For those students who choose 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. In line with the Windsor Essex County Health Unit, we will not accept face shields in place of masks.

**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, hallway, cafeteria gym class etc. It is recommended that 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.

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

**SMOKING or VAPING:** According to Board Policy and the Smoke Free Ontario Act, smoking or vaping is not permitted on school board property, the bus, or at school sponsored events and activities.

Smoking or vaping between classes is not permitted. Students will be disciplined and/or fined by the Windsor Essex County Health Unit Tobacco Enforcement Team.

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

**STUDENT WALKERS:** Students who walk to/from school, or to/from the bus stop, 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.

**STUDY PERIODS:** Grade 12 students with 23 credits may be assigned a study period on their timetable. Loitering in the school, or the parking lot will not be permitted.

**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 and during the mid-day break.

**VISITORS:** At this time, it is recommended that only essential visitors and service providers are permitted inside the building. By law, all visitors to the school must report to the Main Office. Visitors must conduct a daily self-assessment, sign a log book, wear a mask, sanitize their hands and practice physical distancing at all times. The self-assessment can be accessed [here](#). Visitors to the school will be issued a Visitor's Pass.

**WASHROOMS:** School washrooms will be assigned for each class. Students are expected to use their assigned washroom, and not another washroom. Only one student is allowed out of a room at any given time as occupancy in washrooms is very limited. 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.

**WATER FOUNTAINS:** A re-usable water bottle is strongly encouraged, as all water fountains will be closed, but water refill stations will be open. Students are not to share their re-usable water bottles with another student.

**WEIGHT ROOM or WEIGHT EQUIPMENT:** Students may access the weight room or weight equipment only under the direct supervision of a teacher. Students must take great care to use the weight equipment in a safe and responsible manner as instructed by the teacher. All sports and weight equipment must be regularly cleaned and disinfected.

## **SECONDARY INSTRUCTION: MODIFIED SEMESTER MODEL**

Students at Tecumseh Vista Academy Secondary will be instructed through a Modified Semester Model. In this model, students will complete four courses each semester, two courses each week on an alternating basis: Week 1 – Course 1 (morning) and Course 2 (afternoon); Week 2 – Course 3 (morning) and Course 4 (afternoon). Click [here](#) to access the GECDSB Secondary School Calendar (2021-2022).

Students will complete 150 minutes of instruction per course per day. A nutrition break is incorporated into each period for students to eat in a safe manner with their cohort (class). Students will also have a Mid-Day Break. Students may use this time to eat outside, socialize with their friends, complete homework assignments, study for tests, and/or participate in school clubs and activities. Our school schedules are listed below.

**Grade 9 and Grade 10 Class Schedule:**

8:10 AM	Warning Bell
8:15 – 8:20 AM	O’ Canada and Announcements
8:20 – 10:50 AM	Period 1 or 3 and Nutrition Break* (150 minutes)
10:50 – 10:55 AM	Travel Time to Period 2 or 4
10:55 – 12:10 PM	Period 2 or 4 (75 minutes)
12:10 – 1:00 PM	Mid-Day Break (50 minutes)
1:00 – 2:15 PM	Period 2 or 4 and Nutrition Break* (75 minutes)

**Grade 11 and Grade 12 Class Schedule:**

8:10 AM	Warning Bell
8:15 – 8:20 AM	O’ Canada and Announcements
8:20 – 10:50 AM	Period 1 or 3 and Nutrition Break* (150 minutes)
10:50 – 11:40 AM	Mid-Day Break (50 minutes)
11:40 – 2:10 PM	Period 2 or 4 and Nutrition Break* (150 minutes)

Students in our STEPS Program will attend school five days a week from 8:15 am to 2:15 pm. Students will have a regular lunch period in the STEPS classroom from 10:55 am to 11:45 am.

**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 (i.e. pencils, pens, calculators etc.) and books (i.e. 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 519-739-2189, Ext. 31779 and is available 24 hours per day. Parents/Guardians can also submit the absence electronically using Edsby. If the parent/guardian has not contacted the school, the student must bring in a signed note from them which states the reason for the absence, on the day they return



to school. This note must be presented to the Attendance Office **prior to the start of the school day**. An electronic “Admit Slip” will be issued to the teacher through Edsby.

**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 issued an electronic “Late Slip” will through Edsby. Students will be counseled by their classroom teacher on their first 3 lates. On the 4<sup>th</sup> late, parents/guardians 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 bring in a signed note from them which states the reason for leaving school early. 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 reach the age of 18 may sign their own notes regarding lates and absences. 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.

## **DRESS CODE POLICY**

In general, all clothing worn to school must be conducive to an academic learning 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.

Care must be taken to ensure that undergarments are not showing. Shorts and skirts should be an acceptable length. Revealing clothing, sleeveless undershirts, muscle shirts, tube tops, swim attire, pajamas, mesh or transparent clothing are not acceptable.

Anything that may obscure the identification or recognition of students such as character masks, hats, hoods etc. including sunglasses are not to be worn in the building. Religious headgear is permitted.

Specific dress requirements for science/technical classes, physical education classes and co-operative education will be outlined by your teacher. For health and safety reasons, shoes must be worn at all times. Sandals are not permitted in science labs and technical classrooms.

This dress code policy must be adhered to at all times including field trips, excursions and sporting events. While the selection of clothing worn at school remains the responsibility of parents/guardians and students, school administration reserves the right of final decision concerning dress and appearance. Students may be required to change any inappropriate clothing at school, or if necessary, be sent home to change.

## **STUDENT SERVICES**

Our Guidance Counsellors are ready to assist students with individual counseling regarding course selection, timetable concerns, accumulated credits and graduation requirements. Information related to Colleges, Apprenticeship Programs, Universities, “World of Work” as well as scholarships, awards and bursaries are also available through the guidance office. Our guidance counselors are also available to help students understand and deal with personal issues. Referrals to our school social worker, psychologist, Learning Support Teachers (LST), Student Success Teacher (SST) as well as community support groups and agencies are made through our guidance counselors.

Our Learning Support Teachers (LST) assist students who have been identified as exceptional by an Identification, Placement and Review Committee for additional educational support. Our LST’s write the Individual Education Plan (IEP) to ensure the students’ educational strengths and needs etc. are communicated to our teaching staff. Our LST’s also assist students with daily coursework, assignments, tests, EQAO Testing, FSE’s and Final Exams. It is the responsibility of the student to access the Learning Support Teachers for assistance as needed. Our LST is available in Room 1044.

Our Student Success Teacher (SST) works in conjunction with school administration, Learning Support Teachers (LST), guidance counselors, teaching staff and other support staff, in the development of a school culture that is supportive of all adolescent learners and the program pathways they want to pursue. Our Student Success Teacher (SST) will develop and implement the necessary school and Family of Schools based strategies and mechanisms through which all students will have the opportunity to experience a successful year. Our SST is available in Room 1048.

Our Child and Youth Worker (CYW) works collaboratively to ensure the safety and well-being of students. She works in partnership with our school-based team to support the management of behavioral, social/emotional development and learning of students in all educational environments. Our CYW is available in Room 1093.

## **LIBRARY LEARNING COMMONS**

The Library Learning Commons is an essential resource for learning in our schools. We offer a wide variety of best-selling paperbacks, hardcover fiction, non-fiction as well as reference books. Virtual resources are available as well. Once a student has completed reading a book, the book will be returned

to the Teacher Librarian. Books cannot be touched for a minimum of 48 hours before being shelved and re-assigned again. Students are to return all borrowed books or materials on or before the assigned due date. Students will be held responsible for lost and/or damaged books or materials.

## **PERSONAL COMMUNICATION AND COMPUTING DEVICES**

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

Use of personal communication and/or computing devices is only permitted in school buildings or on school grounds during instructional time when permitted and supervised by a staff member for educational purposes.

Students who choose to bring personal communication and/or computing devices to school, do so with the understanding that:

- Personal communication and computing devices that are brought to school are the responsibility of the owner. The GECDSD and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device.
- Personal communication and computing devices that are brought to school are to be off during instructional time unless use is approved by a staff member.
- Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.
- Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during a curriculum assessment or evaluation (test or examination).

Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct, when a communication and/or computing device:

- Is used in such a way that disrespects another's privacy.
- Is used to bully or harass.
- Is used without staff permission, during a curriculum assessment or evaluation (test or examination).

## **ASSESSMENT, EVALUATION, GRADING, REPORTING & PROMOTION**

Our assessment, evaluation, grading, reporting and promotion policy follows the Ministry's Growing Success document (2010). It further supports the Greater Essex County District School Board's Shared Beliefs and Understandings: All students can achieve high standards given sufficient time and

support; All teachers can teach to high standards given the right condition and assistance; High expectations and early intervention are essential and; Educators need to learn all the time and they need to be able to articulate both what they do and why.

**COURSE INFORMATION SHEET:** At the start of each semester, students will receive a Course Information Sheet (CIS) from each of their subject teachers. The CIS will provide an overview of the course and identify what students will learn and how they will be assessed and evaluated.

**COURSE CHANGES:** Students are asked to review their course selections carefully prior to the beginning of each semester. Once a student has made the decision to take a course, it is their responsibility to follow through with that timetable for the full semester.

**HOMEWORK:** Homework is assigned to give students the opportunity to put into practice the lessons learned during the day. While it is the responsibility of the teacher to provide appropriate and relevant homework, it is the student's responsibility to make certain that he/she understands what is required and that the assigned work is completed on time and to the best of their ability. Proper use of this planner will assist students in organizing their homework, assignments and tests. In general, students in Grades 9 and 10 should average between 1 to 1.5 hour's homework per night. Students in Grades 11 and 12 should average between 1.5 and 2 hour of homework per night. On some occasions such as a night before a test or the weekend before a major assignment is due, the homework load could be heavier.

**EVALUATION INQUIRY:** Students have the right to inquire when they believe that their work has not been accurately evaluated. The inquiry would normally go to the teacher concerned, and then proceed to the Department Head, then to the Vice Principal and finally to the Principal, if not resolved at an earlier stage.

**GRADUATION:** Graduation will be held in June of each year following our Final Summative Evaluation or Final Exam. Students with 22 credits in September will be deemed eligible to graduate. This will be considered their graduation year.

**OVERDUE (LATE) EVALUATIONS:** It is the student's responsibility to submit work in a timely manner. If work is not submitted in a reasonable time frame, the teacher has the option of refusing to grade the work. For example, once the assignment has been evaluated and returned to the rest of the class, the teacher is no longer required to grade the late assignment. Teachers should accept the late assignment in order to provide feedback. Students who habitually submit late work are demonstrating poor Learning Skills. While this behaviour will tend to affect a student's performance, tardiness is not necessarily an indication of poor achievement of the curriculum expectations.

**MISSED EVALUATIONS:** Students who miss an evaluation due to extenuating circumstances are encouraged to meet with their teachers to discuss an alternate date/time for the evaluation.

**CHEATING AND PLAGIARISM:** Students must be made aware of and held accountable for academic honesty. It is academically dishonest to take credit for any work, fact or idea that is not your own, or allow others to do so with your work. Students who cheat or plagiarize will receive a grade of zero (0%) and may be subject to further disciplinary actions by school administration.

**STUDENT'S FINAL GRADE:** The calculation of a student's final grade will be based on evidence of actual achievement of the curriculum expectations. A credit is granted and recorded for every course in which the student's grade is 50% or higher. The final grade for each course will be determined as follows:

- Seventy percent (70%) of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- Thirty percent (30%) of the grade will be based on a final assignment for evaluation administered at or towards the end of the course. This final assignment for evaluation will determine achievement using one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. The final assignment for evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. Should a student not submit the final assignment(s) for evaluation, a grade of zero (0%) shall be assigned for the task. Final exams are to be written as scheduled.

**PROVINCIAL ACHIEVEMENT LEVELS:** Teachers, parents/guardians can be confident that students who are achieving at Level 3 (70-79 %) are well prepared for work in the next grade or course.

<b>Grade Range</b>	<b>Achievement Level</b>	<b>Summary Description</b>
<b>80 – 100%</b>	<b>Level 4</b>	Identifies achievement that surpasses the provincial standard. The student demonstrates the specified knowledge and skills with a high degree of effectiveness. Achievement at this level does not mean that the student has achieved expectations beyond those specified for the grade/course.
<b>70 – 79 %</b>	<b>Level 3</b>	Represents the provincial standard for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness. The student is prepared for work at the next level.
<b>60 – 69 %</b>	<b>Level 2</b>	Represents achievement that approaches the provincial standard. The student demonstrates the specified knowledge and skills with some effectiveness. Students need to work on identified learning gaps to ensure future success.
<b>50 – 59 %</b>	<b>Level 1</b>	Represents achievement that falls much below the provincial standard. The student demonstrates the specified knowledge and skills with limited effectiveness. Students must work at significantly improving learning in specific areas if they are to be successful in the next level.
<b>Below 50 %</b>		Insufficient achievement of the curriculum expectations. A credit will not be granted.

**PROVINCIAL REPORT CARD:** Provincial Report Cards will be issued as per Ministry of Education and School Board Directive. Students, parents/guardians will be notified in advance.

**FULL DISCLOSURE:** Full disclosure means that a formal record will be kept every time a course is taken in Gr. 11 or 12 regardless of the final mark (Ontario Student Transcript). In order to avoid a course and mark showing on a student's transcript, withdrawal from the course must occur in accordance with school procedures and within five instructional days from the issuance of the mid term Provincial Report Card.

**SUSPENDED STUDENTS:** Students that are suspended from school lose the opportunity to be assessed and evaluated by their teachers. Upon their return to school, students must meet with their teachers to discuss an alternate date/time for their evaluation.

**SUMMER SCHOOL:** Applications for summer school are available in the Guidance Office. Students are encouraged to meet with their guidance counsellor to discuss this option prior to submitting their application. Meeting summer school deadlines is the responsibility of the student.

### **CREATING PATHWAYS FOR SUCCESS**

The Ministry of Education Individual Pathways Plan (IPP) will be used to support a student's journey from grade 7 to their post-secondary destination. The IPP on "myBlueprint" will help students explore their interests, abilities and identify their strengths to plan for their initial post-secondary destination. Students will receive support from their teachers, guidance counselors, student success teachers and school administrators in the development of their IPP. Multiple opportunities will be provided to support students in their education and career/life path through active planning that continues with: course selection, curriculum connections and experiential learning within our communities.

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

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

Given this direction, The Greater Essex County District School Board recognizes that some students for a variety of reasons may return for additional credits above and beyond those required for the Ontario Secondary School Diploma (OSSD). Should students plan to return to school beyond the thirty (30) credits required for graduation and exceed the 34 credit threshold, their program of study

may not be in a regular day school program. Students exceeding the 34 credit threshold will be afforded opportunities to achieve credits through:

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

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

### **EXTRA - CURRICULAR ACTIVITY POLICY**

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.

Students who wish to participate in extra-curricular activities are subject to the expectations and standards outlined in the Greater Essex County District School Board policy and that of any policies, expectations and standards found within the governing sport bodies: WECSSAA, SWOSSAA and OFSAA. The criteria for eligibility in extra-curricular activities include the following three areas:

Academics: Although there is not a set academic average to determine eligibility, it is expected that all students strive towards academic success. School administration will review the eligibility of any student failing 1 or more courses. Special consideration will be given to students who have an Individualized Education Plan and Student Success Clients. Review's will be held prior to all major sports season and will be based on the last full Provincial Report Card. For all fall activities, the previous year's results will be used. In the event that a student should achieve success in a summer school course where that student had been previously unsuccessful, the successful result shall be used to determine eligibility. Elementary marks will not be used to determine a student's eligibility in high school.

Behaviour: Student participants must be in good standing (ie. behaviour and deportment etc.) as outlined in the school's student handbook.

Attendance: Unacceptable attendance and lack of punctuality may cause a student to be deemed ineligible. Excessive absences, unexplained absences and truancy will not be tolerated. Student participants must attend school for the entire school day in order to play on game day.

Eligible/Ineligible: If the student has met all three criteria, he/she will be deemed eligible to participate in all organized extra-curricular activities or events for the term. If the student fails to maintain any one of the three criteria, he/she will be declared ineligible for the term.

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.

Spectators: At the present time, the GECDSB has chosen to pause spectators based on direction from the Windsor Essex County Health Unit. This applies to both indoor and outdoor events.

## **PROVINCIAL AND SCHOOL BOARD CODE OF CONDUCT**

The Greater Essex County District School Board's Safe Schools Policy is based on the provincial Education Act and the Ontario Code of Conduct which set clear standards of behaviour for students, staff, parents, volunteers and any other individuals involved in public education. Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour. Progressive Discipline builds on strategies that promote positive behaviours.

Tecumseh Vista Academy Secondary is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents/guardians, teachers and staff have the right to be safe, and feel 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. At Tecumseh Vista Academy - Secondary, we believe that all school members must:

- Respect and follow all applicable laws.
- Demonstrate honesty and integrity.
- Respect differences in people.
- Treat one another with dignity and respect at all times, especially when there is a disagreement.
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability.
- Respect the rights of others.
- Show proper care and regard for school property and the property of others.
- Take the proper steps to help those in need.
- Respect all members of the school community, especially those in a position of authority.
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring technology enabled devices are only used during instructional



time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs.

- Seek help from school staff, if necessary, to resolve conflict peacefully
- Not swear at a teacher or at another person in a position of authority.

#### **ACTIVITIES LEADING TO POSSIBLE SUSPENSION**

A Principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate. Under section 306 of the Education Act, a pupil may be suspended, up to a maximum of 20 school days, for committing any of the following infractions:

- Uttering a threat to inflict serious bodily harm on another person;
- Possession of alcohol, illegal drugs/or, unless the pupil is a medical cannabis user, cannabis; and/or restricted drugs;
- Being under the influence of alcohol, illegal drugs/or, unless the pupil is a medical cannabis user, cannabis, and/or restricted drugs;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- Bullying;
- Any act considered by the Principal to be injurious to the moral tone of the school;
- Any act considered by the Principal to be injurious to the physical or mental well-being of any member of the school community;
- Any act considered by the Principal to be contrary to the Board or school Code of Conduct.

#### **ACTIVITIES LEADING TO SUSPENSION PENDING EXPULSION**

When a Principal believes that a student has committed one or more infractions outlined below on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate, the Principal shall suspend the student. An investigation will ensue. Under section 310 of the Education Act, the following activities will lead to a suspension pending expulsion:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal and/or restricted drugs;
- Committing robbery;
- Giving alcohol or cannabis to a minor;
- Bullying if,
  - i) The pupil has previously been suspended for engaging in bullying, and
  - ii) The pupils continuing presence in the school creates an unacceptable risk to the safety of another person.

- Any activity listed in subsection 306(1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender identity, gender expression, or any other similar factor.
- An act considered by the Principal to be significantly injurious to the moral tone of the school and or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- Any act considered by the Principal to be a serious violation of the requirements for pupil behavior and/or a serious breach of the Board or school Code of Conduct.
- Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction may be considered by the Principal to be a serious violation of the expectations of student behavior and/or a serious breach of the Board or School Code of Conduct that merits suspension pending possible recommendation for expulsion.

### **EXCLUSION**

A Principal can exclude students from attending school and all school related activities. Under section 265 (m) of the Education Act, it is the duty of the principal of a school, in addition to the principal's duties as a teacher:

- Subject to an appeal to the Board to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the Principal's judgment be detrimental to the physical or mental well-being of the pupils.

### **STUDENT SEARCH POLICY**

To maintain proper order and discipline in the school, the Principal and/or Vice Principal, who has reasonable grounds to do so, may conduct a search of a student's clothing, possessions or any area (desk, locker, backpack etc.) where his/her possessions may be stored.

Where there are reasonable grounds to believe that a student is carrying a gun or some other dangerous weapon, or is in possession of, or is distributing an illegal narcotic (including cannabis) OR where there are reasonable grounds to believe that a student is in possession of stolen property, pornographic material or hate literature the Principal and/or Vice Principal may decide to:

- Search lockers and personal property.
- Have the student empty and turn out pockets, remove outer clothing and remove shoes and socks.
- Call in the proper authorities if they deem a more intrusive search is deemed necessary.
- Notify their immediate supervisor and parent/guardian in a timely fashion of the action they have taken.

## **BULLYING AND RACISM: REPORTING AND PREVENTION**

Students have the right to feel safe at school, in your community and online. Students are encouraged to talk to someone they trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor. Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how, you feel out loud, write it down, then get it to someone who can help. Click [here](#). Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

### **If you are the Victim:**

- Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically\*.
- It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).
- If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.
- Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.
- Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.
- Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.
- Keep track of additional information that comes up related to the incident. Report this information to the office right away.
- Your Principal/Vice Principal cannot help if they do not know!
- Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

### **If you are the By-Stander or Supporter:**

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

### **What is Bullying?**

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive

behaviour occurs in a relationship where there is a real or perceived imbalance of power based on factors such as: sizes, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

**Types of Bullying:**

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

Teasing: Teasing can be positive or negative.

Positive Teasing:

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

Negative Teasing:

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

**When Does Teasing Become Bullying?**

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

Click [here](#) for additional fact sheets, tools and resources.

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 6

**STUDENT’S EMERGENCY RESPONSE**

**ACCIDENTS AT SCHOOL:** If a student is injured at school, or on school board property, the student is expected to report the injury immediately to the teacher in charge or to the Main Office. An OSBIE Incident Report will be completed by the supervising teacher. If the Main Office is closed, students are to call 911 and give the name of the school and the location of the injured or ill person.

**ACCIDENTS IN THE COMMUNITY:** If a student is injured in the community, the parent/guardian or student should report the injury to the Main Office so that assistance can be provided when the student returns to school. This includes, but not limited to community sports injuries, concussions etc.

**FIRE DRILL PROCEDURES:** A fire evacuation route is posted in each room. When the fire alarm sounds, students are to leave the building immediately by the designated exit. All doors and windows must be closed by the last person leaving the room. All occupants of the building must evacuate the premises. Once out of the building, students are to report to their designated area where your teacher will take attendance. Students are instructed to stay with their teacher for the duration of the fire drill. School administration will signal “all clear” and instruct students and staff to re-enter the building.

**INCLEMENT WEATHER AND EMERGENCY CLOSING:** On occasion, severe weather may interrupt busing schedules and/or force a school closing. Any decision made that would affect either the bus schedule or the operation of the school is made at the Board level. Do not contact the school. Please listen to local radio or TV stations for direction.

**LOCKDOWN:** When a lockdown warning has been issued, all students and staff are to move from high traffic common areas to classrooms or enclosed rooms. All students and staff are to hide out of line of sight. Doors should be closed and locked and lights should be left on. The use of cell phones is strictly prohibited. Should the fire alarm be activated, staff and students are to remain in their classroom or enclosed room. An announcement over the PA system, by school administration will signal “all clear” and/or provide additional information.

**TORNADO WARNING:** When a tornado warning has been issued, all students and staff are required to immediately move from external classrooms, portables and locations in an orderly fashion to their designated area. Staff and students are to sit on the floor with their backs to the walls. All internal and external doors and windows are to be closed. Staff and students are to sit a minimum of 6 to 10 feet away from external corridor doors or windows. An announcement over the PA system, by school administration will signal “all clear” and/or provide additional information.

### **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.

Alcoholics Anonymous .....	519-256-9975
Alive! Canada .....	519-973-4411 Ext. 3265
BANA/T.H.C. Eating Disorder Hotline .....	1-855-969-5530 (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
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