

EASTDALE COLLEGIATE & VOCATIONAL INSTITUTE

STUDENT HANDBOOK & AGENDA 2016 - 2017



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ADMINISTRATION

Jeff Maharaj, Principal
Joslynn Dicks, Vice-Principal
Michelle LeBlanc, Vice-Principal
Steve Rae, Vice-Principal

THIS AGENDA BELONGS TO:

Name: _____

Locker# _____

I have read the **School Procedures**, and the **Ontario and Eastdale Code of Conduct** in this handbook. I agree to abide by them.

Student's signature: _____ Date: _____

Parent/guardian's signature: _____

Eastdale CVI is in the jurisdiction of the Durham District School Board
and operates under its Policies and Procedures,
and under the Ontario Education Act and Regulations

MESSAGE FROM THE PRINCIPAL

On behalf of the staff of Eastdale CVI, I would like to welcome you to the 2016-2017 school year. Eastdale is committed to providing an excellent education to all our students, in a safe and inclusive school environment. We offer a wide variety of curricular and co-curricular activities for students to participate in, designed to foster leadership and citizenship. These activities have the additional benefit of providing an opportunity for students to explore their interests through a wide range of experiences. I especially welcome our grade 9 students and those students who may be new to the school and the Eastdale school community.

This Student Agenda is distributed to all students as an aid to help you remain organized and on track for success at school. Not only will the agenda help you plan for success, but it provides a wealth of information for maintaining a safe, effective and enjoyable learning environment for all. Parents/guardians will also find a variety of information items that will be of interest to them.

Key elements of the agenda to assist you in your planning and organization includes the Daily Schedule, Significant Dates, and Monthly Calendars. When your specific information such as homework assignments, test dates and assignment due dates are added to the weekly calendars, this agenda becomes an indispensable tool for success at school. Managing your time and developing your organization skills are important in becoming successful at the secondary and post-secondary level. When regular attendance is combined with high quality school work, the result will be the successful completion of your courses this year.

Eastdale is a school which promotes the attitudes of respect for self and for others and of leadership in the community. This agenda contains general information as well as the school code of conduct, which reflects the policies outlined in the Ontario Schools Code of Conduct. As such, it provides a framework for maintaining a safe learning environment for all.

A school wide focus on excellence and character education helps prepare our students to face life's challenges and to view problems as opportunities for self-growth and resiliency. Our reputation for high standards in academics, athletics, and extra-curricular activities is founded on the outstanding accomplishments of our current students and past graduates, many of whom have gone on to be leaders in our community.

Eastdale is comprised of talented teachers and support staff that strive every day to ensure that all students are successful learners. We are supported by an energetic student body, our SCC, and a caring community that work together to meet the needs of our students and celebrate their accomplishments.

I look forward to working with students, staff, parents, guardians and community partners.

BEST WISHES FOR A HAPPY AND SUCCESSFUL YEAR

Jeff Maharaj

MESSAGE FROM STUDENT COUNCIL

Hello Eastdale! We hope you had an amazing summer! We have a fantastic 2016/2017 planned to make life at Eastdale better for you! For example, Student Council is planning many exciting school events, including the always popular Semi-Formal Dance, school spirit days, Spooktacular and many more school events. SAC will also work closely with other school councils to plan some new events throughout the school year. We strongly encourage all students to get involved with the various councils, clubs, teams and school events. It's a great way to make new friends, develop your leadership skills, and build your resume. Just listen to the announcements and follow Eastdale's twitter account (@EastdaleCVI) to find out about upcoming events. It's going to be a marvellous year; we promise that you will not be let down!

Joshua Ambrosio, Prime Minister

Alexander Grella, Deputy Prime Minister

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SCHOOL PERSONNEL

Vice Principals

Joslynn Dicks, Vice Principal for students whose surname begins with A to K
Michelle LeBlanc, Vice Principal for students whose surname begins with L to Z
Steve Rae, Vice Principal for special programs

Department Heads

The ArtsR. Isabella
EnglishM. Charles
Canadian and World StudiesN. MacDougall
Classical Studies & International Languages, FSLS. Bilmer
Guidance & Cooperative EducationD. McPhadden
Library & Business StudiesK. Whiteman
MathematicsC. Park
Physical EducationM. Wyles
ScienceG. Wisnicki
Social Sciences & the Humanities.....S. Dunkerley
Special Education.....R. Davidson
Technological Studies & Computer CurriculumB. Whiteman

Office Staff

Head Secretary.....A. Weiss
Senior Secretary.....L. McCarthy
Guidance Secretary.....S. Rousselle
Attendance/Receptionist Secretary.....L. Budd
Attendance/Receptionist Secretary.....J. Smith

ECVI - MISSION STATEMENT

**To foster a supportive community that encourages students
to be confident, self-reliant, lifelong learners.**

ECVI - VISION STATEMENT

**To establish an environment that motivates and challenges students to
reach their potential and become responsible, productive citizens.**

SCHOOL ORGANIZATION

DAILY SCHEDULE

The school operates on a two (2) week cycle with morning and afternoon classes flipping on alternate weeks. Homeroom occurs during the last 5 minutes of period 1 on Week A, and the first 5 minutes of period 1 on Week B.

WEEK A

| PERIOD | BEGINS | ENDS |
|------------------------|-----------------|-----------------|
| 1 | 8:45 am | 10:00 am |
| Homeroom (PD 1) | 10:00 am | 10:05 am |
| 2 | 10:10 am | 11:25 am |
| LUNCH | 11:25 am | 12:10 pm |
| 3 | 12:10 pm | 1:25 pm |
| 4 | 1:30 pm | 2:45 pm |

WEEK B

| PERIOD | BEGINS | ENDS2 |
|------------------------|-----------------|-----------------|
| 2 | 8:45 am | 10:00 am |
| Homeroom (PD 1) | 10:05 am | 10:10 am |
| 1 | 10:10 am | 11:25 am |
| LUNCH | 11:25 am | 12:10 pm |
| 4 | 12:10 pm | 1:25 pm |
| 3 | 1:30 pm | 2:45 pm |

HOW TO BE SUCCESSFUL AND ACHIEVE EXCELLENCE AT SCHOOL

THE 5 STEPS TO SUCCESS

- 1) PLAN FOR SUCCESS - WRITE IT DOWN
- 2) THE CREDIT GUARANTEE - SHOW UP ON TIME & READY TO LEARN
- 3) PRACTICE MAKES PERFECT - GET ACTIVE
- 4) TAKE CARE OF YOUR BRAIN - KNOW YOUR LIMITS
- 5) DREAM BIG - NEVER GIVE UP

SIGNIFICANT DATES FOR THE 2016-17 SCHOOL YEAR

Be sure to record these dates in your agenda weekly calendar.

NOTE: Please check the agenda monthly calendar for other school events.

September

| | |
|----------|-----------------------------------------------------------|
| 5 | Labour Day (school closed) |
| 6 | FIRST DAY OF SCHOOL - <u>GRADE 9 ONLY</u> - 8:45 am start |
| 6 | Grade 9 Picture Day |
| 7 | FIRST DAY OF SCHOOL - <u>ALL GRADES</u> - 8:45 am start |
| 12 | Welcome Back Assembly |
| 13 | Picture Day - Grade 10-12's |
| 16 | Last Day for Timetable Changes |
| 19 | First Day of Coop Placement |
| 21 | SCC Meeting – 7:00 to 8:30 pm |
| 23-24 | Leadership Camp Fall Retreat |
| 23,24,25 | Ontario University Fair Metro Convention Centre |
| 29 | SAC Spirit Day |
| 30 | Photo Re-takes |

October

| | |
|-------|--------------------------------------------------------------|
| 1-31 | Grandview Kids Month |
| 3 | College Information Program @ Durham College |
| 6 | Terry Fox Run |
| 7 | P.A. Day (no classes) |
| 10 | Thanksgiving Day (school closed) |
| 11 | Prequels – grade 9/feeders schools (Auditorium) |
| 12 | Eastdale University Fair (all day) |
| 12 | College/University Parent Evening – 6:00 to 8:00 pm. |
| 13 | Progress Reports Distributed - Semester 1 |
| 20 | Parent/Guardian Teacher Interviews - 1:00-3:00 & 6:00-8:00pm |
| 24-28 | Student Council Spirit Week |
| 26 | SCC Meeting – 7:00 to 8:30 p.m. |
| 31 | Spooktacular! |

November

| | |
|---------|-------------------------------------------------------------|
| 2 | Take A Student to Work Day – Grade 9's |
| 3 | Volunteer Fair - Library |
| 4 | Awards Ceremony – 1:40 pm |
| 4 | Commencement Exercises - 7:00 pm |
| 7 | Careers/Civics Exams |
| 8 | Last Day of ½ Credit Courses – Term 1 |
| 9 | First Day of ½ Credit Courses – Term 2 |
| 11 | Remembrance Day Assembly |
| 14 - 25 | Grad Photos |
| 16 | Mid-Term Report Cards Distributed - Semester 1 |
| 18 | P.A Day (no classes) |
| 19 – 20 | Eastdale Craft – 10:00 am to 4:30 pm |
| 21 | College/University Application Tutorials Begin (Nov. 21-25) |

23 SCC Meeting - 7:00 to 8:30 pm
 25 Student Council Semi-formal Dance
 25 Student Council Spirit Day

December

1-23 Food and Toy Drive – Settlement House
 1 Endangered Credit Notices Distributed
 7 Winter Concert & Art Show
 7 Grade 9 Workshop (SAC)
 20 Locker Clean-out
 21 Last day for Sem. 1 Excursions
 23 Eastdale Talent Show
 23 Special Schedule
 24-Jan 8 Winter Break (school closed)

January

9 Classes Resume
 11 University Application Deadline
 12 Grade 8 Parents/Guardians Information Night
 17-19 EQAO Math Testing
 24 Last Day for Sem. 2 Timetable Changes
 25 - 31 Formal Exams

February

1 College Application Deadline
 1 Summatives, Credit Completion and Exam Review
 2 Semester 2 Begins
 6 Semester 2 grade assemblies
 9 Final Report Cards Distributed - Semester 1
 15 SCC Meeting – 7:00 to 8:30 pm
 16 Leadership Camp Committee Dance
 17 P.A. Day (no classes)
 20 Family Day (school closed)
 22 Anti-bullying Assembly
 28 Waterloo Math Contests – grade 9 and 11

March

1 Student Trustee Elections
 6 - 9 Eastdale Mental Week
 8 Progress Reports Distributed - Semester 2
 10-19 March Break (school closed)
 20 Classes Resume
 23 OSSLT Information Assembly
 23 Parent/Guardian Teacher Interviews - 1:00-3:00 & 6:00-8:00pm

29 Grade 9 Leadership Workshop - SAC
30 OSSLT Testing

April

3 Europe trip departs
5 Spring Concert & Art Show
6 Waterloo Math Contest – grade 12
11 Student Recognition Night (hosted by DDSB)
12 Waterloo Math Contest – grade 9 to 11
13 Careers/Civics Exams
14 Good Friday (school closed)
17 Easter Monday (school closed)
18 Last Day of ½ Credit Courses – Term 1
19 First Day of ½ Credit Courses – Term 2
19 SCC Meeting – 7:00 to 8:30 pm
26 Mid-Term Report Cards Distributed - Semester 2
27 Annual Spring Clean-Up
27 Student Council Spirit Day

May

1-5 DDSB Mental Health Awareness Week
3 Leadership Camp Kick-Off
5 P.A. Day (no classes)
8-10 Leadership Camp
17 International Day Against Homophobia and Transphobia
18 Student Council Elections
22 Victoria Day (school closed)
24 SCC Meeting – 7:00 to 8:30 pm
24-25 ETC Matinees
25 Endangered Credit Notices Distributed
25 Student Spirit Day
26-27 ETC Evening Performances
31 Co-op In-School
31 Arts Awards night

June

1 Prom – Tosca
2 Last Day for Sem. 2 Excursions
5-9 DIAC (Durham Integrated Arts Camp)
7 Athletic Banquet
13-15 EQAO Math Testing
15 Eastdale Dance Showcase
16 Locker Clean-Out
21-27 Formal Exams
28 Summatives, Credit Completion and Exam Review
29-30 P.A. Days (no classes)

July 6 Final Report Cards Distributed

PARENT/GUARDIAN-TEACHER INTERVIEWS:

Parents and guardians are encouraged to attend Parent/Guardian-Teacher Interviews on **Thursday, October 20, 2016** and **Thursday, March 23, 2017** from **1:00-3:00 pm and 6:00-8:00 pm**. These interviews are an opportunity to meet with the teacher on an individual basis in order to discuss the student's progress in each subject. The interviews are scheduled on a first-come first-served basis. Throughout the school year, Parents and Guardians are encouraged to contact their student's teachers and/or Vice-Principal if they have any concerns or require information regarding academic progress.

PARENT/GUARDIAN-TEACHER INTERVIEWS SPECIAL SCHEDULE

| PERIOD | BEGINS | ENDS |
|--------------|----------|----------|
| 1 & Homeroom | 8:45 am | 9:25 am |
| 2 | 9:30 am | 10:05 am |
| 3 | 10:10 am | 10:45 am |
| 4 | 10:50 am | 11:25 am |
| LUNCH | 11:25 am | 12:00 pm |

SCHOOL PROCEDURES

SCHOOL PROGRAM

Students in grades 9, 10, and 11 must take eight courses. **Senior students may take a study period when they have achieved 24 credits provided they meet certain requirements.**

ATTENDANCE

Regular attendance and punctuality are essential for student success:

Attendance is taken in each subject class, and in homeroom. Students are considered absent for the day if they are marked absent in homeroom. **Students are expected to be in their seats, and ready to work before the bell rings to begin classes.** If classes are missed due to illness, etc., the student is responsible for catching up on work missed. If a student knows ahead of time that she/he will be missing a class, then the work should be obtained ahead of time. **The Ministry of Education requires there be a minimum of 110 instructional hours per subject in order for a credit to be granted.**

Extended Absences (non-medical): Extended absences from school decrease a student's learning opportunities and performance. Participation in classroom activities is crucial for student learning and understanding. If a student is absent for an extended period of time, it becomes increasingly difficult for him/her to capture missed classroom experiences. In addition, extended absences may be unfair to

a student's peers when team members are working on co-operative projects and/or presentations.

Parents/guardians are expected to notify an administrator of a planned extended absence (i.e. - family vacation), and fill out an **Extended Absence Form** (available in the office). This form must be completed on both sides by the student, parent/guardian, and subject teachers one week prior to departure, then returned to the school's main office. **It is expected that any work assigned must be completed before the extended absence, OR within three days upon returning from the leave, unless otherwise stated by the subject teacher.** It must be noted that some classroom experiences missed due to elective extended absences cannot be simulated out of the classroom, and a loss of process marks may result.

Absence: If you are absent from school, have your parent/guardian call the school (905-723-8157) before 8:00 AM. Bring a note to your homeroom teacher when you return to school from your parent/guardian explaining the absence. Absences not verified by a legitimate note or medical certificate may result in the absence being regarded as a truancy or skipping. **Forgery of notes is a serious offence which may result in suspension.**

Students Who Are Eighteen and Over: Students who are eighteen years old may write their own notes. This is a privilege which students may enjoy as long as they accept the responsibility for appropriate procedures and behaviour. This privilege may be revoked if student absences and lates are identified as an issue by the vice-principal.

Signing Out/Signing In: If you need to leave the school during the school day, bring a note from your parent/guardian and sign out at the office before 8:40 AM or at lunch. If you become ill at school, report to the office where your parents will be notified before you sign out. If you do not return to school after lunch, and did not sign out, you must bring a note to the main office the next morning. If you return that same day, you must sign back in at the office before returning to class. For students under eighteen years of age, and those without the "Permission To Write Own Notes" form, a parent/guardian will be contacted for permission to excuse the student from school. NOTE: Students who are signed out must leave the school property. Students who are waiting for a ride, must wait in the main office.

Skipping: Parents/guardians will be contacted by the school. Unexplained absences may result in: a meeting with the vice-principal, a meeting with the parent/guardian, referral to attendance/guidance counsellor, detention, suspension.

Lates: If you are late for class, **you must report to the main office for a late slip.** Punctuality is a good habit to foster. It is expected on the job, in personal relationships and for academic success. Being late for class is disruptive to the learning process of others. Vice principal interventions for being late for class may include any or all of the following:

- Office detentions,
- Phone calls home from the teacher, office staff and/or vice-principal,
- Student meetings with the vice-principal,
- Parent/guardian meetings with the vice-principal,
- Referral to a guidance counsellor,

➤ Suspensions.

Consequences will be dependent upon a range of factors, such as frequency and number of lates, attendance, behaviour and academic progress. NOTE: Skipping a class to avoid a late penalty will not delay late procedures and consequence.

Late Procedure:

Administration will focus on students with chronic lates and/or students with more than one late within the same day.

5th Late: Contact with a parent/guardian will be made in one of the following formats; email message, phone call, or a letter mailed.

10th Late: Vice-principal intervention

15th Late: Vice-principal intervention

15th Plus: Vice-principal intervention

TRANSPORTATION: BUSSING

The Durham District School will provide bussing for any students who live 4 km away for their home school. For more information you must contact the DDSB's transportation department at 905-666-6979 or 1-888-908-6578.

HOMEROOM

All students must attend homeroom at the end of period 1 week A, and the beginning of period 2 week B. It is a relevant part of the school day and is an important tool for communication. School announcements will take place each day during homeroom, and the teacher will provide you with valuable information and clarification.

THE 15 MINUTE RULE

As part of Eastdale's commitment to reduce congestion in halls and to support a safe and orderly school environment, students will not be permitted to leave classes during the first 15 minutes of class or the last 15 minutes of class.

LOCKERS

Assignment of Lockers: You will be assigned a locker for the purpose of storing coats and belongings (binders, textbooks, etc.) by your homeroom teacher. **Only one student is allowed per locker.** You must use a combination lock and inform your homeroom teacher of your combination, prior to the assignment of a locker. Do not let anyone other than the office know your combination. The use of a locker that has not been assigned by the school, will result in your lock being cut off (and not replaced), all contents removed to the office, and an interview with a vice-principal. The use of a Dudley lock is required. These locks can be purchased from the main office for \$5.00.

Safeguard Lockers: It is your responsibility to safeguard your locker combination and to report to administration any vandalism or locker break-in immediately. The school is not responsible for lost or stolen articles. Valuable electronic items such as smart phones should not be left in your locker. You are expected to keep your locker free of graffiti and inappropriate (disrespectful or offensive) pictures. Students found defacing and/or vandalizing a locker will be dealt with by

administration and will face suspension and/or restitution.

Locker Visits: In order to provide the best possible learning atmosphere for classes and reduce disturbances created by locker visits, all such visits are limited to before and after school, at lunch time, and during the five minutes between period changes. To avoid lates, take everything you need with you for both morning classes when you access your locker before 8:45 am, and take everything you need with you for both afternoon classes when you access your locker at the end of lunch.

Locker Searches by Administration

Students and parents are reminded that lockers are the property of the Durham District School Board and it reserves the right of access/search at any time for the purpose of maintaining a safe school. School Principals and Vice-Principals have the authority to search school and personal property without notice to or permission of any person. This right and responsibility is established to assist Principals and Vice-Principals in providing for the safety and welfare of all students and staff under the provisions of Education act, and is supported by numerous rulings of the Supreme Court of Canada.

PARKING

If you drive a vehicle to school, you may park it in the student parking area, adjacent to the EAST end of the school. Students **MUST** apply for a parking permit at the Main Office and have it displayed in their vehicle. Students are NOT permitted to park their vehicle in the Easton Park parking lot (on the north side of Adelaide St.) at any time during school hours (8:00 am - 5:00 pm).

School Parking Rules: Students are not to sit in parked cars or loiter in the parking lot. Any careless or dangerous driving, SUCH AS EXCESSIVE SPEED, on school property or adjacent to the school will result in automatic forfeiture of school parking privileges as determined by the school administration. Vehicles parked along fire routes, are liable to be ticketed or towed away at the owner's expense. The school is NOT responsible for stolen articles or damage done to a vehicle parked on school property.

STUDY PERIODS/SPARE

If you have a study period on your timetable, you may leave the school property, go to the Information Commons, or go to the cafeteria study hall. To ensure classes are not disturbed, students are NOT to be in the halls during class time. Do not go to your locker during class time. If you choose to leave the school, you must not loiter on school property or be within sight of the school. Study hall in the cafeteria is for study and quiet conversation. During 'study periods' the playing of games, such as cards or dominos is not allowed.

TEXTBOOKS and LIBRARY BOOKS

You are responsible for all textbooks and library books issued to you. You will be expected to pay for their replacement if they are lost and/or damaged. Failure to return texts and/or make proper restitution will result in an interview with a vice-principal, and if necessary, contact with parents/guardians.

STUDENT USE OF WIRELESS DEVICE

1. **Students may connect** to the guest network, using their personal electronic devices, subject to teacher class instructions.
2. Student use of the guest network is **subject to the existing school and Board rules** regarding student use of the wired network.
3. Student devices must **NOT** be attached to the school's wired network.

ASSESSMENT and EVALUATION

OVERVIEW

The percentage grade represents the quality of the student's overall achievement of the expectations for the course, and the corresponding level of achievement as described in the achievement chart. The final percentage grade for grade 9 to 12 courses will be derived as follows:

Formative Evaluation - 70% of the grade will be based on evaluations conducted throughout the course. This portion of the grade should represent the student's most consistent level of achievement, with special consideration given to more recent evidence of achievement.

Summative Evaluation - 30% of the grade will be based on a final summative evaluation in the form of one or a combination of the following: an examination, a performance, an essay, or another method suitable to the course content and expectations. This final evaluation is administered at or towards the end of the course, typically during the last 4 weeks of the semester. The final evaluation should reflect the student's learning for the entire course. It provides multiple opportunities for students to demonstrate mastery of the overall course expectations. Students who are absent for final exams will receive a mark of zero.

Absence From a Final Summative Evaluation/Examination: Review the exam dates in this Agenda for both semesters. Please do not book appointments, holidays or other activities during exam days. Students absent from a final evaluation/examination must prove to the satisfaction of administration that the absence was unavoidable. In case of illness, a medical certificate is required clearly stating that the student is unable to attend school on the day in question and/or write/perform the evaluation task(s). For all other cases, administration will determine what supporting documents are required. If the reason for absence is deemed invalid, the final evaluation/examination mark will be "0", and the final mark will reflect this impact.

Learning Skills: In addition to a percentage grade, a student will receive a grade which indicates his/her **learning skill level:** **E**-excellent, **G**-good, **S**-satisfactory, **N**-needs improvement. The manner in which a student approaches classroom activities, homework and assessment/evaluation opportunities will be reflected in both the **learning skills** grade and in the teacher's comments on the report card.

ABSENCES and DEADLINES

Assessment and Evaluation Deadlines: While absences and lates significantly impact on student achievement, attendance and punctuality are learning skills and will not be used to determine the student's grade. The exception is the daily assessment that is part of courses in the Physical and Health Education and Technological Studies departments. If a student is absent at the time of an assessment or an evaluation, it will be considered as incomplete, and the student will be required to complete the task upon their return.

Lateness in submitting tasks prevents the teacher from evaluating the students' work and providing feedback for students and parents/guardians concerning the achievement of the course expectations, in a timely manner. This may have a negative impact on the successful completion of future assessment and evaluation tasks in the current course. Teacher descriptive feedback and subsequent student corrections, along with opportunities for re-testing and re-submission are an important part of student learning.

Deadlines and Zeros: It is the student's responsibility to complete all assessment and evaluation tasks (projects, assignments, presentations, etc.) **by the due date** assigned by the teacher. Some task due dates are negotiable. Some due dates cannot be changed (example: exam at end of course, summative presentation, major project) and as such are an absolute/non-negotiable due date. If evaluation tasks are not completed, course expectations cannot be evaluated, and a mark of zero may be assigned. In order for students to demonstrate their knowledge/skills in a course, an alternative assignment, test, or exam may be necessary.

What to do if you do not understand the assignment or are having difficulty completing the task: If the student is unable to complete a task due to insufficient knowledge or skills, it is the student's responsibility to seek assistance from the teacher well in advance of the **due date** for the task.

What to do if you are having difficulty completing the task by the due date: If a student believes she/he will be unable to complete a task by a due date, it is the student's responsibility to discuss the reason(s) with the teacher **prior to the due date**.

Absences From Assessments/Evaluations: If a student is absent it remains the student's responsibility to complete all assigned tasks as well as catch up all class work missed.

Valid Absences From Assessments/Evaluations: If a student is absent for legitimate reasons as determined by an administrator, due to:

Illness, family emergency, religious holidays, etc.

1. A dated reason for absence note (e.g. - from a parent/guardian, medical practitioner, etc.) must be provided to the teacher in order for the student to submit the assignment on the day the student returns to class, or in order for the student to negotiate an alternate due date.

2. **An extended absence with parental permission (e.g. - family trip)** It is the student's/parent's/guardian's responsibility to complete and return the Extended Absence Form and to negotiate the due date(s) of all assessment and evaluation tasks (tests, assignments, etc.) before the requested extended absence.
Note: An alternative assessment/evaluation task may be assigned by the teacher.
3. **Co-curricular Activities**
It is the student's responsibility to contact each of his/her teachers prior to the date, to negotiate with each teacher the due dates or test date/time of all assessment/evaluation tasks, and to make appropriate arrangements to submit assignments to teachers. SEE THE SECTION ON: ECVI: ELIGIBILITY POLICY FOR CO-CURRICULAR PROGRAMS
4. **A Suspension**
It is the student's responsibility to make appropriate arrangements with their teacher, upon their return to school, to submit assignments and/or write a missed test.

STUDENT RESPONSIBILITY: ASSESSMENT AND EVALUATION

1. It is the student's responsibility **to complete** all assessment and evaluation tasks, and keep track of all tests and assignments, etc., in either a student agenda or personal calendar in a manner appropriate to his/her grade level.
2. It is the student's responsibility to catch up on work missed due to absences, to negotiate a new completion date, and/or to meet the negotiated deadline in the Completion Contract.
3. It is the student's responsibility to review school and subject department assessment and evaluation policies/procedures carefully, and to share that information with his/her parents/guardians.
4. Students must not skip a class in order to complete work for another course.

PLAGIARISM AND/OR CHEATING

1. Plagiarism of print/Internet material is illegal and forbidden.
2. Cheating on tests/examinations or submitting assessment or evaluation asks copied from another student is forbidden.
3. Plagiarism and/or cheating will result in a range of consequences, from re-submission of an assignment or test re-take, to alternate assessment/evaluation task. Depending on a number of factors, the teacher, in consultation with administration, may assign a mark of zero for the assessment/evaluation task in question.
4. Teachers will notify the parent/guardian and administration of plagiarism/cheating and the incident will be recorded as well.
5. Students will receive suspensions for subsequent violations of this policy.
6. The use of computerized translator software programs is forbidden for international language courses, without teacher permission.
7. The unauthorized use of technology for assessment and evaluation tasks that impacts the validity of these tasks is forbidden.

HOMEWORK

The following is written in conjunction with Durham District School Board Procedure #6020, and serves as a guideline for Homework at Eastdale CVI.

DEFINITION

Homework can be defined as any task "assigned to students by school teachers that are meant to be carried out during non-school hours" (Cooper, 1989). Homework is a relevant learning activity that is related to school work. When students complete homework, they acquire new knowledge and consolidate and reinforce learning in practical and meaningful ways. Homework is a planned and purposeful part of the total program and is linked to The Ontario Curriculum learning expectations, learning skills, and the Ministry of Education reporting guidelines. The Durham District School Board and Eastdale CVI believe that homework supports the student's achievement of provincial expectations in all subjects.

IMPORTANCE

Research has shown that students achieve academic success more consistently when parents/guardians are involved in their student's education. The influence of the home on a student's success at school is proven and exerts a very strong impact on his or her long-term academic success. Homework is one vehicle for involving parents/guardians directly and strengthening the partnership between home and school. Positive attitudes about school and about learning routines are enhanced through the application of effective homework practices.

PURPOSE

Homework serves the following purposes:

- gives each student the opportunity to further develop important skills, knowledge, attitudes, and values;
- meets the needs of individual students and has a clear academic purpose;
- enhances, extends and supports learning through related out-of-school activities;
- provides positive, rather than punitive, experiences for students, maximizing the potential for student success;
- encourages the development of self-discipline, good work habits, and positive attitudes towards independent study and lifelong learning;
- enables parents/guardians to see for themselves what their children are learning at school;
- invites the participation of parents/guardians as partners in learning.

TYPES

Types of homework provided by teachers for students may include:

1. Completion: Students may need to keep up to date with school work by finishing assignments, notes, questions, reading selections, and/or writing pieces.
2. Preparation: Students may need to prepare for the next day's class work by collecting information, reading background material, and/or studying for

- assessments.
3. Practice and Application: Students may need to review subject specific skills and potentially transfer these skills to new situations. For example, independent reading, reviewing spelling words and mathematical computations, re-writing assignments after feedback is provided, and completing extra questions from a textbook.
 4. Extension and Enrichment: Students may require experiences to deepen understanding, solve problems and critically analyze situations all related to course expectations. For example, working on projects, research and independent study and creating designs, stories and drama scenes.

ROLES and RESPONSIBILITIES

In order for homework to be an effective extension of the school program, teachers, parents and students share the responsibility for developing and maintaining good homework practices.

The teacher should:

- assist students to learn how to effectively use the student agenda to encourage organization and time management skills;
- provide homework that is clear, meaningful, purposeful, and understood;
- monitor, check, or evaluate homework, as appropriate;
- report on homework completion in the Learning Skills section of the Provincial Report Card;
- assign work that is appropriate to the student's age, grade, learning style, maturity, skills, and individual needs;
- use homework as a vehicle for developing and reinforcing learning.

The parent should:

- provide encouragement and appropriate support, without doing the homework for the student;
- expect the student to complete homework regularly;
- provide a workplace and uninterrupted time in the home for completion of homework;
- show interest in the student's school work and progress;
- maintain regular contact with the student's teacher, as required.

The student should:

- ensure that they clearly understand the homework, including the criteria and time lines;
- ask for assistance if homework expectations are not clear;
- complete homework regularly;
- use their student agenda to manage their time and keep organized
- submit homework in on time;
- prepare and study appropriately for assessments;
- communicate regularly with teacher and parents;
- assume responsibility for homework completion.

SUGGESTED TIME GUIDELINES

The amount of time a student spends on homework depends on a number of factors, including the student's needs, age/grade, work habits and the specific subject and its difficulty for the student. Other factors involve the proximity of assessments and due dates, as well as the opportunities the student has during the school day to complete homework. It should be noted that times will vary from student to student and at various times within the school year. It is suggested for secondary students one to two hours per night should serve as a guideline, keeping in mind the above factors.

AWARD SYSTEM AND HONOUR ROLL

Eastdale C.V.I. honours students who make significant contributions and/or achieve excellence. The annual junior and senior commencement programs acknowledge many of these students with specific awards.

Durham District School Board Honour Roll: Students qualify for the annual honour roll when they achieve an overall average of 80% or higher on credits taken from July to June school year as indicated:

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| Grade 9 | 8 credits |
| Grade 10 | 8 credits |
| Grade 11 | 8 credits |
| Grade 12 | best 6 credits |

STUDENT SERVICES

EXTRA HELP FOR STUDENT SUCCESS

If you are having difficulty in your courses, see your teacher for extra help. If you require further assistance, see your guidance counsellor. Extra help is usually available before school, at lunch or after school by subject department teachers. The academic resource team is also available to assist you in room 223.

GUIDANCE AND CAREER EDUCATION

The Student Services area is open daily and offers a variety of programs. Students are encouraged to make appointments during their non-instructional time. Counsellors are available to assist students with the following services:

- career and educational planning
- liaison with community and health services
- school transcripts
- post-secondary information and application procedures
- applications for registration, summer school and night school
- personal growth and support groups including grief counselling
- tutoring services in the school
- individual counseling and referrals
- access to student success program information including Centre for Success, credit recovery, SAL, dual credits, SHSM and Co-op

The guidance secretary can be contacted at **905 723 1076**. Guidance information can also be found on the Eastdale website.

INFORMATION COMMONS (LIBRARY)

The Information Commons at Eastdale is a busy and active learning place. We give you the ability to learn at any time – day or night – in our physical and virtual learning spaces. The Eastdale teacher-librarians' for this school year are: Mrs. Whiteman and Mrs. Coronado.

The Information Commons is generally open from 8:00 a.m. to 3:30 p.m. Students may access the centre at this time and during their spare to work and study quietly; if available, students are welcome to access the computers to work on their course assignments. No computer games are allowed.

Username: lastfirs220 (eg. Smitjohn220) Password: student #

Classes are booked into the library regularly to work on curriculum related units that foster resource based learning and at the same time teach the information literacy skills students need to be successful in today's world. To avoid plagiarism, the Learning Commons provides help for students on how to credit sources using APA, MLA and/or Chicago citation formats.

Research/Inquiry Tools: Eastdale subscribes to several virtual learning spaces in order to continually support your research and ensure that the information is current and reliable. To access these sites, go to the school website, <http://eastdale.ddsbschools.ca/> ; select "For Students"; select "Library".

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|----------------|----------------|-----------------|
| DDSB Databases | User: durham | p/w: research12 |
| SIRS | User: durham | p/w: research12 |
| eLibrary | User: durham | p/w: research12 |
| Learn 360 | User: durham | p/w: research12 |
| eBooks | User: Eastdale | p/w: l1g6l4 |

Many teacher/subject courses are based through Reach. Students can access Reach at <http://reach.ddsbschools.ca>. *User: lastfirs220 p/w: student #*

All usernames and passwords are case sensitive. If you experience difficulty logging in, be sure to see your teacher-librarian.

Book bags, coats, hats and food are not permitted in the Learning Commons. Cell phones are allowed for educational purposes ONLY.

Plagiarism HELP: To avoid plagiarism the library provides help for students including detailed information on how to credit sources. In the library, students can pick-up a copy of the APA and/or MLA Style Guide to guide them concerning page set-up, title page, text pages, citing sources (including internet information), footnotes, and reference page format.

SPECIAL EDUCATION

The Special Education Department provides services and support to students who require assistance in order to achieve academic success.

Support for All Students: The Special Education Department recognizes that each student's strengths and growth areas are unique and are best addressed in consultation with the student, parents and the school staff. All students may request assistance from the special education staff.

Requests may also be initiated by parents, teachers or administrators. Study skills, academic monitoring, and aid to special needs students are some of the on-going supports provided in the Academic Resource Centre, Room 223. The Centre is open throughout the school day and can be accessed directly or through your course teachers.

STUDENT ORGANIZATIONS AND ACTIVITIES

Athletic Council: The Athletic Council is a group consisting of both female and male students whose main function is to help promote co-curricular activities in the school. More specifically, the students organize and promote intramural sports in the gym at lunch as well as help with any spirit or charitable events that occur during the year.

Arts Student's Council: The goal of the Arts Students Council is to assist in the organization and performance of music events and concerts while promoting greater student and community awareness, support, and interaction. The ECVI Arts Students Council consists of one representative from each music class (vocal/instrumental), one representative from each music ensemble, and is led by four executive members. ASC plans for this year include: fundraising events; travel to competitions and festivals; and tour.

Student Council: The purpose of the Student Council is to provide a student government elected by and representative of the entire student body. The four main functions of the Student Council are to:

1. Help initiate and stimulate co-curricular activities and social events for students on a school-wide basis.
2. Collect and distribute equitably all monies raised through special fund-raising activities to community charities.
3. Provide and develop student leadership in all areas of the school community.
4. Foster meaningful associations between the school and its larger community.

The members of the Student Council cabinet are elected by the student body in May. Please check our school website for an up to date listing of our 2015-2016 Student Council.

Student Activities: Eastdale offers an amazing array of activities for students to participate in, that appeal to the interests and talents of our students. These include arts activities, clubs and school teams. All students that wish to participate in co-

curricular activities **MUST** purchase a Student Activity Sticker. These can be purchased through the Student Activity Council (SAC).

Student ID Card: All students will receive a student ID card which entitles them to sign out library books. It is also necessary for admission to dances, prom and special events.

Yearbook: Eastdale is very proud of its yearbook, the EPIC, published every year since the school's opening in 1966. Dedicated students are always needed for photography, lay-out, copy, advertising and sales. Those interested in contributing should contact the yearbook adviser, Ms. Solorzano. Yearbooks are purchased in advance. Reserve your copy for a lifetime of memories.

ECVI: ELIGIBILITY POLICY FOR CO-CURRICULAR PROGRAMS

Co-curricular activities should be an integral part of each student's high school career. Nevertheless, Eastdale CVI regards participation in such activities as a privilege. This privilege shall be dependent upon the attendance, academic standing and disciplinary record of each student.

At Eastdale CVI, we value student learning and academic success above all else. Our goal is to not only graduate our students, but to produce graduates that have the necessary knowledge, skills, and attitudes to be successful in their post-secondary pursuits.

GENERAL REQUIREMENT FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Any student participating in any co-curricular activity must read the Eastdale Co-Curricular Policy. The attached form must be signed by the participant and parent/guardian and returned to their staff advisor.

TERMS AND DEFINITIONS

Probation - The student will be permitted to participate in the total activity but will be monitored closely and subject to a review after 10 school days.

Ineligible - The student will be excluded from all events, contests and competitions for a period of time. Students may conversely, be excluded from all events, contests and competitions that take place during a course that they are failing. In both cases, students are eligible to attend and participate in practices and meetings.

Disqualified - The student will lose the right to participate in the co-curricular activity for the duration or during that season. The decision to disqualify a student from participation will be made collaboratively by a committee made up of the student's Vice-Principal, Guidance counsellor and staff advisor/coach.

STUDENT ATTENDANCE REQUIREMENT FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

To participate in ANY EXTRA CURRICULAR event a student must be in attendance the entire day of the event, unless he/she has an excused appointment (doctor, dentist, funeral). To be clear, if a student skips a class on the day of an event, the student will not be allowed to participate in that event.

Upon review by their vice-principal, students who SKIP CLASSES, may be placed on probation or declared ineligible. If declared ineligible, student participation will be restricted to practices and meetings.

When a student is placed on probation or declared ineligible, the student's Vice-Principal and staff advisor/coach will monitor the student's attendance. Students will be returned to full participation status when their attendance becomes regular, and is thus no longer a concern.

Note: 18 and older students who abuse the privilege of signing in and out, as determined by their vice-principal, will be dealt with in accordance with the provisions of this policy.

ACADEMIC POLICY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Academic Criteria:

As per the student agenda, all students are to discuss with their course teacher any class absences, prior to the day in question. There is both an overall average requirement and a passing grade requirement. When the criteria are not met the first step is 'Probation'.

Interim or End of Semester Requirement:

(1) earned a 60% overall average, and (2) does not have more than 1 failing grade per semester. Eligibility to return to full participation can occur as soon as the student has met the academic eligibility criteria.

Absence from a class that a student is failing:

As a general rule, students are not allowed to miss a class that they are failing to participate in a co-curricular event. There may be exceptions at the discretion of the course teacher in conjunction with the vice-principal and staff advisor/coach.

10 Day Probationary Period:

Following the 10 day Probationary period, students who have not shown improvement will be considered Ineligible for competition.

Ineligible Period:

Students who have not shown improvement during the Ineligible period may continue to be Ineligible or may be Disqualified from all further participation. Disqualification may also result from other major infractions related to our school code of conduct.

Appeal Process:

Students who are not in compliance with these provisions may request a hardship appeal of their eligibility status to their vice- principal.

CODE OF CONDUCT - GENERAL

INTRODUCTION

The Code of Conduct for Eastdale Collegiate and Vocational Institute was developed by students, staff, and the school community council following the *Ontario Schools Code of Conduct (2000)*, and the applicable policies, regulations, and procedures of the Durham District School Board. In accordance with Policy Memorandum 128 (Ministry of Education), the Code of Conduct has been revised to reflect changes made in the Education Act effective February 1, 2008.

The Code of Conduct for Eastdale Collegiate and Vocational Institute is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change based on direction from the Ministry of Education and/or the Durham District School Board.

ONTARIO SCHOOLS CODE OF CONDUCT

Rationale: In 2012, the Ministry of Education enacted the Accepting Schools Act. The Codes of Conduct for the Durham District School Board and Eastdale Collegiate and Vocational Institute reflect the following provincial policy:

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents/guardians, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The *Ontario Schools Code of Conduct* sets clear standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards.

Guiding Principles: The Durham District School Board and Eastdale Collegiate and Vocational Institute support the guiding principles set out by the Ministry of Education, and endorse recognition, acceptance and sensitivity toward ethno cultural diversity.

- All participants involved in the publicly funded school system - students, parents/guardians, volunteers, teachers and other staff members are included in the Ontario Schools Code of Conduct whether they are on school property, on school buses, or at school-authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but

more importantly, they accept responsibility for protecting their rights and the rights of others.

- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use, or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol and illegal drugs are addictive and present a health hazard. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. (Smoking in school buildings and on school property is prohibited by law.)
- Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Roles and Responsibilities: The Durham District School Board and Eastdale Collegiate and Vocational Institute accept the Ministry of Education direction regarding individual roles and responsibilities. In addition to school staff, students, and parents/guardians, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents/guardians;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents/guardians;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;

- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/Guardians fulfil this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues;
- demonstrate respect for all students, staff and parents/guardians.

Police and Community Members are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on the model developed by the Ministry of the Solicitor General and the Ministry of Education.

Standards of Behaviour: The Durham District School Board and Eastdale Collegiate and Vocational Institute support the Ministry of Education standards of behaviour which include respect, civility, responsible citizenship, and physical safety.

Respect, Civility and Responsible Citizenship:

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly regardless of the race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Physical Safety:

Weapons -All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Alcohol, Intoxicants and Drugs - All school members must:

- not be in possession of, or under the influence of, or provide others with, intoxicants, alcohol or illegal drugs.

Physical Aggression - All school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

CONSEQUENCES FOR NON-COMPLIANCE WITH THE ONTARIO SCHOOLS CODE OF CONDUCT

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case. Consequences may include:

- caution by teacher, support staff, administrator or adult supervisor;
- temporary removal from class, activity or event;
- problem-solving exercise;
- parental contact;
- counselling;
- community/school service;
- loss of privileges;
- detention;
- behaviour contract;
- restorative practices;
- support and responsibility agreement;
- restitution;
- suspension;
- expulsion;
- referral to Durham Regional Police or Tobacco Control Act Enforcement Officer;
- police involvement as outlined in the Police/School Board Protocol, which could include Court Ordered Conditions that would prevent a student from attending Eastdale.

The teachers and administrators at Eastdale CVI endeavour to work closely with students and parents/guardians to ensure that matters of a disciplinary nature are communicated and understood.

SUSPENSIONS: A student may be suspended, depending on the circumstances, if the student commits any of the following infractions while he or she is at school, or at an off-site school event, **including before, during, and after school hours**. Inappropriate behaviour in the community, where there is a link to the school, may also result in a suspension.

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;
- being under the influence of alcohol;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- bullying;
- possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- being under the influence of illegal, controlled or intoxicated substances that are not prescribed for medical purposes;
- smoking on school property;
- committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- stealing property;
- engaging in intimidation, extortion, harassment, or verbal aggression;
- misusing or misappropriating school property or services, including computers and other technology systems;
- engaging in hate motivated incidents;
- engaging in gang related activity;
- possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- committing physical assault on another person;
- engaging in or encouraging a fight;
- engaging in conduct that constitutes opposition of authority;
- demonstrating poor attendance that warrants disciplinary action;
- engaging in behaviour that is disruptive to the learning environment of the class or school;
- engaging in conduct that is detrimental to the moral tone of the school;
- wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- engaging in unauthorized gambling or games of chance;
- engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.
- Any activity that the principal would otherwise have discretion to suspend, where the conduct is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

CIRCUMSTANCES LEADING TO A POSSIBLE EXPULSION:

- possessing a weapon;
- possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- assault/physical intimidation of an employee;

- committing sexual assault;
- trafficking in weapons or in illegal drugs;
- committing robbery;
- giving alcohol to a minor;
- committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others;
- any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions including but not limited to:
 - a) hate motivated violence;
 - b) gang related violence;
 - c) trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes;
 - d) uttering threats or threatening conduct intended to intimidate;
 - e) engaging in harassment;
 - f) on-going conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

EASTDALE CVI - CODE OF CONDUCT

The school Code of Conduct exists to make students aware of their rights and responsibilities, and to protect the rights of others in order to maintain a positive educational environment. Mature behaviour is characterized by an awareness that every right has a corresponding responsibility.

Three Basic Rules at Eastdale:

1. All students and staff will treat others with respect, kindness and courtesy.
2. Behaviour which interferes with learning, or the safety and welfare of others is unacceptable.
3. If there is a problem or conflict between students, they should inform their parent/guardian and should speak to their Vice Principal.

STUDENT CONDUCT EXPECTATIONS

ACCIDENT/INJURIES: If students are injured during class or an athletic event, they must inform their teacher/coach immediately. If there is an accident on school property, an administrator must be notified immediately so that the injured person(s) can be assisted, parents/guardians notified, and accident forms completed. If the injury is a head injury the student must be given a Concussion Package to be completed by their doctor and returned to the office.

ANNOUNCEMENTS AND NATIONAL ANTHEM: During the national anthem, students must quietly stand at attention. Students must also listen while the morning announcements are read. If students need to make announcements, they

must complete and submit announcement forms located in the main office.

ASSEMBLIES: When called to an assembly, students are to proceed in a quiet, orderly fashion with their teacher and classmates to the assembly location. **Students must sit with their class and teacher.** Students must not bring their backpacks.

Students have the responsibility to behave in assemblies, meetings and other school events in such a way that all present can enjoy and learn from the presentation. Absolutely no food, drink, or gum is allowed in the auditorium. Inappropriate behaviours such as whistling, calling out, and using personal electronic devices are not acceptable and will have consequences. Students who are directed to leave the assembly must report immediately to the main office.

BICYCLES: Students who ride bicycles to school should lock them securely to the bicycle racks at the front of the school. Bicycles should not be brought into the building unless they are part of a PHE class activity, and are supervised by a teacher. The school will not be held responsible for lost or stolen bicycles.

BULLYING: Bullying is not tolerated at Eastdale CVI or in any school of the Durham District School Board. The Ontario Ministry of Education definition of bullying is as follows:

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual(s) that is intended to cause (or should be known to cause) fear, and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. (Ministry of Education PPM#144)

Bullying will not be tolerated. Students must inform a parent/guardian, teacher or Vice-Principal.

Bullying can take many forms. It can be:

- physical - hitting, shoving, stealing, or damaging property;
- verbal - name calling, mocking, or making sexist, racist, or homophobic comments;
- social - excluding others from a group or spreading gossip or rumours about them;
- electronic (commonly known as cyber bullying) - spreading rumours and hurtful comments through the use of e-mail, cellphones, and text messaging.

Penalties for bullying may include restorative practice, detention, parent/guardian contact, interview, suspension and/or expulsion. These consequences will be determined by the school administration, and through the Durham District School Board Harassment Prevention Policy.

All DDSB school websites including the Board's site now have a button which reads "**REPORT BULLYING NOW.**" Anyone can click on this link and anonymously report bullying.

BUSES: Riding a school bus is a privilege and not a right. Students are expected to behave in a responsible and mature fashion which exhibits a respect for safe bus riding practices. Students must obey the directions of bus drivers at all times. Safety of all those on the bus is our prime concern. If a driver's attention is diverted from the road, a serious accident may occur. Inappropriate behaviour may result in parent notification, detention, and/or temporary removal of bus riding privileges. Persistent unsafe behaviour will result in permanent suspension of bus privileges to and from school and/or school suspension. In addition, bus privileges for school activities (e.g. field trips, sport events) will also be re-evaluated.

NOTE: The front bus loop is closed to all vehicles except school buses from 8:20am to 8:45am and from 2:45pm to 3:05pm as per the DO NOT ENTER SIGNS.

CAFETERIA: During lunch, all food and beverages should be eaten in the cafeteria. For health and safety reasons, no food or beverages are to be outside this area. All students are responsible for ensuring their table is clean when they leave, regardless of the fact that the garbage may not be their own. Students may not access the servery or vending machines during regular class time or travel time between classes unless they are in study hall on a spare.

CELL PHONES/PDAs/CAMERAS: (Includes all electronic devices, including gaming systems.)

The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.

In particular, the use of cameras for filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

The Durham District School Board and Eastdale CVI cannot assume the liability for lost or stolen personal electronic devices.

When inside school buildings, cell phones/PDAs are off and out of sight during instructional time (between 8:45 & 11:25, and between 12:10 & 2:45) except: where the teacher deems the use of this technology to be an instructional tool; in the cafeteria during a spare period.

Consequences for inappropriate cell phone/PDA use:

Instructional Areas

- the cell/PDA will be held by the teacher for the balance of the period; or,
- the students will be directed by their teacher to deliver the cell/PDA to a vice-

- principal in the main office;
- the student will be interviewed by the VP before the cell/PDA is returned;

Non-Instructional Areas

the cell/PDA will be taken to the office by the staff member; or,

- the students will be directed by their teacher to deliver the cell/PDA to a vice-principal in the main office;
- the student will be interviewed by the VP before the cell/PDA is returned;

CO-CURRICULAR ACTIVITIES: Co-curricular activities are a privilege and are provided by the school to enhance students' education experiences. Students must make proper arrangements with teachers prior to the class absence to make up the missed work. When participating in co-curricular activities, students must be present in all classes prior to leaving for the event. **All school rules apply while participating in co-curricular activities, whether they are at Eastdale CVI or off-site at any other location.**

COMPUTERS: Computer and Internet use is intended for legitimate educational purposes only. It is the student's responsibility to use information for educational purposes, and abide by copyright laws. Damage to hardware/network is costly and deprives others of access. Inappropriate use includes, but is not limited to:

- viewing or accessing (copy, download, print, etc.) materials that may be considered inappropriate to the learning environment of the school/classroom;
- inappropriate use of language (racist, sexist, harassing, violent or otherwise unacceptable);
- harassment of others;
- destruction or damage of equipment;
- executing system commands directly or through a script or file;
- adding or deleting files from the network, saving, copying, or deleting files to or from the network, other than in the student's own account;
- distributing software or data by way of the school network, running any software, other than software provided by the school, from the student's own account, or from a USB (or other removable drive) connected to a school computer;
- unauthorized use, such as sharing an account, or use of others' access codes;
- violations of copyright and software licence agreements;
- violating or circumventing computer or network security systems or attempting to circumvent network security systems;
- downloading, uploading, viewing or communicating of pornographic, violent or profane, racist, gang related, drugs or drug culture, militant or extremist, illegal or private documents;
- gambling or betting;
- unauthorized use of chat lines and e-mail;
- use of any unauthorized computer games
- any other infraction prohibited by the Eastdale CVI computer use form or the Durham District School Board.

Note: Students must complete the ECVI Computer Use form before using

any school computer.

Students who violate the school computer agreement and/or breach network security may face loss of network privileges, suspension, expulsion, and legal action. Malicious/mischievous activity will not be tolerated and may also result in the above consequences.

ATHLETIC EVENTS: Spectators are allowed at athletic team games after the school has ended at 2:45 pm. All spectators must conduct themselves in a responsible and respectful manner. This includes cheering for Eastdale teams in a positive way, and showing good sportsmanship toward visiting teams. Spectators who fail to comply will be directed to leave the school and property.

COURTESY AND RESPECT: Students are expected to be courteous and respectful in dealings with other students, teachers, supply teachers, secretaries, custodians, cafeteria staff and visitors. A courteous and respectful school environment increases a learner's comfort, confidence and ability to learn. Individuals who are not courteous and respectful of others in the school community will be disciplined accordingly.

CRIME STOPPERS: If students witness or have knowledge of a crime or illegal activity that has occurred at school, they are encouraged to contact the Durham Regional Crime Stoppers at (905)436-TIPS (905-436-8477) or toll free, 1-800-222-8477. All phone calls are anonymous, and callers may be eligible for a reward.

DANCE POLICY:

The date and cost for each dance will be announced in advance on the Student Council bulletin board in the cafeteria and/or during morning announcements.

A valid student ID card is required to purchase tickets:

- All students must present a current student ID card at the door along with the dance ticket.
 - Doors close at 7:00 PM. Late passes are available under special circumstances; however, tickets must be purchased in advance as they are Not Sold At The Door.
 - Hats, coats and purses must be checked into the coat check area. Knapsacks are not permitted at dances. All students are subject to a search.
 - The school dress code applies to apparel worn at dances.
 - Students are not permitted to go to their lockers during a school dance.
 - Skateboards, roller blades, pagers, laser pointers are not permitted at a school dance.
 - Students will not be re-admitted to the dance if they leave.
 - Students who are under the influence of alcohol or illegal substances will be refused admittance to the dance. Parents/Guardians will be contacted. Consequences may include: suspension, police involvement, student not permitted to attend any dance for the remainder of the year.
 - Students must attend all classes on the day of the dance to be admitted.
 - Students suspended from school are not allowed to attend school dances.
- Eastdale Prom,** Eastdale students are permitted only one guest. Guest passes are subject to approval by administration.

DETENTIONS: Office detentions are assigned by a Vice-Principal for

inappropriate behaviour. Teachers may also assign detentions/help sessions after class if students are late for class, or if students disobey classroom rules. If students are assigned an office detention, they must report to the office at the designated time and bring school work or reading materials. **Failure to serve office detentions will result in suspension.**

DILIGENCE IN STUDIES AND BEING PREPARED FOR CLASS: Students must arrive prepared for class with all required materials, and with all assigned homework completed. Students are also expected to contribute in class and to seek assistance in their studies if required. Further, students are to make every effort to catch up on class assignments that are missed due to field trips or other co-curricular activities.

DRESS CODE: The dress code established at Eastdale CVI by parents/guardians, staff, and students, is the standard of appropriate dress for all students, and for all school activities. This dress code defines standards of dress that meet the school community's expectations of modesty and decency and promotes a safe and respectful environment. It is appropriate to present a positive image that establishes an atmosphere conducive to a learning and work environment. The Eastdale Dress Code remains in effect until otherwise stated. It was developed in consultation with staff, students and the School Community Council as per Board Policy and Regulation #5550.

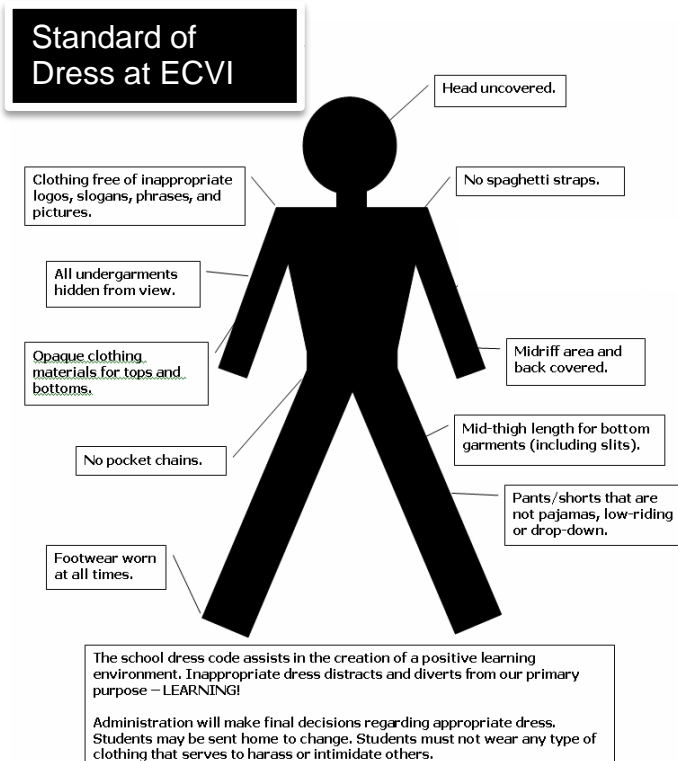
All students must be recognizable at all times, but especially in cases of emergency and in cases of unknown visitors in the school. Eastdale's co-op education students, and students involved in other forms of experiential learning, may be required to meet dress and grooming expectations of the community partners providing the placement experiences.

Students:

- a) Dress neatly, in good taste and in a manner which is appropriate for the workplace or school activity and is not revealing or offensive to others as determined by the school administration.
- b) Do not wear outerwear in class. Coats and other outerwear are to remain in student lockers.
- c) Shoes of a non-marking material must be worn at all times. Students are reminded that, in order to participate safely in practical course components where foot injury is a possibility, closed-bed footwear **MUST** be worn. Closed-bed footwear is required for, but not limited to, practical course components in Science, Technology, Food Science, Co-Op Education and Physical Education.
- d) **Any clothing, which is offensive in nature**, advertises foul language, drugs, alcohol, sex, violence, gang insignia or sends a disturbing or inappropriate message, is not allowed.
- e) **Hats, bandannas, doo rags or other headgear of a non-religious nature** may not be worn inside the school building at any time. Hoods or other garments used to conceal any part of the face are not permitted. Student hats will be confiscated with no warning, stored in the office and returned at

the end of the school day (see vice-principal). Repeat offenders will be subject to other consequences.

- f) Wearing inappropriate accessories (e.g. **wallet chains, spikes, studs, combs/hairpicks, and sunglasses**) is not permitted.
- g) Face masks, excessive decorative facial makeup or contact lenses which distort or obscure the eyes are not permitted.
- h) Students who are deemed to be inappropriately dressed will be directed to the main office to speak to an administrator.



DRESS CODE FOR TECHNOLOGY CLASSES (AUTO, WELDING, CONSTRUCTION, CUSTOM WOODWORKING, CULINARY ARTS)

Students must wear closed toed shoes, long pants, sleeved shirts and all jewellery must be removed for these classes. Also NO electronic devices, food or drinks are allowed in the above mentioned classes.

FIELD TRIPS/EXCURSIONS: Field Trips are a privilege. Students are expected to follow the direction of staff that are supervising the trip and must adhere to timelines and transportation guidelines. Students who commit serious infractions of the Code of Conduct will face suspension and the removal of future field trip/excursion privileges. Students are also expected to follow the dress code while on trips.

FIRE ALARM: When the fire alarm sounds, students must follow the fire exit instructions posted in each classroom, as directed. Students on spare or on lunch must leave the building via the nearest exit. Students must move away from the

school, and remain on the sidewalk or back field until instructed to re-enter the building. STUDENTS ARE NOT PERMITTED TO SMOKE DURING A FIRE ALARM. Students found guilty of triggering a false alarm will face suspension from school, may face possible charges, and may be responsible for costs charged by the fire department and other emergency crews.

FOOD & DRINK/LITTERING: All food and beverages should be consumed in the cafeteria. Unopened food and drink may be carried only to the cafeteria or designated areas. Capped water bottles may be permitted at the discretion of the teacher. Students are responsible for disposing of any litter. In addition, *all members of the Eastdale CVI community are expected to assist in maintaining a litter-free environment.* Students are expected to deposit recyclable materials into the appropriate containers. All food and drinks purchased in the cafeteria (including vending machines) are to be consumed in the cafeteria. Food and drink brought to the cafeteria from outside sources should be eaten in the cafeteria.

VENDING MACHINES and CAFETERIA SERVERY:

The vending machines and the servery in the cafeteria are for use ONLY before school, at lunch, and after school. Students may not access vending machines during regular class time, unless they are on a spare. DO NOT LITTER. Place all bottles, cans and garbage in the containers provided. If you have a vending machine issue, speak to a teacher in the PHE office.

GAMBLING: Gambling is not allowed anywhere in the school, at any time. This behaviour may result in suspension.

GOOD NEIGHBOUR POLICY: At Eastdale we believe in a Good Neighbour Policy which reflects our commitment to our community. We will exercise appropriate discipline when the behaviour of our students disrupts the safety and orderliness of our surrounding geographic area. According to Board Procedure #5149, an incident of anti-social behaviour (violence, bush parties) which has implications for the school and community, but **occurs off school property and/or outside normal school hours**, will be investigated by administration and appropriate disciplinary actions will be applied.

HARASSMENT: Eastdale CVI provides a positive, harmonious environment which respects the diverse makeup of the community. Everyone has the right to be treated with dignity and respect. Personal rights end when they violate the rights of another person. If students are threatened, ridiculed, abused or subjected to racist, violent, or sexist language and/or behaviour, they must inform a teacher, guidance counsellor, or administrator immediately. Harassment only stops when students speak up for their rights. Consequences for inappropriate behaviour of this nature may include: conflict resolution, counselling, detention, parental interview, or suspension from school. These consequences will be determined by the school administration and the Durham District School Board Harassment Prevention Policy.

All DDSB school websites including the Board's site now have a button which reads "**REPORT BULLYING NOW.**" Anyone can click on this link and anonymously report bullying or harassment.

IDENTIFICATION REQUIREMENT FOR STUDENTS: All students are required to identify themselves immediately when requested by staff by clearly stating their full name and their current class location. Failure to comply or the giving of false information is a very serious offense and will be dealt with by administration accordingly and may result in a suspension.

LANGUAGE: Students and staff should be able to work and express themselves in an atmosphere free from the distraction of offensive language. Yelling, sarcasm, profane and offensive language, either written, spoken, or implied is unacceptable at any time. Disciplinary measures may range from a warning to suspension.

LASER POINTERS, FIRECRACKERS, AIR HORNS, LIGHTERS, INCINDIARY DEVICES AND SNOWBALLS: Dangerous objects including snowballs, firecrackers, hand-held laser pointers, air horns, cigarette lighters, etc. must not be used on school property, and may be confiscated. Students will be suspended if they have threatened the safety of others through the use of these objects.

LOITERING: It is expected that all non-supervised students exit Eastdale CVI property by 3:00 pm. Loitering is not permitted at Eastdale CVI. If a student is asked to leave the school, they must exit through the closest door.

Co-curricular Activities: All students participating in co-curricular activities after school at Eastdale CVI must be supervised by an Eastdale CVI staff member. Athletic team practices as well as all other club and co-curricular activities are open to participating students only, no spectators allowed.

Students Waiting for Rides After 3:00 pm: Students waiting for a ride following an afterschool supervised activity, should do so in the East parking lot, or at the front of the school.

MUSIC: Portable speakers, Bluetooth speakers, or any other auditory device that projects music or sound is not permitted at Eastdale CVI. Students who wish to listen to their music device during non-instructional times must use headphones and keep the music level to a minimum, SO THAT ONLY THE STUDENT WITH THE HEADPHONES CAN HEAR THE MUSIC.

OPPOSITION TO AUTHORITY: If a student shows disrespect to a staff member's authority (i.e. ignoring a teacher's request to follow school rules, refusal to give a teacher your name, hat, or refusing to go to the office, etc.), that student will be dealt with by the administration and may be suspended.

POSTERS

Posters must be approved by the school administration. Students hoping to have their posters displayed must see an administrator and receive their signature. Posters are to be displayed on bulletin boards or walls (please use masking tape or non-permanent adhesives similar to Sticky Tack). Do not place posters on glass surfaces.

REMOVAL FROM CLASS: If a teacher directs a student to leave the classroom for inappropriate behaviour, or if a student chooses to leave the classroom to speak

with a vice-principal, the student must report to the office immediately and fill out a student behaviour report.

Student refusal to leave the classroom or report to the office will result in suspension.

ROLLER BLADES, LONGBOARDS, SKATEBOARDS: Skateboards, longboards, and roller blades may not be used on school property, including the parking lots, sidewalks, and pathways. If students use these items to travel to school, they must be placed in the student's locker immediately upon arrival. Failure to comply with this policy may result in confiscation.

UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO PLAY ON THEIR ROLLER BLADES, LONGBOARDS, OR SKATEBOARDS ON HARMONY ROAD OR ADELAIDE STREET ADJACENT TO THE SCHOOL.

SMOKING, TOBACCO PRODUCTS: Smoking on the school property is a risk to health and safety and is prohibited by the Tobacco Control Act. Students who do not abide by the non-smoking policy at Eastdale may be suspended and/or charged under the Tobacco Control Act. Students who want help to stop smoking should contact the guidance office to make an appointment.

- Smoking, use of tobacco and associated devices, smoking equipment and electronic devices, that may contain tobacco products, or may reasonably be perceived as containing tobacco products, are not permitted by any person on school property at any time.
- Smoking includes the carrying or holding of lighted cigars, cigarettes, pipes or any other lighted or electronic device. Examples may include but are not limited to E-cigarettes, herbal cigarettes, chew, snuff and snus.
- The selling or supplying to someone who is under 19 years of age is prohibited.
- Grade 9 students are not permitted to be in the designated smoking area.

Did you know.....

- * Giving or sharing a cigarette with anyone under 19 could cost **you** \$365.00.
- * Smoking/holding lighted tobacco anywhere on school property could cost **you** \$305.00.
- * This law is in effect 24 hours a day, 7 days a week, 365 days a year.

Vapourizers, e-CIGARETTES, e-CIGARS, e-PIPES, e-JUICE: e-Cigarettes, e-cigars, e-pipes, e-juice, vapourizers and any such items are prohibited on school property.

SUBSTANCE ABUSE: Possession, being under the influence, or distributing alcohol, illegal drugs, intoxicants, or drug-related items such as rolling papers, grinders or weigh scales, while on school property and/or surrounding area, or in activities under school jurisdiction, will result in suspension or recommendation for

expulsion as outlined by the Durham District School Board policy. In the cases where suspected criminal activity is indicated, police will be called and charges may be laid.

SUSPENSION: Suspended students are not allowed on school property, or within the area adjacent to the school property during the duration of the suspension.

VALUABLES/THEFT: Students are discouraged from bringing valuables to school. Students should not leave valuable items in lockers or in gym change rooms. Students must keep locker combinations private. Students must report theft to their teacher or administration immediately. The school will not be responsible for lost or stolen property. Theft is the illegal or unauthorized removal of property from any person, building or grounds under the jurisdiction of the Durham District School Board. Theft will result in suspension, and may include police involvement. Robbery refers to the taking of personal property in the possession or immediate presence of another by the use of violence or intimidation. Robbery will result in police involvement and possible expulsion.

VANDALISM: Destruction or the defacing of school property, or personal property of staff and students, whether through a malicious act, or indirectly caused by violent behaviour will result in one or more of the following consequences:

- a. Repair or eradicate any damage or defacement;
- b. Pay financial restitution for damage or replacement value;
- c. Formal suspension from school;
- d. Legal action, which may include police charges.

VIOLENCE: Any student found guilty of the following infractions shall be subject to penalties ranging from suspension to expulsion:

- any form of violent behaviour (including play or consensual fighting);
- actions on or off of school property that are aggressive towards other students or staff;
- intimidation, harassment, extortion, bullying, physical or sexual assault, profane or improper language, as well as the condoning of violent activities through passive participation, or association.

In addition police may be involved and charges laid. Students who witness criminal/dangerous activity should report it immediately to the office.

VISITORS AND TRESPASSERS: Eastdale CVI is private property. All visitors to the school must immediately report to the main office to receive permission to be in the building or on the property. Persons who are on school property without office permission are trespassing and, in accordance with the Trespass Act, may be prosecuted. Students who encourage or facilitate trespassers will face consequences that may include suspension. **ALL VISITORS SHOULD ENTER AND EXIT THE BUILDING THROUGH THE MAIN DOORS FACING HARMONY ROAD, on the west side of the school.**

WASHROOMS: To avoid class disruption and missed class time, students should use the washroom before school, during lunch hour, and between classes. In urgent cases, students may be excused at the teacher's discretion. Students should go to the nearest washroom and return directly to class. Students must be

prepared to make up the time and/or work missed.

WEAPONS: Weapons are defined by the Education Act as: "anything used or intended for use in causing death or injury, whether designed for such a purpose or not, or anything used or intended for use for the purpose of threatening or intimidating any person".

The Principal may deem any item to be a weapon and forbid its use or presence in the school. Pocket knives are considered a weapon and must not be brought to school. Chains attached to wallets and/or clothing items and laser pointers are considered to be a safety hazard as well as a weapon and must not be brought to school.

Penalties for trafficking in and/or possession of weapons on school property or at school sponsored events, include immediate suspension and possibly expulsion. Police will be involved and charges may be laid.

Students who threaten to use a weapon may be subject to suspension, expulsion, and/or police involvement.

Searches by Administration

Students and parents are reminded that Principals and Vice-Principals have the authority to search school lockers, and personal property including backpacks, purses and pockets without notice to or permission of any person. This right and responsibility is established to assist Principals and Vice-Principals in providing for the safety and welfare of all students and staff under the provisions of Education act, and this authority is supported by numerous rulings of the Supreme Court of Ontario and Canada.

A search must be related to and undertaken in accordance with the statutory duties and responsibilities of an administrator as defined by the education act (**sections 264 and 265**) "to maintain proper order and discipline" and a high "duty of care" of pupils and property. A Principal or Vice-Principal does not require a search warrant in order to conduct a student search.