



SCHOOL HANDBOOK

- For staff, students and parent/guardian(s)

2018 – 2019

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Email: erindistrict@ugdsb.on.ca

School Website:

www.ugdsb.ca/edhs

Erin District High School is a **SCENT-FREE BUILDING**

Many persons are extremely sensitive to perfumes, colognes, aftershaves and other scented products. Thank you for not wearing them in this building.

ERIN DISTRICT HIGH SCHOOL MISSION STATEMENT

Erin District High School engages in the pursuit of academic and personal improvement. We believe in respect and responsibility for both the community and oneself.

School Council Co-Chairs:

Jen Edwards

ERIN DISTRICT HIGH SCHOOL

Welcome to the 2018 – 2019 school year. Hopefully it will be both a productive and enjoyable time for you. To be successful you need to make every day count in terms of participation, effort and organization.

This Student Handbook provides important information for you and your parents.

It is the responsibility of everyone at E.D.H.S. to ensure at all time we behave in a manner that that demonstrates RESPECT for community members, students, school staff and the facility itself. Through our individual actions, we have the ability to positively shape the culture of our school.

Take pride in this school and in this community as we work together to strive for excellence at E.D.H.S.

Principal

Vice Principal

Stephen Gayfer

Lynne Vink

E.D.H.S. Student Council Executive 2018 – 2019
 (Student Council elections take place in September)

President:	
Vice President:	
OSSSA Rep:	
Grade 12 Rep:	
Grade 11 Rep:	
Grade 10 Rep:	
Grade 9 Rep:	
Spirit Convenors:	
Communication Officers:	
Secretary:	

Treasurer:	
Staff Advisor:	<i>Ms. K. Spira</i>

Please see below for a description of our various school councils:

Students’ Council

Students’ Council is an elected body of students who provide leadership and input for school directions and activities. They meet monthly to discuss school business and organize student activities. School dances, homeroom competitions, assemblies, student and staff recognition events are types of activities organized through council. Ms. K. Spira is the staff contact for Students’ Council.

Athletic Council

Athletic Council is a body of students who provide input and direction for athletic activities for E.D.H.S. They organize and support activities like school intramurals, the Terry Fox Run, and local or regional high school sports events. Ms. Wombwell is the staff contact.

Drama Council

Drama Council is an executive body led by elected leaders and is open to any student registered at E.D.H.S. The Drama Council is responsible for extra-curricular performances, the Sears Drama Festival/One Act Play Festival, the Haunted House, Remembrance Day, Arts Banquet and various other theater related activities. We are proud that this is an all-inclusive body and one that promotes fun and love of the arts. Mr. Sherry is the staff contact.

Arts Council (Artifex)

The E.D.H.S. Art Council is a student-run club and council that designs and constructs art projects to serve the needs of the school and community of Erin. The club welcomes all students who have an interest in any area of visual and media arts. Past club projects have included murals, set and prop design, posters, and many other creative

projects. The club elects council representatives who lead members in the organization of diverse art projects and events like “Art in the Park”. Ms. Fillion is the staff contact.

Link Crew

Link Crew is the name given to the group of senior mentors who work with our grade 9 students to help make their transition to high school and their entire first year, one to be proud of. Senior mentors are selected through a referral process and an intake interview. They are involved in our Grade 9 Camp program and activities and throughout the semester with their mentor groups at various points in the year. They play a critical role in the focusing on our three core values of respect, responsibility, and relationships. Staff contacts are Ms. Sammit and Mr. Teeter.



Erin District High School 2018 – 2019 Timetable

Regular Schedule

9:00 – 9:05	Announcements
9:05 – 10:20	Period 1
10:20 – 10:30	Wellness Break
10:30 – 11:45	Period 2
11:45- 12:40	Lunch
12:40 – 1:55	Period 3
1:55 – 2:03	Break
2:03 – 3:18	Period 4

Period Rotations (based on weekly schedule)

<u>Week 1</u>	<u>Week 2</u>
Period 1	Period 2
Period 2	Period 1
Period 3	Period 4
Period 4	Period 3

We believe that regular attendance and punctuality are required for academic success, and that both are also **desirable work habits**.

Acceptable Absences:

1. School related activities (trips, teams)
2. Illness
3. Bereavement
4. Unavoidable causes (medical appointments, emergencies)
5. Religious holidays

Notes for acceptable absences **must detail one of the above reasons, include the date(s) of the absence, be signed and dated by a parent, of by you if you are 18**, and be **provided** to your classroom teacher **on the day that you return to school**. Failure to bring in a note will result in the absence being considered a skipped class.

<p><u>1 – 5 Absences:</u></p> <p>-bring a note to your classroom teacher or have a parent call the office -teacher may assign consequences for each missed class for students with no note or phone call -subject teacher calls parents</p>	<p><u>6 – 10 Absences:</u></p> <p>-parents contacted by subject teacher -student is referred to Vice Principal -further consequences by subject teacher or administration</p>
<p><u>11 – 15 Absences:</u></p> <p>-parents contacted by admin -attendance counsellor notified -letter is sent home to inform parents</p>	<p><u>15+ Absences:</u></p> <p>-student may be removed from course(s) -parents involved</p>

ATTENDANCE, SKIPS AND LATES

ATTENDANCE:

SKIPS:

Unacceptable absences are called skips.

***REPEATED SKIPS WILL RESULT IN PROGRESSIVE DISCIPLINE**

LATES:

All students, regardless of age, who arrive for class **after the bell**, have chosen to receive the **following consequences for each late:**

<u>Late #</u>	<u>Action:</u>
1 & 2	-warning by subject teacher
3	-consequences may be assigned by the subject teacher, phone call home by subject teacher
4	-further consequences may be assigned by the subject teacher, phone call home by subject teacher

FURTHER LATES WILL RESULT IN PROGRESSIVE DISCIPLINE AND REFERRAL TO ADMIN AND SOCIAL WORKER

WHAT TO DO WHEN:

- **You have become ill or injured at school:**
 - First obtain permission from your subject teacher to report to the office. Do not go to the washroom when you are ill, without permission from your teacher. If you wish to go home, the office will contact one of your parents. Only with your parent’s and/or Vice Principal’s permission may you go home. **ALL** students must sign out before leaving school.

- **You are late for period 1 (after (9:00))**
 - Report directly to class. Show your note to the teacher. If you arrive at school after 9:30 report directly to the office. If later than 9:30 students must receive an admit slip from the office.
- **You are late to other classes**
 - Proceed to your class. If you were detained by a teacher, request a note stating the reason.
- **You must leave during the day**
 - You **MUST** always sign out at the office with a note **BEFORE** you leave the school. Bring a note to the office stating the reason for the request to leave by 8:45 a.m., or with you at the time that you are leaving. Try to avoid commitments before 3:20 p.m. Failure to sign out is considered a skip.
- **You return from an appointment**
 - You **MUST** always sign in at the office with a note stating that you had an appointment or have a parent or guardian.
- **You return from an absence**
 - Bring a note from your parent/guardian and show it to each of your teachers the **NEXT DAY** and then bring it to the office for recording or have a parent or guardian phone the school. The note must **state the date(s) and reason for your absence.** Failure to bring in a note or have a parent or guardian call will result in the absence being considered a skipped class.
- **You are sent out of class**

- Report **immediately** to the office. Remain in the office until you have seen the Vice Principal and are dismissed.

ADDITIONAL INFORMATION

1. Visitors to School:

Visitors are expected to behave accordingly to our Code of Behaviour and must be permitted to attend classes as a guest of an E.D.H.S. student if the following arrangements are made at least 1 day in advance with the Principal or Vice Principal:

- Written permission is obtained from all teachers of the classes affected
- Written permission from both the parents of the student

2. Add or Delete Courses:

Courses may be added or deleted by the student **only** through the Guidance Office with written permission of the parent (if under 18). Courses may not be dropped 2 weeks prior to the start of exams. Full disclosure is required for grade 11 & 12: a course must be dropped within 5 days of the first official report card (mid-term) or the mark and course will appear on the transcript.

3. Lockers:

Your assigned locker will be on your timetable when you receive it at registration or the first day of school. Do not switch or share lockers. (If you wish to change your locker, this **MUST** be done through Guidance.) You must provide a lock combination lock and give your homeroom teacher the combination. You must have a lock on your locker by Friday,

September 9, 2016; if not, the locker will be considered used and locked. **Locks are available to purchase for \$5.00 each through Guidance.** Since you are “borrowing” the locker, the cleanliness and appearance of your locker must be maintained. Inappropriate pictures, sayings, posters, or any stickers, etc. are not permitted in or on lockers. If you have questions about lockers please go to the office for assistance. Knap sacks are to be kept in lockers. **YOUR LOCKER MUST BE CLEANED OUT BY THE LAST DAY OF EXAMS IN JUNE.** We cannot be held responsible for any items left in lockers at the end of the school year. All items that are left behind will be donated over the summer so it is the responsibility of the student to ensure their locker is emptied before exams.

4. Parking:

Students may park in the upper lot parking spots except for the centre two rows which are reserved for staff. Overflow parking is available in the lower lot spots closest to the Legion hall. Students must not part in the parking lot at the back of the school.

5. Care of Valuables:

Valuables should not be brought to the school. Locker combinations should not be given to any other student. The school cannot take responsibility for personal items. School Board insurance does not cover personal items and the school cannot take responsibility for any loss or damage. There is a lost and found box in the main foyer.

6. Textbooks/Library Books:

All textbooks/library books supplied to a student by the school are to be returned in good condition. Students will be charged for any damaged or lost books. It is the student's responsibility to take the correct textbook and work materials to the appropriate class. Materials not returned will result in report card(s) being delayed.

7. Conduct in Halls:

- During morning announcements, students will wait quietly if they are in the halls.
- During class time, if a student does not have a class, then he/she may:
 - a) Go to the cafeteria
 - b) Go outside
 - c) Go to the snake pit
- Use appropriate language at all times.

8. Smoking:

E.D.H.S. is a smoke-free environment and will therefore issue the following consequences:

- Provincial laws prevent smoking on school property at all times.
- Smoking on school property may result in an automatic one day suspension.
- A second offence will result in a fine of \$300 plus a suspension.

- Counselling and smoking cessation programs are available

9. Life Threatening Allergies/Medical Conditions:

Parents/guardians of each student who has an anaphylactic allergy are asked to supply information on the student's life-threatening allergy at the time of registration, provide the appropriate medications, and ensure that the information is kept up-to-date throughout the school year.

For information on Sabrina's Law (Epipen and Anaphylaxis) visit:

<http://www.edu.gov.on.ca/eng/healthyschools/anaphylaxis.html>

For information on Ryan's Law (Student Asthma Management Plan), please visit:

<http://www.ugdsb.on.ca/uploadedFiles/centre-wellington/Ryan's%20Law.pdf>

10. Back Packs in the Classroom and Securing Personal Items:

In 2012, many teachers at E.D.H.S. implemented a "no back pack in the classroom" rule for safety and security reasons. Classrooms cluttered with back packs make it unsafe during evacuation procedures. Additionally, security of personal items is compromised when back packs are taken to classrooms, because they are often left unattended. Students are expected to take the learning materials needed to class but to lock their remaining materials and personal items in their lockers.

SCHOOL CODE OF CONDUCT

The E.D.H.S. School code of conduct applies to students, parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on buses, at school related events or when engaging in an activity that may have a negative impact on the school climate.

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 a disagreement;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching;
- Not swear at a teacher or at another person in authority
- Seek school staff assistance, if necessary, to resolve conflict peacefully;
- Refrain from playfighting and shoving in the school.

For more information about strategies for solving conflicts, contact the Guidance office or speak to a school staff member.

Each of us has an opportunity and a responsibility to help maintain a school where people show respect for others and for the environment. If you are aware of anyone who through vandalism, theft, harassment,

or any other criminal activity harms the climate of respect at E.D.H.S., please speak to the Principal or Vice Principal, or call Crime Stoppers anonymously at: 1-800-222-TIPS.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

In addressing inappropriate behavior, our school will utilize a progressive discipline approach. Progressive discipline is a range of interventions, supports, and includes opportunities for students to learn from their mistakes, and that focus on improving behaviour.

To maintain a safe and effective learning environment, suspensions and expulsions may be imposed not only to deter inappropriate behaviour, but also to remove individuals who pose a threat to the safety and well-being of others.

When applying consequences for inappropriate behaviour, our school will consider the nature and severity of the incident, the impact on the school climate and any mitigating factors as outlined in the Student Discipline policy # 503.

SUSPENSION

UGDSB supports the use of suspensions where a pupil has committed once or more of the infraction 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 infractions for which a suspension may be considered by the Principal include:

- a) Uttering a threat to inflict serious bodily harm on another person;
- b) possessing alcohol or illegal drugs;
- c) being under the influence of alcohol;

- d) swearing at a teacher or at another person in a position of authority;
- e) committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- f) bullying, (including cyber bullying);
- g) an act considered by the Principal to be injurious to the moral tone of the school;
- h) any act considered by the Principal to be injurious to the physical or mental well-being of members of the school community;
- i) persistent opposition to authority;
- j) habitual neglect of duty or a serious breach of the Board or school's Code of Conduct.

- i) 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, or
- j) The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.

A pupil suspended for twenty days will be referred to a long-term suspension program.

ROLES & RESPONSIBILITIES OF STUDENTS

Behaviour

1. Show respect and co-operate with your peers, community members and those in authority.
2. Comply with the Upper Grand District School Board Violence Free Policy.
3. Attend classes regularly and punctually. Be prepared and willing to learn.
4. Show respect for all school and all Centre 2000 property and the property of other persons.
5. Comply with the Upper Grand District School Board Education Policy regarding the use of tobacco, alcohol and/or other drugs.
6. Students must properly identify themselves to any staff member with requested.
7. Put forth a sincere effort in your courses including the timely completion of assignments.
8. Demonstrate academic honesty. Whether cheating on a classroom quiz or plagiarizing by using someone else's ideas in an essay and not crediting them, academic dishonesty is a serious breach of the Code of Conduct. Students must honour

SUSPENSION INVESTIGATION & POSSIBLE EXPULSION

The infractions for which a Principal shall suspend and may consider recommending to the UGDSB that a pupil be expelled from the pupil's school or from all schools of the board include:

- a) Possessing a weapon, including possessing a firearm;
- b) using a weapon to cause or to threaten bodily harm to another person;
- c) committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- d) committing sexual assault;
- e) trafficking in weapons or illegal drugs;
- f) committing robbery;
- g) giving alcohol to a minor;
- h) an act or activities 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;

the need for trust between teacher and student in the teaching/learning process.

9. Use free time responsibly. Students who have a “spare” in their schedule and choose to remain at school are free to go to the cafeteria, library or snake-pit.
10. Dress appropriately in accordance with the school’s Dress Code policy. Practice good hygiene, dress neatly and appropriately at all times:
 - no underwear to be showing which includes undershirts
 - sufficiently cover personal anatomy
 - you must wear shoes at all times
 - do not wear clothing deemed by the school to be offensive or in poor taste
 - **do not wear clothing that names, endorses or refers to drugs or alcohol or deemed to be offensive or in poor taste**
 - do not wear hats in the theatre, gymnasium and at assemblies
 - **students enrolled in a physical and health education class are encouraged to wear the Raiders uniform when participating in class**
11. Do not bring water guns/water balloons, skateboards to school or on school busses.
12. Do not bring food or drinks: (except water) to the instructional areas.
13. Use respectful language, free from profanity.

BULLYING PREVENTION & INTERVENTION PLAN

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power of imbalance. Anyone can be a target of bullying behaviour.

Bullying takes on different forms and contexts with age. It can be physical, verbal, social/emotional, or through the use of technology. Bystanders contribute to bullying by doing nothing to prevent it or by becoming actively involved in supporting it.

Bullying is a serious issue that has far-reaching consequences.

Bullying adversely affects:

- a) student’s ability to learn
- b) healthy relationships and the school climate, and
- c) a school’s ability to educate its students

Bullying will not be accepted on school property, at school-related activities, on school busses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

Our school has developed and Safe & Inclusive Schools Plan. Our goal is to promote, develop, and sustain a safe, respectful and inclusive environment. In developing the plan, the school team will analyze the school climate through an anonymous survey of student’s staff members and parents. Students may not know what to do when they observe or experience bullying. Depending on the situation and their own level of comfort, students could do the following:

- Seek immediate help from an adult;
- report bullying incidents to school personnel;
- speak up and /or offer support to the student being bullied;
- privately support those being hurt with words of kindness;
- express disapproval of bullying behaviour by not joining in;
- attempt to diffuse problem situation either single-handedly or in a group.

USE OF ELECTRONIC DEVICES

The responsible and appropriate use of cell phones is welcome at E.D.H.S.

318 Acceptable Use of Digital Technology Policy Statement
<https://www.ugdsb.on.ca/WorkArea/DownloadAsset.aspx?id=50776>

318-A Acceptable Use of Digital Technology Procedures Manual
<http://www.ugdsb.on.ca/WorkArea/DownloadAsset.aspx?id=50777>

****Irresponsible, distracting or inappropriate usage may result in disciplinary action.**

COMPUTER POLICY

Our school provides computer resources to meet the curriculum needs of students and staff. Students may access computer resources in class (computer labs, cross-curricular lab, and library). These facilities are designed to provide students with opportunities for research, computer training, instruction, internet use and other curriculum support for class work. Any activity collected on school computer is subject to the scrutiny of the teacher.

Computer users are expected to abide by the conditions of Board policy which has been developed to ensure optimum use of available resources and provide access to staff and students.

Responsibilities of Computer Users

Computer use is a privilege carrying the responsibility to respect the rights and needs of others. Users are expected to utilize computer resources in a responsible, ethical and legal manner.

Please see the following policies for details:

318 Acceptable Use of Digital Technology Policy Statement

<https://www.ugdsb.on.ca/WorkArea/DownloadAsset.aspx?id=50776>

318-A Acceptable Use of Digital Technology Procedures Manual
<http://www.ugdsb.on.ca/WorkArea/DownloadAsset.aspx?id=50777>

POLICY ON ACADEMIC INTEGRITY

UGCLOUD

Google Apps is a suite of products including document (word processing, presentations, spreadsheets), sites, mail (limited to staff and students at UGDSB schools), calendar, and more. All products are available in an Internet-based format via the UGCloud; a secure, monitored site for UGDSB staff and students.

Strict privacy controls are in place to ensure safety and security.

Terms and Conditions of Use

The Upper Grand District School Board provides and manages access to Google Apps for Education service for staff and students. This service, UGCloud, access and the use of UGCloud including students email is a privilege provided by the Board. The Board maintains the right to immediately withdraw the access and use of these services including email at their sole discretion when there is reason to believe that violations of law or Board policies/procedures have occurred. In such cases, the alleged violation will be referred to an Administrator for further investigation and adjudication. The decision of Board Administration with respect to service withdrawal is final.

School Code of Conduct will be adhered to and followed at all times.

Users of UGCloud agree to comply with the Google Apps for Education Agreement and the Laws of Ontario.

Digital respect will be used at all times, by all users.

Users will be held accountable and responsible for any and all content that they load and that is stored on the Board Google Application Workspace.

Use of the Board Google Apps environment is restricted to current staff and students of the Board only. All other access is strictly prohibited. As much as possible, the Board will control access and will monitor students' activity. However, information created and/or stored on Google Application Workspace is done so at the user's risk. The Board cannot be held responsible for data stored on Google Application Workspace as it is outside of the care and control of the Board. All users of the Upper Grand District School Board Google Application Workspace will indemnify and save harmless the Board, its employees, officers, trustees and agents from and against any allegations, claims, costs, damages, expenses, suits, settlements, awards or proceedings (including without limitation, legal expenses) penalties or fines arising out of any injury to persons (including injuries resulting in death) or loss of, or damage to property of others which may be or be alleged to be caused by or suffered as a result of the provision of or as a result of the use of this service.

Personal and/or confidential information is not to be stored or disclosed on Google Applications Workspace.

The Board reserves the right to access the data stored on the Board Google Application Workspace, regardless of ownership, including current and archival files of users accounts when there is reasonable suspicion that illegal or unacceptable use has occurred.

Policy

It is the policy of Erin District High School that students do not plagiarize. Students who do are subject to discipline according to the following policy on academic integrity.

Plagiarism

Definition: Plagiarism is the act of using another person's ideas, opinions, or theories without acknowledging the original source.

Sources of information: All sources of information must be documented using the citation format outlined by the subject teacher.

These sources can include internet sites, software, emails, graphs, statistics, data structures, essays, literary compositions, newspaper articles, journals, television programs, live plays, music, visual images and artwork.

Any information that is not considered to be common knowledge must be cited.

ACADEMIC DISHONESTY

Examples:

- submissions of the same piece of working more than one course without the permission of the teachers concerned
- buying or selling of essays or examinations or test questions
- cheating during a test or examination
- the preparation of an assignment by someone other than the student and submitting it as one's own
- allowing one's essay or assignment to be copied by someone else
- paraphrasing another person's work without citing
- the use of electronic translators and submitting the final product as original work
- the fabrication and citing of non-existent sources
- copying or communicating with another student during tests or exams
- copying all or part of a homework assignment or project

Procedures and Penalties

Once plagiarism or academic dishonesty is suspected, the teacher will meet with a member of administration to determine next steps. The teacher will then meet the student and explain the concerns. The purpose of the interview is to determine whether the suspected plagiarism or academic dishonesty has been a deliberate (intentional) act, or the result of inexperience (unintentional).

Unintentional:

- If the plagiarism is deemed unintentional, the student shall have the opportunity to rewrite the assignment or submit an assignment of equal value on a different topic by an agreed upon and reasonable date. The assignment will be completed at school in the work completion room under teacher supervision. The teacher or librarian will take necessary steps to clarify proper citation format for the respective subject. On completion, the assignment will be graded appropriately with no academic penalty and the mark will be calculated into the student's final grade.
- The administration will be notified by the teacher.
- The student's parents/guardians will be notified of the situation by the administration.
- If the student chooses not to rewrite the assignment by the agreed up date, a zero mark will be recorded and that mark will be calculated into the student's final grade.
- The student's parents/guardians will be notified of the final outcome by the administration.

Intentional:

- If the student admits plagiarism or if the plagiarism appears to be evident, a meeting will be set-up with the student, teacher, administration and if at all possible, the student's parents/guardians.
- The meeting will determine whether the student exhibits any remorse for their actions, whether an opportunity to re-write the assignment or submit an assignment of equal value on a different topic will be allowed. It will also determine if there will be an academic penalty if and with the assignment is redone, whether a behavioural penalty in the form of a suspension will be given. All parties will agree on the decisions made at the meeting.
- If the student's parents/guardians did not attend the meeting, the administration will inform them of the results and any expectations for their son or daughter.

- If it is agreed that an assignment is to be rewritten the student will follow the same procedures as if the plagiarism has been unintentional and the mark will be calculated into the student's final grade.
- If the student choose not to rewrite the assignment by the agreed upon date, or the opportunity to rewrite the assignment was not offered to the student, a zero mark will be recorded and that mark will be calculated into the student's final grade.
- The student's parents/guardians will be notified of the final outcome by the administration.
- A record of the intentional act of plagiarism will be placed in the student's file by the administration.

**GUIDELINES FOR MISSED AND LATE ASSIGNMENTS AND
EVALUATIONS
(including tests and presentations)**

- Students are expected to complete all assessment and evaluations, which include tests and presentations for each course on the scheduled date.
- Teachers may assign up to 10% late penalty on the value of any **assignment, presentation, or test**.
- It is important to note that an extension on an assignment, assessment or evaluation is a privilege and not a right. Extensions are granted based on the professional judgement of the teacher. A request for an extension must be made directly to the teacher.
- The final day to submit work for mid-terms occurs the week prior to mid-term reports being distributed. Study week begins

one week prior to the first day of exams. For semester 1, the final day to submit work owing is **January 18th**. For semester 2, the final day to submit work owing is **June 12th**. Two weeks prior to each of the final exam schedule there is a moratorium on field trip and extra-curricular activities. Students need to focus on their culminating projects, review of course material and prepare for their final evaluations.

- It is the student's responsibility to attempt all final evaluations. Any parts not attempted will be given a mark of 'zero'. This mark of zero will be used in the calculation of the 30% portion of the final grade. Late final evaluations will not be accepted except for medical or extenuating circumstances after consultations with administration.

DRESS CODE

Refer to separate document EDHS Dress Code (posted on website)

SCHOOL FOOD AND BEVERAGE POLICY

Are you ready?

EatRight Ontario Can Help

The Ontario Ministry of Education School Food and Beverage Policy will ensure healthy food and beverages are offered for sale in Ontario's publicly funded elementary and secondary schools by September 1, 2011.

This policy is part of a broader effort to develop healthier environments, enhance student achievement, and help children become healthy adults.

A quick reference guide on the policy is available at:

<http://bit.ly/HealthySchoolsQuickReferenceGuide>

EatRight Ontario is here to help educators, food service providers and school board teams with implementation.

ERIN DISTRICT HIGH SCHOOL RECOGNITION AND AWARDS

Honour Roll

At the end of June all courses taken within the past school year at E.D.H.S. (including up to one e-learning course taken through E.D.H.S.) are considered for honour roll.

The following courses are **not** included in the calculation of a student's average:

- Courses completed through study travel programs (MEI, Blyth)
- External music credits (Conservatory)

Ontario Scholar

A student is deemed to be an Ontario Scholar when:

- 80% or better is achieved in six grade 12 "University", "University/College", "College", "Workplace", or "Open" types of courses.

Proficiency Awards

Proficiency Awards are given to the top two academic achievers in each of Grade 9, 10, 11 & 12.

Raiders Awards

Raiders Awards candidates are nominated by classroom teachers as being the most deserving students in their course for semester 1 and

semester 2. Award winners are selected based on a strong work ethic, positive attitude, showing initiative, good work habits, punctuality and good attendance, participation, improvement and/or teamwork.

BUSES

Wellington-Dufferin Transportation Services website is www.stwdsts.ca. This website will help you with all of your transportation questions.

Rules for the bus:

1. Follow your driver's instructions.
2. Stay seated quietly while on the bus – keep your hands and feet to yourself.
3. No smoking, drinking, chewing gum, spitting, eating, swearing of fighting on the bus.
4. No animals are to be transported on the bus.

Policy & Procedures for the bus:

- Be at your stop 5 minutes before your pick-up time.
- Students are responsible for any deliberate damage done to the bus.
- Skateboards, water guns and water balloons are not to be on the bus.
- Skates must be in a bag with skate guards on the blades.
- **Changes in routes can only be changed through the bus consortium in an emergency situation. The Principal or Vice Principal cannot give permission to ride a different bus.**
- All items are to be kept in one bag carried on your lap.
- Personal listening devices may be used with earphones. Portable stereos are not permitted on the bus.
- Bus drivers will keep a written record of student misconduct and contact school administration when necessary.
- Windows may only be opened 3 notches.

INCLEMENT WEATHER PROCEDURES

Listen each day to local radio stations for school transportation cancellations or visit www.stwdsts.ca.

CJOY – 1460 AM
 Magic – 106.1 FM
 Oldies – 1090 AM
 CBC – 99.1 FM
 Kool FM – 105.3 FM
 News Talk – 570 AM
 CHYM – 96.7 FM

EXAM RULES AND REGULATIONS

Instructions to Student Re: Examinations:

Semester 1 exams take place January 25 – January 31, 2019.

Semester 2 exams take place June 19 – June 25, 2019. Other culminating activities take place during the last 2 to 3 weeks of each semester. Plan your personal schedules to avoid these days.

EXAM START TIMES: 9:15 AM

GENERAL: It is the responsibility of the student to be in the examination room with the necessary writing equipment, and seated in the designated seats **at least 5 minutes prior to the stated starting time.**

ABSENTEEISM: Students who miss an examination or other culminating activity without supplying a medical certificate or other

documentation WILL RECEIVE ZERO FOR THAT EVALUATION AND MAY FORFEIT THE CREDIT.

LATENESS: Students reporting late for exams can be admitted by the presiding teacher up to ½ hour after the starting time. After ½ hour, student may not be admitted except through the front office.

EARLY DISMISSAL: Students who finish the examination before the allotted time **must not leave during the first hour.**

ACADEMIC DISHONESTY: Students found cheating will receive ZERO on their exam; upon consultation with administration.

STUDY AREAS: Students are not to be in the halls during examinations. Study areas are in the Library (quiet individual study), and the Upper Cafeteria.

If school busses in Center Wellington and Town of Erin are cancelled, the actual exams scheduled for this day will be written the next day and each exam will follow in order.

EMERGENCY PROCEDURES;

Lockdown: At EDHS when a decision to go into lockdown occurs the following steps will happen:

1. The alertus beacon is activated by either the Principal or as directed the VP.
2. A announcement will be made that all staff and students are to go into lockdown and stay there until such time as the “all clear “ is given.

3. Students/staff trapped outside during a lockdown are to move as far away as possible from the school and await the all clear.

Hold and Secure: At EDHS a decision to do a hold and secure will be made by the Principal or vice-principal. When this happens.....

1. The Principal or designate will go on the announcement stating that we are in a hold and secure.
2. During this time there will be no bells and students will not move from class to class without being escorted.
3. When all clear is given the bells will be reactivated and school will proceed as normal.

Shelter in Place: At EDHS a decision for this is typical for an environmental emergency AKA Tornado. When this event occurs...

1. Principal or designate will address the school on the PA and ask all classes to assume their tornado drill positions.
2. When clear the all clear will be given and students return to class.

Evacuation Drill: At EDHS an evacuation is similar to a fire drill but without the alarm.

1. Principal or designate announces that all staff our to evacuate the building and meet in their evacuation zones.
2. If necessary the Principal or VP will inform staff and students that they will move from the evacuation zone to a nearby evacuation site.
3. A bell will ring at the end of the evacuation and staff and students will return to the building.