

# Elmvale District High School



## Student Handbook 2018-2019

Elmvale District High School  
25 Lawson Ave.  
Elmvale, ON L0L1P0  
705-322-2201  
[www.elm.scdsb.on.ca](http://www.elm.scdsb.on.ca)

Dan Macdonald, Principal  
Hillary Glass, Vice Principal

### **EDHS Mission Statement**

As a member of the EDHS family, our mission is to be a community of learners who strive for the highest academic, physical, social and spiritual goals. By working co-operatively to be the best that we can be on a daily basis, we will enrich our school, our community and ourselves.

**AD ALTIORA TENDIMUS  
STRIVE FOR THE HIGHEST**

## PRINCIPAL'S MESSAGE

Welcome, Eagles, to the 2018-2019 school year. As you begin your secondary career, please be sure to enjoy all that it has to offer in the way of curriculum, our house system, school activities, teams, clubs and other wonderful, school and community initiatives. The richness of your school experience is directly influenced by your involvement in school life.

Our EDHS staff is prepared, accessible and committed to supporting positive outcomes for every student. Now is the time for you to follow their advice and learn the skills needed to be successful. Be diligent in your studies and do not hesitate to ask for help when you need it.

As an EDHS student, you are fortunate to belong in one of four houses comprised of students and staff who participate together in activities throughout the school year. EDHS is proud to maintain this long-standing tradition which is unique among Simcoe County's high schools. Many of you will have family who have fond memories of the house system. I myself am a returning Rowdie! Whatever your house, embrace the tradition and community spirit.

It is important that you read this Student Handbook and share it with your parents / guardians. This handbook sets out information and expectations that are important for you to know and follow as a student of Elmvale District High School.



Dan Macdonald  
Principal – Elmvale District High School

## LAND ACKNOWLEDGMENT

In October 2017, the SCDSB approved the practice of a land acknowledgment for board meetings and significant board and school events, as well as a less formal land acknowledgment for daily use in all schools. The following acknowledgment is recited each day as part of the morning announcements. 'Simcoe County District School Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. We acknowledge the enduring presence of First Nation, Métis and Inuit people on this land and are committed to moving forward in the spirit of reconciliation and respect.' The approval of a land acknowledgment follows recommendations of the Truth and Reconciliation Commission's Calls to Action. A land acknowledgment is an act of reconciliation and respect with, and for, the First Nations people of Simcoe County, on whose land we stand. We are proud to share that the SCDSB land acknowledgments were developed in consultation and partnership with local Indigenous partners.

## SCDSB Mission Statement

We inspire and empower learning for life.

## SCDSB Vision Statement

A community of learners achieving full potential.

## Connect with the SCDSB

Website: [www.scdsb.on.ca](http://www.scdsb.on.ca)

Facebook: [www.facebook.com/SCDSB](https://www.facebook.com/SCDSB)

Twitter: @SCDSB\_Schools

Instagram: [www.instagram.com/SCDSB](https://www.instagram.com/SCDSB)

YouTube: [www.youtube.com/SimcoeCountyDSB](https://www.youtube.com/SimcoeCountyDSB)

Emergency Information Line: 1-877-728-1187

## SCHOOL YEAR CALENDAR 2018-2019

[www.scdsb.on.ca](http://www.scdsb.on.ca)

### Secondary Schools Professional Activity Days

Oct. 22, Nov. 23,  
Jan. 31, Feb. 1, May. 3,  
June 27, June 28

### Secondary School Evaluation Days:

Jan. 24-30,  
June 20-26

### Progress Reports

Oct. 11, Mar. 8

### Mid Term Reports

Nov. 15, Apr. 26

### Final Reports

Feb. 15, July 4

### Holidays:

Labour Day - Sept. 3;

Thanksgiving - Oct. 8

Winter Break-

Dec. 24-Jan. 4;

Family Day – Feb. 18;

March Break-

March 11-15;

Good Friday–Apr. 19

Easter Mon. – Apr. 22

Victoria Day - May 20



## Simcoe County District School Board

1170 Highway 26 West  
Midhurst, Ontario  
L0L 1X0

Phone: (705) 728-7570  
Fax: (705) 728-2265  
[www.scdsb.on.ca](http://www.scdsb.on.ca)

<b>House Homeroom Schedule 8:50 – 3:25</b>		<b>Regular Day Schedule 8:50 – 3:25</b>		<b>Assembly Day Schedule 8:50 – 3:25</b>	
8:45 – 8:50	Music 5 Minutes	8:45 – 8:50	Music 5 Minutes	8:45 – 8:50	Music 5 Minutes
8:50 – 9:00	House Homeroom O'Canada and Announcements			8:50 – 9:35	Assembly Period
9:00 - 9:05	Travel time 5 Minutes			9:35 – 9:40	Travel Time 5 Minutes
9:05 – 10:15	Period 1 70 Minutes	8:50– 10:05	O'Canada Announcements Period 1 - 75 Minutes	9:40 – 10:40	Period 1 60 Minutes
10:15 – 10:20	Travel time 5 Minutes	10:05 – 10:10	Travel time 5 Minutes	10:40 – 10:45	Travel time 5 Minutes
10:20 – 11:30	Period 2 70 Minutes	10:10 – 11:25	Period 2 75 Minutes	10:45 – 11:45	Period 2 60 Minutes
11:30 – 12:35	Lunch 65 Minutes	11:25 – 12:30	Lunch 65 Minutes	11:45 – 12:50	Lunch 65 Minutes
12:35 – 12:40	Music 5 Minutes	12:30 – 12:35	Music 5 Minutes	12:50 – 12:55	Music 5 Minutes
12:40 – 1:50	Period 3 70 Minutes	12:35 – 1:50	Period 3 75 Minutes	12:55 – 2:00	Period 3 65 Minutes
1:50 – 2:10	PM Spark 20 Minutes	1:50 – 2:10	PM Spark 20 Minutes	2:00 – 2:20	PM Spark 20 Minutes
2:10 – 3:25	Period 4 75 Minutes	2:10 – 3:25	Period 4 75 Minutes	2:20 – 3:25	Period 4 65 Minutes

## IMPORTANT DATES FOR 2018-2019

### September

First day of classes .....	Sept. 4
School Picture Day .....	Sept. 13
Gr. 9 Welcome Day/Dance .....	Sept. 14
School Council Meeting .....	Sept. 18
Awards Assembly .....	Sept. 26
Terry Fox Run .....	Sept. 27

### October

Fall Fair .....	Oct. 5
Thanksgiving .....	Oct. 8
Progress Reports .....	Oct. 11
Parent/Teacher Interview Night .....	Oct. 18
Professional Development Day .....	Oct. 22
Picture Retakes .....	Oct. 30
Student Council Halloween .....	Oct. 31

### November

Term 2 Begins .....	Nov. 6
Take our kids to work Gr.9 .....	Nov. 7
Remembrance Day Assembly .....	Nov. 9
Mid-Semester Reports .....	Nov. 15

Grade 8 Parent Information Night .....	Nov. 22
Full Disclosure .....	Nov. 22
Professional Development Day .....	Nov. 23
Grad Pictures .....	Nov. 28-30
Fall Music Concert .....	Nov. 29

### December

Semi-Formal Dance .....	Dec. 14
Christmas Activities .....	Dec. 17-21
Christmas Assembly .....	Dec. 21
Winter Break .....	Dec. 24-31

### January

Winter Break .....	Jan. 1-4
Classes Resume .....	Jan. 7
Moratorium begins .....	Jan. 17
In-class Evaluations .....	Jan. 17
Co-op Employer Breakfast .....	Jan. 23
Last Day of Class .....	Jan. 23
Final Exams .....	Jan. 24-30
Professional Development Day .....	Jan. 31

## Semester II

### February

Professional Development Day .....	Feb. 1
Semester 2 Begins .....	Feb. 4
Grade Assemblies 9-12 .....	Feb. 6
Valentine's/Theme Day .....	Feb. 14
Semester 1 Reports Cards .....	Feb. 15
Family Day .....	Feb. 18

### March

Winter Sports Week Begins .....	Mar. 4
Winter Carnival .....	Mar. 7
Winter Carnival Week Ends .....	Mar. 8
Progress Reports .....	Mar. 8
March Break .....	Mar. 11-15
Grad Photo Retake Day .....	Mar. 20
Parent/Teacher Interview Night .....	Mar. 21
Ontario Secondary School Literacy Test Grade 10 .....	Mar. 27

### April

Day of Pink .....	Apr. 10
Term 2 Begins .....	Apr. 12
Easter Activities .....	Apr. 18
Good Friday .....	Apr. 19
Easter Monday .....	Apr. 22
Maple Syrup Concert .....	Apr. 26
Mid-Semester Reports .....	Apr. 26

### May

Professional Development Day .....	May 3
Full Disclosure .....	May 6
EDHS Day .....	May 8
Victoria Day .....	May 20
Spring Music Concert .....	May 23
Prom Night .....	May 31

### June

EQAO Math Gr. 9 Test .....	June 5 & 7
OFSSA Track & Field .....	June 6-8
Athletic Banquet .....	June 11
Co-op Breakfast .....	June 12
Moratorium Begins .....	June 13
In-class Evaluations .....	June 13-14
Grad Breakfast .....	June 19
Final Assembly .....	June 19
Last Day of Class .....	June 19
Final Evaluations .....	June 20-26
Commencement .....	June 27
Professional Development Days .....	June 27-28

### July

Reports available for pick up .....	July 3
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**Insert SCDSB School YEAR CALENDAR 2018-2019**

## **COMMUNICATION FROM ELMVALE**

Our automated attendance system will call home for unexplained absences of students. This system is also used to send home messages and school information.

Visit our school website at [www.elm.scdsb.on.ca](http://www.elm.scdsb.on.ca) and subscribe to receive school news. You can also follow us on twitter @ElmvaleDHS.

## **STUDENT VERIFICATION FORMS/ADDRESS CHANGE**

Verification forms will be sent home the first week of school for parents/guardians to review and make changes if necessary. This information will be used for communication with home, including during an emergency situation, therefore up to date information is important. Changes over the school year in address, telephone number and other pertinent information must be reported to the office.

## **LOCKERS & LOCKS**

Each student will be assigned one locker. Locks are the responsibility of the student. It is recommended you do not share your locker combination to other students. Since lockers are the property of SCDSB, the school reserves the right to enter at any time. The school is not responsible for any loss or damage to the contents of the locker; the student who is assigned the locker is responsible for what is in the locker. You are expected to maintain and to leave your locker in good condition. Please ensure that your locker is cleaned out before your last exam.

## **LOST & FOUND**

The school is not responsible for money or personal belongings brought to school. For this reason, students are strongly discouraged from bringing sums of money or valuables to school. If articles are found on school property, they should be turned into the main office. Check at the main office to see if your lost items have been returned.

## **TELEPHONES**

Students should not be regularly phoned at school. In an emergency, contact the office and staff will locate the student as quickly as possible. Cell phones should not be used in the office or during assemblies for phone calls or text messages. Cell phones should not be used in the classroom without permission from the teacher.

## **ATTENDANCE/ABSENCES**

Regular attendance is vital to academic success. There is a conclusive relationship between attendance and achievement.

- A student under the age of 18 who is absent from school must bring a note from home, signed by parent/guardian, or have a parent/guardian call the school on the day of absence. If the student brings a note, it is to be given to the office. If confirmation of absence is not received within 48 hours, the student will be considered truant.
- Students 18 years or older may write their own notes once the required form is completed. The same limits and tolerances for attendance apply to adult students as they do for students under 18 years.
- Notes for an absence should include the date, an acceptable explanation for the absence and signature.
- Each evening, the automated attendance system will call home if the school has not been notified of the absence by the parent/guardian.
- We strongly recommend that vacations be scheduled during school holidays only. Extended leaves for any reason during instructional time (5 days or longer) must be processed by the Vice Principal and requires 2 weeks' notice. Please obtain the required form from the Main Office.
- Special events such as Fall Fair, Winter Carnival, and EDHS Day occur during regular school days. All students are expected to participate. These events are unique to EDHS and participation is vital to the continuation of these events.

## **LATES**

Arriving to class on time is a demonstration of respect for the school and the classroom teacher who is prepared and ready to begin class. It is expected that students will be on time. All students need to be out of the halls before class begins. Music will be played each morning to signal that classes will begin in 5 minutes.

Students who arrive within the first 35 minutes of class will be recorded as late for attendance purposes. Students who are more than 35 minutes late will be marked as absent from the class but it is expected that they still attend the class for learning purposes. Parent/guardian note for late arrival due to unforeseen/unavoidable circumstances will be accepted at the office and attendance records will be corrected.

If a student has an unexplained late or multiple lates the class Teacher will:

- Counsel student
- Develop a plan to attend and keep academic work up to date
- Contact parent/guardian by phone
- Administer consequences
- Send a letter of concern home to parent/guardian
- Refer to Vice Principal

If a student has been referred to the Vice Principal due to lateness there will be:

- Restricted attendance tracking
- Behaviour agreements
- Parent/guardian meeting
- In school consequences, such as detention
- Suspensions

### **ATTENDANCE – EXCUSED FROM SCHOOL DURING THE DAY**

If a student is to be excused from school during the day (e.g. to go to the dentist), a note, signed by the parent/guardian should be given to the Attendance Secretary or have the sign-out verified by a parent/guardian telephone call. If returning to school, the student should report directly to the office to sign-in.

### **ACCIDENT OR ILLNESS DURING THE SCHOOL DAY**

If you become ill or injured during class time, report to the office immediately. A parent/guardian will be contacted. Report all accidents, however minor, immediately to the office for follow-up.

### **ADULT STATUS:**

A student 18 years of age or older assumes certain legal responsibilities accorded to an adult. The student may sign his/her own report card and notes for absences. **This privilege may be revoked if it is abused.** The school cannot release any information to any party regarding the student without permission from the student. Consent forms allowing release of information to parents are available at the office.



## **ASSESSMENT & EVALUATION**

### **The Ontario Curriculum**

- sets out expectations for student learning in each subject area and at every grade level K-12;
- provides expectations for implications that are inclusive and reflect the diversity of all learners;
- gives our students the most up-to-date knowledge and skills to be successful in the competitive global economy and to be responsible citizens in their communities.

Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course based on learning goals and success criteria. Assessment *for* learning and assessment *as* learning are ongoing with the purpose of collecting and interpreting evidence at different points in time to determine where students are in their learning, where they need to go next and how best to get there. Assessment *of* learning is the process of collecting and interpreting evidence at the end of a learning cycle to assign a mark/grade based on the student's demonstration of the learning goals. Teachers use assessment information to inform instruction.

The purpose of Assessment and Evaluation is to improve student learning:

- valid information about an individual student's demonstrated achievement of the curriculum expectations;
- specific feedback about students strengths and needs
- information based on four levels of achievement and four categories of knowledge and skills (knowledge/understanding, thinking/inquiry/problem-solving, communication and application/making connections)

For further information, please visit the Ministry of Education website, [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

### **REPORTING**

*Secondary school* progress reports are issued in October and March, just prior to student/teacher/parent conferences. Midterm reports are issued in November and April. Final reports are issued in February and June. Interviews to discuss progress may be arranged at any time in the school year.

In addition to a percentage mark, report cards include comments about the student's learning, his/her strengths and suggested next steps. Teachers will also assess each student's learning skills and work habits to provide additional information about student performance.

For more information about reporting, please visit: [www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf](http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf)

### **PROVINCIAL ASSESSMENT**

Assessments are developed and scored by the Education Quality and Accountability Office (EQAO). Each student who completes a provincial assessment receives an Individual Student Report (ISR) which outlines the student's overall achievement. School and board achievement data are used to improve teaching practices and to support student learning. Each school develops a school plan that focuses on strategies to promote successful learning and encourages students to be actively involved in their learning. School-by-school results are available at [www.eqao.com](http://www.eqao.com)

<b>Grade</b>	<b>Assessment</b>	<b>When</b>	<b>Individual, School and Board Reports</b>
Gr. 9	Assessment of Mathematics	Semester 1: Jan.14-25 Semester 2: Jun 5-18	Available in the fall
Gr. 10	Ontario Secondary School Literacy Test (OSSLT) assesses reading and writing skills. The OSSLT is one of the requirements for an Ontario Secondary School Diploma.	Semester 2: March 27	Report indicates whether or not the student successfully completed the assessment. Unsuccessful candidates will receive suggestions for improvement. Students who have been unsuccessful at least once are eligible to take the Ontario Secondary School Literacy Course (OSSLC). The OSSLC is a full-credit, non-compulsory Grade 12 course that is offered as part of the English program. Students who successfully complete the OSSLT or the OSSLC have met the literacy requirements for graduation.



## **FINAL EVALUATIONS**

**Semester One: January 24-January 30, 2018**

**Semester Two: June 20-27, 2018**

Final evaluations will occur for all courses at the end of each semester, in January and June. Vacations and jobs should not be booked during this time.

Final evaluations, examinations or summative assessments occur during the last three weeks of a course during class time and in the final week of a semester. All students must take part in end of semester evaluation activities. Failure to participate will result in a zero, except for the following board designated situations: illness, funeral attendance, court date, or a previously approved educational opportunity. All allowable reasons for absence require appropriate documentation.

The Vice-Principal will do rescheduling of missed examinations/evaluations due to allowable reasons. In the event of inclement weather, or an emergency, when the buses do not run, the evaluation scheduled for that day will be written the next day. The remainder of the schedule will be moved forward to accommodate the change. In-class evaluations are considered to be final evaluations and as such have the same requirements.

## **ACADEMIC HONESTY**

At the beginning of each course, teachers will outline the course and/or subject specific expectations of documentation and assignment submission procedures as well as review the definition of plagiarism and the consequences. Plagiarism is the act of intentionally, or unintentionally, using or passing off someone else's words, ideas or images as your own. Academic honesty demands that any information or ideas borrowed from any source must be cited. Any student found plagiarising may receive a mark of "zero" on the assignment and will risk school consequences.

## **ASSIGNMENT DEADLINES**

- deadlines for assignments or other tasks will be communicated to students well in advance of the due date
- students may, under some circumstances, negotiate due dates with teachers
- Students who do not submit assignments on time may be referred to Student Success or Resource and to complete assignments at lunch.

## **ASSIGNMENT MISSED DUE TO EXCUSED ABSENCE:**

In the case of an absence, it is the student's responsibility to provide a note to the teacher from parent/guardian with a legitimate reason. It is the student's responsibility to obtain and complete all the missed work and arrange a make-up plan with the classroom teacher prior to absence for planned absences such as field trips, athletic events, medical appointments, parent-approved absences of less than four days and on the day of return to school for unplanned absences such as illness.



## **AIM TO BE A BIGGER PART OF THE EDHS COMMUNITY!**

### **As a community of learners:**

- we recognize that the family is the basis of a stable community;
- we must always be respectful of our effect on the environment;
- we realize that people are our greatest resource and as such must be treated with respect and courtesy;
- we nurture the development of social conscience both locally and internationally by obeying the laws of the land and by recognizing the rights and needs of others;
- we strive to encourage pride in our work and the self-discipline to do a job to the best of our abilities;
- we learn and apply the skills of literacy and numeracy, analytical processes, technical analysis, computer technology and organizational strategies;
- we will grow to be independent, adaptable learners in a life-long process;
- we encourage entrepreneurial activity that evolves from critical thinking and creative risk taking;
- we create an environment where self-confidence and self-respect are nurtured;
- we acknowledge that to maintain a well-balanced lifestyle;
- we participate in fulfilling leisure time and fitness activities, and
- we embrace a sense of humour as an emotional necessity and something we all share.

### **STUDENT COUNCIL EXECUTIVE 2018-2019**

President .....	Ashley Cochrane
Vice-President.....	Tia Siera Tsing
Communication Officers .....	Meg Faye/Crystal Tsang
Secretary.....	Nicole Johnston
Treasurers .....	Rachael Ozerkavich/Sophie Garside
Social.....	Keirra Gutierrez/Brianna Steele
Liaison.....	Grace Cormier
Equity.....	Michael Blue Dunlop/Hannah Kelly

### **STUDENT ATHLETIC ASSOCIATION 2018-2019**

Braedan Allen  
Carmen Avery  
Tracy Duguay  
Emily Lombard  
Kinsey Moon  
Jordan Nagel  
Natalie Schors  
Taela Ritchie  
Anna Reive  
Alicia Spence

### **ACTIVITY AND STUDENT FEES**

Students are not charged fees to participate in regular day school program. Fees may be charged where the student chooses to upgrade program materials or where purchasing program materials are optional. (e.g. field trips, workbooks, upgrading materials in courses such as constructional technology, foods and visual arts). Certain optional courses that provide enhanced/enriched programs may require additional fees.

Students are expected to come to school ready and willing to participate actively in their own learning. Students are expected to bring materials with them for their own personal note-taking (e.g. pencils, pens, paper and binders).

Student cards will be \$30.00 for the 2018/19 school year. These cards include, but are not limited to, the benefits of participating in extra-curricular activities (including athletic teams, clubs, school dances, PROM, and other student activities through Student Council and the Student Athletic Association). Students involved in extra-curricular opportunities will be made aware of any additional fundraising obligations or participation fees prior to making a commitment to participate. No student will be excluded from a field trip or school activity because they can't pay. Parents should notify the school office if support is needed.

## **ASSEMBLIES**

Assemblies are an important part of high school. During the course of the year, there will be a number of assemblies. Attendance will be taken at the beginning of the class and students will be called to the assembly by an announcement. Students are to leave their books and backpacks in the classroom. The teacher will lock the door. Students should proceed to the assembly with their teacher. While in the assembly, students will be courteous and respectful to all participants and staff members in the assembly. Hats are not to be worn, cell phones and other electronic devices must be off and away. Immediately after the end of the assembly students are to meet their teachers at their classroom to resume the class or to collect their belongings and proceed to their next class.

## **BULLYING PREVENTION & INTERVENTION**

Providing students with an opportunity to learn and develop in a safe and respectful society is a shared responsibility in which school boards and schools play an important role. Bullying prevention and intervention strategies foster a positive learning and teaching environment that supports academic achievement for all students and helps students reach their full potential. Staff, students and parents work together to implement bullying prevention and intervention plans in their schools.

Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, 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. Bullying will not be accepted on school property, at school-related activities, on school buses or in any other circumstances (e.g. online). Schools use a progressive discipline approach and may use a range of interventions, supports and consequences when bullying behaviour has occurred, with a focus on improving behaviour. Bullying is on the list of infractions for which suspension must be considered. More information can be found at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Parents' and 'Safe and Healthy Schools'.

## **BUS TRANSPORTATION**

The Simcoe County Student Transportation Consortium (SCSTC) coordinates the safe and efficient home-to-school transportation for more than 34,000 students—21,000 from the SCDSB. The role of the SCSTC includes contracting bus and vehicle operators on behalf of the SCDSB and the Simcoe Muskoka Catholic District School Board. SCDSB transportation policies can be accessed online at [www.scdsb.on.ca](http://www.scdsb.on.ca) by searching 'transportation of students'. For SCSTC policies and procedures related to student transportation eligibility, stop locations, bus cancellations and more, please visit [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca). The SCSTC coordinates home-to-school transportation for students who are eligible for transportation. Students who reside within a designated walking zone for their home school are not eligible for transportation (unless otherwise qualified by policy). Parents/guardians are responsible for their child's safe arrival at the school when they reside within the established walk zone. Transportation eligibility can be confirmed through the SCSTC website <https://scstc.ca> under 'Am I Eligible for Transportation?' Pick up/drop off location change requests can only be made through your school. The school principal will contact the SCSTC regarding change requests.

**Rider safety:** All students need to be safe while riding school vehicles. The bus driver has full charge of the vehicle and students must follow their instructions. For discipline issues, school vehicles are considered an extension of the classroom. Students are responsible to the school principal, through the driver, for their behaviour on a school vehicle. If students don't follow safety guidelines and/or listen to the driver, they may not be allowed to ride the bus. In some situations, the board may put video cameras on school buses. These systems are installed in accordance with the SCDSB Surveillance Guidelines to enhance the safety and security of students and staff, to protect property against theft and vandalism and to aid in the identification of individuals who endanger the health, well-being or safety of school community members. For safety and insurance reasons, students are not permitted to ride on school vehicles other than the vehicle they have been assigned.

**Weather-related school vehicle cancellation procedures:** Student safety is always the priority. During pre-dawn hours, the SCSTC and their contracted school vehicle operators review weather and road conditions throughout Simcoe County to determine if school vehicle cancellations are required. School vehicle cancellations are confirmed and communicated between 6 and 6:30 a.m. School vehicle cancellation information is:

- posted on the SCTSC website, [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca)
- announced via the SCSTC Twitter account @SCSTC\_SchoolBus
- Additionally, local radio stations and other media outlets are notified.
- When school vehicle service is cancelled in the morning, the decision remains in effect for the entire school day. Schools remain open for student learning.
- Please be aware of your school's weather zone, as well as your child's bus number and bus company name. **EDHS IS IN THE NORTH ZONE.** School vehicle cancellations may:
  - be specific to a single weather zone
  - include multiple weather zones, or
  - apply to all Simcoe County weather zones

On rare occasions, transportation may be cancelled mid-day due to rapidly deteriorating road and weather conditions. In this situation, students will remain supervised at school until it is safe for parents to pick them up. At all times, the safety and well-being of your child is our main priority. School closures are rare. This decision is made by the Director of Education in consultation with school and board staff. Any closures are posted online at [www.scdsb.on.ca](http://www.scdsb.on.ca) and school websites, and sent to the local media.

### **CAFETERIA**

Whether you use the cafeteria as a place to eat, do homework, or simply sit and relax, you are expected to be reasonably quiet and to keep it clean by using the recycling and trash containers provided. Cooperation is expected. Be considerate of others who will be using the cafeteria after you. Failure to comply with these expectations may result in school consequences. All food should be consumed in the cafeteria. It is expected that staff and students will make every effort to keep our school and school property clean and free from litter.

### **DANCES**

The students, staff and administration of Elmvale District High School acknowledge that safe, orderly school dances held on school property are an important and enjoyable feature of school life.

- Dances will commence promptly at 7:00 and finish promptly at 10:00. Special start and stop times will be arranged for the Semi-formal and the Prom.
- The doors to the dance will be locked at 8:00 p.m. Only EDHS students with a Late Pass signed by a School Administrator may be admitted after the doors are locked. Once a student leaves the dance, he/she will not be allowed to re-enter.
- An EDHS student may sign-in one guest. Guest passes for non-EDHS students will be available on the day of the dance prior to 12:30 p.m. EDHS students must provide the name of the guest parent/guardian information including a contact number for the evening of the dance as well as the current school the individual is attending. The school administration reserves the right to limit the total number of guest passes issued and to refuse admission to any potential guest.
- The guest must arrive at the dance accompanied by the EDHS student host.
- All EDHS students must present a current EDHS Student Card when entering the dance. All guests must present a valid photo Student Card from their current school.
- All students and guests must be willing to have backpacks, gym bags, purses, jackets etc. searched at the door prior to admission. Coats, backpacks and gym bags are to be stored in the designated area. The school is not responsible for lost/stolen articles. Students are encouraged to leave valuables at home. Students will not be permitted to go to their locker.
- Ontario Provincial Police will be on duty during a dance. EDHS students attending a school function under the influence of drugs or alcohol will be suspended according to current school board policies and will have further dance privileges suspended for the remainder of the school year and may lose their ability to attend Prom. Students from other schools may also be subject to sanctions from their home school. Criminal charges or other provincial charges may also be laid by the police. An EDHS student whose guest does not follow school rules will lose the privilege of bringing any guests to dances for one full year.
- Food and drinks are not allowed in the gymnasium.
- Smoking is not permitted anywhere on school property at any time.
- Students and guests are to conduct themselves in a safe and respectful manner at all times.



## There are lots of ways to dress for school...



**...but there are a few things that aren't okay.**



**Exposed  
underwear**



**Spiked or chained  
accessories**



**Offensive or  
inappropriate content**

Our board's dress code is one way that we embed the principles set out in the SCDSB and Ministry of Education documents, Caring and Safe Schools in Ontario, and Equity and Inclusive Education to ensure safe, inclusive and equitable learning environments for all of our students. In SCDSB schools, we believe that students should be able to learn in a safe and caring space that is free of bias and discrimination. When making choices about what to wear to school, we respect your individuality. To ensure that our learning environments are safe and respectful spaces, our board has consulted with students and staff to develop this set of shared standards for student dress. Your clothing cannot pose a safety concern or conceal your identity. Note that exceptions are granted to students who wear head coverings or other garments/objects for the purposes of religious observance, medical or sensory needs, or other reasons protected by the Ontario Human Rights Code.

## **SAFETY**

### *School Safety Practices*

We'll always take whatever precautions are necessary to keep our schools and students safe. Our safety practices include:

**First aid equipment and training:** Each school has a minimum of one staff member who is trained in first aid. Additionally, all schools are equipped with Automated External Defibrillators (AEDs).

**Visitors:** All visitors are required to sign in at school offices and wear visitor identification. Even regular visitors, like school volunteers, must sign in. Elementary school doors are locked during the school day, so visitors must use the intercom system to gain entry to the building.

**Criminal record checks:** All staff and volunteers are required to complete a criminal record check with vulnerable sector screening before working with students. Should you wish to join our team of volunteers, please contact the school at any time during the year. All drivers transporting students must file a Volunteer Transportation Authorization Form in the office, in addition to the Criminal Records Check. Students who travel with volunteer drivers must fill out a Passenger Permission Form signed by a parent or guardian if they are not 18 years old, and submit it to the office at least 24 hours before the event. **Student drivers must not transport other students in their vehicle**

**Police partnerships:** The SCDSB has positive relationships with our various local police forces. Each school's School Resource Officer is an important part of the school team. School Resource Officers help our schools be proactive by presenting at assemblies, working with classes and groups of students, being available to answer questions, providing guidance and acting as a liaison with the local police if an issue arises.

**Safe Schools Reporting Tool:** The SCDSB has an online safe schools reporting tool. It is available on school websites and at the bottom of the SCDSB website under 'Helpful Links'. Students and parents can use this tool to submit a report online if they witness a student engaged in inappropriate behaviour such as bullying, drug use or vandalism. Students are still encouraged to speak to a trusted adult at school or home if they have any concerns. This form isn't a substitute for having a discussion with your teacher or principal, but provides another avenue to start that conversation.

### *Emergency procedures help keep students safe*

**Fire drills and evacuation plans:** All schools have evacuation plans, which include a designated evacuation site. Schools practice their evacuation plan throughout the year during regular drills.

**Shelter in place:** Shelter in place is used when there is an environmental or weather-related situation, like a chemical spill outside the building or a major storm. During a shelter in place, activities will continue inside the school, but students and staff will not be allowed to leave the building. The ventilation system may be shut off.

**Hold and secure:** A hold and secure is used when there is a situation taking place in the community that is not related to the school, like a bank robbery nearby. A hold and secure is usually initiated by police. During a hold and secure, activities continue inside the building, but all exterior doors are locked and no one is allowed to enter or exit the school.

**Lockdown:** A lockdown is used when there is a major incident or a threat of violence related to the school. A lockdown can be initiated by police or by school staff. During a lockdown, students and staff will go to secure areas, away from doors and windows. Interior doors are locked, lights are shut off and blinds are drawn. Students and staff remain quiet. Schools practice lockdown drills at least twice per year. In the unlikely event of an actual lockdown, police ask that parents do not go to the school. Information will be communicated through the school board social media sites ([www.facebook.com/SCDSB](http://www.facebook.com/SCDSB) and [www.twitter.com/SCDSB\\_Schools](http://www.twitter.com/SCDSB_Schools)), on [www.scdsb.on.ca](http://www.scdsb.on.ca) and through local police and media.

**Bullying prevention and intervention:** Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at one or more people. Bullying is intended to cause - or should be known to cause - fear, 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. In contrast to bullying, conflict is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It is usually an inevitable part of a group dynamic and both parties have power to influence the situation.

Bullying is not accepted on school property, at school-related activities, on school buses or in any other circumstances that could impact the moral tone of the school, including online and via other forms of technology. Staff, students and parents work together to implement bullying prevention and intervention plans in their schools. Schools use a progressive discipline approach and may use a range of interventions, supports and consequences when bullying behaviour happens, with a focus on improving behaviour. Bullying is on the list of infractions for which suspension must be considered. More information can be found at [www.scdsb.on.ca](http://www.scdsb.on.ca).

### **FIELD TRIPS**

SCDSB and EDHS Student Standards of Behaviour apply to all field trips, athletic competitions and other student activities. In general, students should travel to and from activities by school bus or mode of transportation arranged by the teacher and approved by the Principal. Any exceptions must be approved by the Principal at least 24 hours in advance upon receipt of written request/permission from the parent or guardian (or the 18-year-old student).

### **DRIVING TO A SCHOOL ACTIVITY**

Student drivers may not transport other students in their vehicle. All other drivers transporting students must file a Volunteer Transportation Authorization Form in the office, in addition to providing a Criminal Record Check. Students who travel with volunteer drivers must fill out a Passenger Permission Form signed by a parent or guardian if they are not 18 years old, and submit it to the office at least 24 hours before the event.

Students wishing to be picked up or leave an off-site activity, which varies from the supervising teacher's plan, must bring a note from their parent/guardian outlining the request. The Principal or Vice Principal will sign the request and a copy will be kept in the main office. The supervising teacher will receive the request. The request must be prior to the day of the trip.

No eligible student will be excluded from a field trip due to extenuating financial circumstances. In such cases, the Principal shall arrange financial assistance or alternative financial arrangements.

### **FIRST NATION, MÉTIS AND INUIT ANCESTRY: VOLUNTARY, CONFIDENTIAL SELF IDENTIFICATION:**

Are you of First Nation, Métis or Inuit Ancestry? If so, you are invited to participate in our Voluntary, Confidential Self Identification process. The SCDSB is collecting First Nation, Métis and Inuit Self Identification data to support student achievement, reduce gaps in student achievement and promote high levels of public confidence. Disclosing First Nation, Métis and Inuit ancestry is completely **voluntary** and **confidential** and **NO** proof of ancestry is required. Information collected is used to inform program planning that is relevant for First Nation, Métis and Inuit learners. Please contact Student Services.

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY:**

#### *Notice of routine collection and use of student personal information*

The purpose of this notice is to make you aware of how the SCDSB and your school use the personal information you provide to us, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The MFIPPA is a law that sets guidelines that schools and district school boards must follow when collecting, using and/or disclosing students' personal information. Under this Act, personal information refers to recorded information about an identifiable individual.

The Education Act sets out duties and powers of the board. It authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education, as required. In addition, the information may be used to attend to matters of health and safety or discipline.

The Act requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress through school in Ontario, and follows students when they transfer schools.

The Ontario Student Record Guideline sets out how OSRs are to be managed and the SCDSB adheres to the OSR Guideline. Under the MFIPPA, personal information may be used or disclosed by the SCDSB:

- for the purpose for which it was obtained or a consistent purpose (a purpose consistent with the reason collected)
- to board officers or employees who need access to the information in the performance of their duties, if necessary, and proper in the discharge of the board's authorized functions
- to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency
- to report to the Children's Aid Society regarding child protection matters, in accordance with the law in compelling circumstances affecting health or safety of staff or students

*For further details, go to the SCDSB website, then search 'access and privacy'.*

Please be aware of the following routine uses and/or disclosures of student personal information so that you may express any concerns you may have regarding the release and sharing of the information:

1. Secondary schools receive assessment information from elementary schools to help prepare an appropriate program for each student. To support continuous improvement of the school program for all students, the school shares information about student progress with the elementary school.
2. Student addresses may be given to the Simcoe County Student Transportation Consortium (SCSTC) and the contracted bus company to administer the Board's contracted bus program.
3. The media may photograph students and write about student events. The information may also be used in the school's communication plan to share newsworthy events. Information is gathered by the media with consent of the parent or student. In addition, student names and/or photographs may be printed in school programs or publications.
4. Phone numbers will be used to create telephone lists for emergency procedures, safe arrival programs and to permit contact of parents for school related activities requiring parent involvement.
5. Parents/guardians/adult students are asked to complete medical/health forms to prepare SCSTC staff and/or medical emergency staff to respond to an emergency. Student health numbers are not collected but you may be invited to volunteer the number in advance of field trips to facilitate the provision of health services.
6. Student work, including student names, may be displayed in a school or at external school related events. Birthdays may be announced in the school or the class. Class lists with student first names and last initial may be distributed to parents to address greeting cards/invitations.

**GUIDANCE/STUDENT SERVICES:**

**Course Selection & Supports:** It is important that all students consider their options and make informed decisions when selecting their timetable. Some timetable changes may be possible, but not guaranteed. Students are reminded that they are to continue attending classes until an appointment can be arranged. Attendance, effort and attitude are connected to academic success. If you have any questions regarding courses selection and changes, please make an appointment with a Guidance counsellor.

COURSE LOAD & CHANGES		
Grade	Course Load	Changes
9,10 & 11	All students must take 8 courses.	Change by end of first 3 weeks of each semester.
12	If a student has achieved 24 credits, he or she may have 6 courses on their timetable. A reasonable, graduating course load is expected. A student who wants to carry only 2 courses on their timetable in one semester and therefore become a part-time student can do so only with the Principal's permission	Change by end of first 3 weeks of each semester.

Course changes must be done through Student Services. For any student wishing to drop a course there is a special form that must be signed by all parties concerned, including the Principal. The course will not be dropped from the student's schedule until the drop form has been successfully processed by Student Services. Students are expected to attend the class until it has been officially dropped. Failure to attend will result in the recoding of unexplained absences.

**Community Involvement Hours:** Students must complete a minimum of 40 hours of volunteer, community involvement activities as one of the requirements for graduation with an Ontario Secondary School Diploma. The aim of this requirement is to encourage students to develop both civic responsibility and a desire to play a role in strengthening their community. Students are permitted to begin accumulating community involvement hours in the summer before they enter Grade 9. For a list of eligible and ineligible activities and for the form that is to be used to document community involvement activities, please visit [http://scdsb.on.ca/student-street/community-involvement/.](http://scdsb.on.ca/student-street/community-involvement/)

**Counselling:** Meet with an EDHS Guidance Counsellor regarding course selections, career planning, study habits, educational opportunities, tutoring and personal concerns. Student Services is open from 8:30 a.m. until 3:45 p.m. Appointments can be made in Student Services anytime.



## **HEALTH AND WELLNESS**

At all times the safety and well-being of students is our main priority. Students sometimes become ill at school or are involved in an accident. Depending on the nature of the injury, parents will be called. Emergency contact numbers must be provided to the school as they will be used in the event parents cannot be contacted.

**Health Information for Teens:** The Simcoe Muskoka District Health Unit offers health information for teens by phone and website. Call 705-721-7520 or 1-877-721-7520 and speak one-to-one with a public health nurse or visit

<http://www.simcoemuskokahealth.org/Home.aspx> .

**Kids Help Line:** Most students will talk to their parents, other family members, teachers and friends about things that are bothering them. While we hope that students can get the support they need from this circle, on occasion, some students might like to talk with an objective person that is not involved in their day-to-day lives. The Kids Help Line at 1-800-668-6868 or [www.kidshelpphone.ca](http://www.kidshelpphone.ca) is a 24/7, free, professional counselling service for children and teens.

**Kinark Counselling:** Once a week we have a counsellor from Kinark attend EDHS to talk with students in need. We also have access to a mental health nurse and board social worker. Referrals can be made through Student Services or Administration.

**Food allergies:** To ensure a safe environment for all students, please do not send any peanut or nut products to school. Read ingredients carefully and check with teachers before sending treats for any special occasions. Please be aware that there may be different allergies in a classroom which might mean other items may not be brought in. Your classroom teacher will make you aware if this is the case. Many schools implement 'Reduce the Risk' programs to support students with potentially life-threatening food allergies. Your co-operation is essential and greatly appreciated.

**Prevention of illness at school:** Sickesses can spread quickly at school. If your child is sick, please keep them home. To help stop the spread of illnesses, staff and students are advised to cough or sneeze into their arm or a tissue and wash their hands before eating and after using the washroom and coughing or sneezing. Notify the school when your child is absent due to a communicable disease. Some of these illnesses must be reported to the Simcoe Muskoka District Health Unit. Fact sheets and brochures are available at [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

**Hand hygiene:** The single most important thing anyone can do to control infections is to keep their hands clean. Students and staff should:

- wash hands with soap and water for at least 15 seconds
- rub all parts of the hands and wrists with soap and water including in between fingers and under the fingernails
- use alcohol-based hand rubs when access to running water is limited

**Medication in school:** Requests for school staff to give medication to students must be made through the principal. A special form is needed and is available at the school office. Parents must take the form to the doctor for authorization of the medication and the dosage to be given. Parents are required to sign the form and bring it to the principal to discuss the procedure. Administration of short-term medications such as cold remedies, antibiotics and pain relievers is also governed by this procedure. All medication, with the exception of EpiPen and asthma inhalers, will be kept locked in the office, and must be in its original labeled container. Please notify the office of any changes in the dosage, which your doctor has authorized.

**Smoke-free school grounds:** Tobacco products are not permitted on school grounds by anyone, anywhere, anytime. Schools and school boards are required by law to ensure that school property is 100% smoke free 24 hours a day, 7 days a week, 365 days a year. The SCDSB has extended this ban to include smokeless tobacco, e-cigarettes, vaping devices, smoking alternatives and all other tobacco industry products. More information is available at [www.scdsb.on.ca](http://www.scdsb.on.ca) by searching 'smoke free'.

**Immunization:** Vaccines are a safe and effective way to prevent many life threatening diseases. It is important to get all vaccines in the recommended schedule to provide the best possible protection. When registering for school, parents are required to provide the health unit with proof of completed immunization against tetanus, diphtheria, polio, measles, mumps and rubella, or with the appropriate documentation if they choose not to have their child immunized. It is important to contact the health unit each time your child receives immunization(s) from your health care provider so their record at the health unit can be updated. Students who do not have up-to-date immunization records or a valid exemption on file at the health unit may be suspended from school.

Update your child's record using the secure online form at [www.simcoemuskokahealth.org/immsonline](http://www.simcoemuskokahealth.org/immsonline), or call the Simcoe Muskoka District Health Unit at 705-721-7520 or 1-877-721-7520.

### **Rowan's Law (Concussion Safety)**

In March 2018, Bill 193, Rowan's Law (Concussion Safety), 2018 received Royal Assent in Ontario. The Act imposes various requirements on sport organizations, including school boards, related to concussion awareness, prevention and removal from/return to sport guidelines. Rowan's Law was enacted in memory of Rowan Stringer, an Ontario student and high school rugby player who died as a result of concussion-related injuries. Ontario is the first province in Canada to enact concussion-related education.

The Act also designates an annual Rowan's Law Day on the last Wednesday of September. The first Rowan's Law Day will take place on September 28, 2018. As part of the day, concussion education modules will be presented to junior, intermediate and senior level students in the SCDSB. Concussion safety will be highlighted and recognized at all schools through an educational campaign based on awareness, management and the prevention of head injuries.

**Dental care:** The Simcoe Muskoka District Health Unit has two no-cost dental programs for eligible children 17 and under - the Children in Need of Treatment (CINOT) program and the Healthy Smiles Ontario (HSO) program. CINOT treats the urgent dental needs of children and youth whose families cannot pay for a dentist. HSO offers a full range of dental services, including checkups, cleaning, fillings and more. To find out more about the programs, eligibility requirements and how to make an appointment, call the health unit at 705-721-7520 or 1-877-721-7520 or visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

**Allergies & Use of Scented Products:** To ensure a safe environment for all students, do not send peanut/nut products in lunches and/or snacks. Read ingredients and check with supervising teachers before sending edible treats for any special occasions. Many schools implement "Reduce the Risk" programs to support students with potentially life threatening food allergies. Your co-operation is essential.

Some staff and students have a heightened sensitivity to chemical odours. To ensure a safe environment for all, it is necessary to not use scented products.

**GYMNASIUM:** The gymnasium is used extensively for physical education classes, intramural activities, inter-school competitions, commencement, musical and theatrical productions, dances and assemblies held frequently throughout the school. **NO food or drink should be taken into the gym.** Clean shoes are required for all activities in the gym to help maintain a safe playing surface.

## **HOMEWORK**

SCDSB Policy 4106, Homework: Activities to Support Student Learning, establishes that homework is:

- Assigned in a purposefully planned manner directly related to classroom instruction and the Ontario Curriculum expectations;
- An engaging and relevant learning activity that can be independently completed by the student;
- Differentiated by student strength and needs;
- Inclusive of meaningful teacher feedback; and,
- Sensitive to scheduled holidays and days of significance.
- SCDSB policies are posted at: [www.scdsb.on.ca](http://www.scdsb.on.ca)

## **HONOUR ROLL**

Defined as 80% and Higher

- Grade 9 and 10 Year Honour Roll is calculated including all subjects.
- Grade 11 Year Honour Roll is calculated using 7 best credits
- Grade 12 Year Honour Roll is calculated using 6 best credits.

## **HOUSE SYSTEM**

One of the unique and positive aspects of EDHS is the House System. All students will be assigned to a house, which they will remain in throughout their high school career. The four houses are Blizzard, Rowdies, Pirates and Trojans. Participation in your house activities and house homeroom will result in points, trophies and plenty of fun. Get involved.

## **INTRAMURALS**

Intramural activities are an integral part of student life at EDHS. Students usually compete on a team comprised of members of the same "house". Points are tallied each year with prizes for the top ranked house in the school. These activities are usually conducted during the lunch period so that **all** students are able to get involved.

## **LIBRARY RESOURCE CENTRE**

Your Library Resource Centre invites you to come in and learn before/after school, during spare periods and at lunch. Please note the following:

- Book loans are for 2 weeks.
- Up to 10 items are allowed on your card at one time.
- Fines are 10 cents per day per item. Failure to settle these may result in suspension of library privileges and/or progressive discipline.
- No food or beverages are permitted in the library.

## **LINK CREW**

Students helping students! Through the Link Crew, senior students support grade 9 students in their transition year to secondary school through a variety of activities.

## **PARENT INVOLVEMENT**

Parents play a key role in their children's education – In fact, they are their child's very first teacher. Parents' attitudes towards learning can influence and shape how their children view education, as well as their own capacity to learn.

There are many ways parents can support and encourage their children's learning:

- Instill confidence in your child that he/she is capable of learning
- Encourage your child to seek help when she/he doesn't understand something
- Share suggestions and input with your School Council, school Principal and child's teachers
- Talk to your school Principal or Vice Principal to find out about more involvement opportunities

### **POSTERS**

All posters must relate to approved school purposes only. They must be initialled by the Vice Principal before posting and must be removed promptly after the event.

### **POLICE/SCHOOL PROTOCOL**

Developed by the Joint Safe Schools Task Force representing local school boards, community members, school councils, and municipal and provincial police services, the Police/School Protocol strengthens existing practices and applies a consistent approach to policies throughout all jurisdictions. The Protocol follows Ministry of Education guidelines and includes information about the roles of school boards and police services, prevention programs and investigative procedures. Available in every school, the document also outlines a Violent Incident Emergency Response Plan. School administrators and police have customized this plan for every school and regularly oversee emergency response drills to ensure high levels of preparedness in the unlikely event that a violent incident occurs. Our schools continue to be safe environments for students and staff. Practicing a prepared plan is one more component of a proactive, preventative and thoughtful approach to enhancing safe schools. The Emergency Response Plan emphasizes that students have a responsibility to respond quickly to the direction of staff during a crisis situation and requires that any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. Parents and guardians are expected to reinforce these expectations with their children.

### **REPORTING CHILD ABUSE AND NEGLECT**

The Ontario Child and Family Services Act (CFSA) provides a range of services for families and children, including children who are, or may be, victims of child abuse or neglect. The Act promotes the best interests, protection and well-being of children. The Act states clearly that members of the public, including professionals who work with children, have an obligation to promptly report to a Children's Aid Society if they suspect that a child is or may be in need of protection. For more information, visit the Ontario Association of Children's Aid Societies online at [www.oacas.org](http://www.oacas.org).

### **RESTRICTED USE ITEMS**

Serious concerns have surfaced about the hazards of laser pointers, particularly with respect to the potential damage they may cause to eyes. Laser pointers, skateboards, roller blades, and scooters are not to be used on school property.

Cell phones, pagers, computers, ipads, and similar devices are not to be used in the classroom unless pre-approved by the teacher for curricular use. EDHS does not accept responsibility for student-owned electronic equipment. Progressive discipline will result for improper use of electronic equipment by students while on school property and when off school property if the student's actions negatively affect school culture.

### **SCHOOL COUNCIL**

We invite parents to become actively involved in EDHS through participation on School Council. This is an excellent way to enhance communication between school and home, and to represent the voice of EDHS parents about a variety of school-based topics and issues. EDHS School Council members do not directly participate in fundraising. Please consider joining this group of dedicated individuals who are committed to EDHS students, the school, and our broader school community. The School Council consists of parents, the school Principal, a school staff member and a student representative. Meetings take place four to five times per year. Our first meeting will be held on Tuesday, September 18, 2018 at 6:00 p.m. in the school library.

### **STUDENT ACTIVITY CARD/PHOTO ID**

All students are encouraged to purchase an EDHS Activity Card. This card identifies that you are a student at Elmvale District High School. It is required that all students participating on school teams, becoming a member of school clubs, attending school functions including Semi-Formal and Prom. The card is also required to purchase tickets for school sponsored events such as games, dances and the semi-formal. Your EDHS Student Activity card may also give you a discount at a number of local businesses.

### **STUDENT ACCIDENT INSURANCE**

All students must have one of the following before being permitted to participate in extra-curricular activities:

- student accident insurance - this can be purchased through Reliable Life Insurance Company. The minimum plan, Bronze, offers 365 days of 24-hour coverage.

- extended health and dental plan (i.e. employer group benefits).

All students participating in a field trip outside the province or country must purchase student accident insurance or be covered by an extended health and dental plan. The Platinum travel plan through Reliable Life Insurance Company would meet this requirement.

Reliable Life Insurance Company contact information: 1-800-463-5437 or [www.insuremykids.com](http://www.insuremykids.com)

### **STUDENT PARKING**

Parking at EDHS is a privilege, not a right. As such, this privilege can be revoked for a period of time at the discretion of administration based on student conduct. Students must exercise extreme care when entering and exiting the parking lot and are expected to follow signage. Cars may be towed away if illegally parked. All the rules of the road apply: It is expected all drivers will drive safely and slowly on school property. Please note that the school is not responsible for the vehicles or their contents.

- Student parking is restricted to the west lot only. Parking is not permissible on neighboring streets.
- Licensed motorcycle parking is permissible on the concrete pad by the recycling station. Licensed snowmobile parking is permissible at a designated area as conditions allow.

### **SPECIAL EDUCATION**

For information about Special Education programs and services, and the Special Education Advisory Committee, please visit our web site at [www.scdsb.on.ca](http://www.scdsb.on.ca) and click on Programs and Services, or call 705-734-6363, ext. 11246. Our Special Education Report (available on our web site) provides information about the Identification, Placement and Review Committee process, Individual Education Plans, programs and services for exceptional pupils, and contact numbers for members of the Special Education Advisory Committee.

### **STUDENT SUCCESS**

The SCDSB has established strategies in Grades 7-12 that focus on the acquisition of literacy and numeracy skills and enhance learning opportunities for all students. Student Success teams work together to ensure smooth transitions for students from elementary to secondary school, between grades and after graduation. Programs such as Specialist High Skills Majors (SHSMs) are designed to prepare students for sector specific career destinations. Job related career awareness activities and experiential learning opportunities are explored in Grades 7-12 and opportunities for more in-depth exploration through Co-operative Education Programs are built into the program in Grades 11 and 12. Dual credit courses enable students to gain a secondary school credit while completing a college course and earning college credit. The Ontario Youth Apprenticeship Program (OYAP) allows students in trades related cooperative education placements to begin working towards apprenticeship requirements. Well planned and focused pathways enable students to develop the skills required for their post-secondary destination. More information about student success initiatives is available at <http://scdsb.on.ca/student-street/student-success/>. Visit the Student Services office at EDHS to meet with our Student Success Teacher.

### **TUTORING**

- See your course teacher first if you require extra help.
- Extra help from teachers is available before and after school and sometimes during the lunch period.
- Peer tutoring may also be arranged through Student Services

### **TEXTBOOKS**

Textbooks are provided for students. Books and supplies issued to you are on loan. Please look after them, enter your name in the place provided and return them in good condition. You will be expected to pay for lost or damaged books. Students who fail to make financial compensation for lost or damage books could lose their privileges of taking textbooks outside the classroom during the next year. Every student shall sign a textbook inventory form.

### **TECHNOLOGY USE GUIDELINES**

Today's students have grown up with technology—it's a regular part of their daily lives. The SCDSB believes that technology and technological devices play an important role in learning and teaching, and are an important component of modern learning environments. The proper use of technology is expected of all students and staff. As part of a technology-enabled learning environment, the SCDSB has created guidelines regarding technology use in schools and SCDSB facilities. These guidelines allow our staff to support technology-enabled learning environments while protecting student privacy and personal information. The Appropriate Use Guidelines can be found online at [www.scdsb.on.ca](http://www.scdsb.on.ca).

**Digital citizenship:** Teachers integrate opportunities to explore digital citizenship into the curriculum to assist students in developing the skills required to navigate the online world. Parents are vital partners in supporting students to become responsible

digital leaders. Social media extends learning to spaces beyond the classroom, supports real-world problem solving and provides an authentic audience for learning. It's important that staff and students use proper digital citizenship at all times online, and recognize that the Internet is a public forum—what goes online, stays online and may never be fully erased. Students are encouraged to protect their privacy, safety and reputation, and consider ways to enhance their digital legacy through proactive use of these tools. The classroom teacher will provide information on how social media is being used in the classroom. If there are concerns, express these to the teacher and principal. If a parent does not want their child to participate in social media-based lessons, a suitable educational alternative will be found.

**Appropriate use of technology:** Student use of technology is subject to the SCDSB Appropriate Use Guidelines. Misuse and/or abuse of board and school facilities and resources is subject to consequences as defined and explained in the SCDSB Code of Conduct. While teachers do supervise the use of devices, students are expected to access sites in a responsible way. Students in the SCDSB have access to the Internet to support their learning goals, to access curriculum-related materials and to research reference materials. The SCDSB uses filtering software to guide, and in some cases restrict, access by students to the Internet; however, no software can be completely effective in blocking unacceptable websites.

**Student BYOD wireless network access:** All students and staff may connect their personal devices to our Bring Your Own Device (BYOD) network. Devices may be used during class for learning. The use of online collaboration tools such as blogs, social networking sites, wikis or Google's G Suite are enhanced with wireless access. The decision to allow a student to bring a personally-owned device to school rests with the parent and the student. The SCDSB is not responsible for devices that are lost, stolen or damaged in any way (devices should be easily identifiable, clearly labelled and, where possible, registered with the manufacturer). Students' access to the guest network is not limited to instructional time. Parents should discuss appropriate guidelines for personal use of the Internet with their children and determine if their child can responsibly manage their device at school. If a parent does not wish for their child to access the Internet, please contact the child's school. Students do not have permission to connect to the local area network (LAN) using a cable of any sort. Access to the guest network is a privilege. The SCDSB may deny BYOD network access at any time.

**Google's G Suite and Office365:** The SCDSB provides all students and teachers with Office 365 for Education, Google's G Suite (including Docs, Sheets and Slides) and the Ministry of Education's Desire to Learn (D2L) program for educational purposes. Students and staff have the ability to download Office 365 to home computers and mobile devices. These tools and applications meet the privacy and security requirements of the Municipal Freedom of Information and Privacy Act. It is important for you to know that these accounts differ from publicly available accounts in that the security and privacy settings were negotiated by the Ministry of Education. All students are provided with @scdsb.on.ca email addresses, which are also the accounts used to access Office365, G Suite and Google Drive.

**Use of recording equipment:** The use of recording equipment (audio, video, digital or photography) must be authorized by the teacher or staff member before any recordings are made. Such equipment includes, but is not limited to, cell phones, smartphones, iPods, iPads, computers, personal digital assistants (PDAs), MP3 players, tape recorders, video-recorders or digital audio recorders. This measure is to respect the privacy and ensure the safety of all students and staff. If recordings are taken without permission, it may result in confiscation of the equipment and appropriate discipline. Confiscated equipment may be returned to the parent or guardian, or in the event of suspected illegal or inappropriate activity, it may be forwarded to the appropriate law enforcement agency.





## **CHARACTER DEVELOPMENT**

The SCDSB works collaboratively to provide safe supportive environments for positive learning and working experiences for all students and staff. A variety of initiatives are undertaken at the board and school level to teach and encourage students to be positive, productive members of our community. Character Development is the intentional modeling, teaching, and practicing of positive character traits and is an integral part of each day. Character Development includes respecting others by listening, promoting responsibility and honesty, trusting and respecting the ideas of others, encouraging honest/responsible actions, respecting individual differences, as well as being responsible in learning.

<b><u>Integrity</u></b>	We act justly and honourably in all that we do
<b><u>Responsibility</u></b>	We are accountable for our actions and we follow through on our commitments
<b><u>Cooperation</u></b>	We work together towards shared goals and purposes
<b><u>Caring</u></b>	We show kindness towards others
<b><u>Respect</u></b>	We treat ourselves, others and the environment with consideration and dignity
<b><u>Optimism</u></b>	We maintain a positive attitude and have hope for the future
<b><u>Honesty</u></b>	We behave in a sincere, trustworthy and truthful manner
<b><u>Empathy</u></b>	We strive to understand and appreciate the feelings and actions of others
<b><u>Courage</u></b>	We do the right thing, even when it's difficult
<b><u>Inclusiveness</u></b>	We include everyone in what we do and value their unique contributions

## **CODE OF CONDUCT**

The SCDSB recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate. The SCDSB Code of Conduct supports and enhances the Ontario Code of Conduct by setting clear standards of behaviour. These standards apply on school property, on school buses and at all school-related activities.

### **Standards of Behaviour**

#### **Respect, Civility and Responsible Citizenship:**

All members of the school community 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, gender identity, 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
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- dress in a manner that is consistent with the SCDSB Dress Code
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching; and,
- not swear at a teacher or at another person in a position of authority

#### **Subscribe to receive board and school news:**

To subscribe to SCDSB news releases, visit [www.scdsb.on.ca](http://www.scdsb.on.ca) and click 'Subscribe' at the top of the homepage.

All elementary schools and most secondary schools have websites that allow families to receive updates about school events and activities. You can subscribe by clicking 'Subscribe' on the top right corner of the webpage.