

Elmira District Secondary School

Parent and Student Information

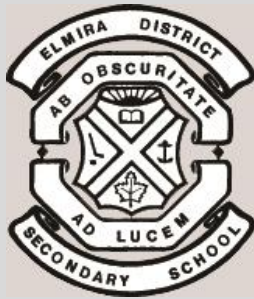
2016 — 2017

**4 University Avenue
Elmira, Ontario N3B 1K2**

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1-800-777-7985
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Mission Statement

At EDSS we believe that success begins when students and staff learn together in a caring and supportive school environment.



This booklet and other EDSS news is available on the school Website

<http://eds.wrdsb.ca>



Accidents

An accident must be reported by the supervising staff member immediately to the Attendance Secretary in the Main Office and an accident report filled out. If medical treatment is needed, the parents/guardians will be contacted. The Waterloo Region District School Board carries no accident insurance for its students. If you want accident coverage, you must purchase it yourself. Student insurance is available on-line at <http://www.insuremykids.com>

Activity Program

Late buses will run on Monday and Wednesday (5:00 p.m.) for students needing extra help from teachers. The Late Bus Schedule is listed in this booklet.

Possible Co-Curricular Activities at EDSS

Announcements

Athletics

- Alpine Ski Team (Co-Ed)
- Badminton (Co-Ed)
- Basketball (Boys & Girls)
- Cross-Country Running (Co-Ed)
- Curling (Co-Ed)
- Field Hockey (Girls)
- Football (Boys)
- Golf Team
- Hockey (Boys & Girls)
- Rugby (Boys & Girls)
- Slo Pitch (Boys & Girls)
- Soccer (Boys & Girls)
- Swimming (Co-Ed)
- Tennis (Co-Ed)
- Track & Field (Co-Ed)
- Volleyball (Boys & Girls)

Best Buddies

Chess Club

Debating Team

DECA

Drama Club

- Stage Crew
- Fall Show
- Sears Drama Festival
- Magic Club

Environment/Recycling Club

Federal-Provincial Group

GSA (Gay Straight Alliance)

Hilltop (Inter-School Christian Fellowship)

Intramurals

Mathletes

Music

- Choir
- Concert Band
- String Ensemble

Outers Club

Reach For The Top

School Newspaper (Lancer Lines)

Skills Canada

Student Council

Student Council Class Representative

Writer's Club

Youth In Action

Attendance Philosophy

At Elmira, we believe effective learning takes place when students arrive punctually and are present for the entire instructional period. We feel that our attendance and late policy at Elmira assists students in forming attendance habits that significantly improve their academic performance and future employability.

Ministry regulations state that when a student is unwilling to attend school regularly, the ability to achieve meaningful credit value in his or her program is greatly reduced.

Excessive absence in any course of study adversely affects performance and reduces the chances for success in a student's academic program. Furthermore, with the implementation of full disclosure in September 1999, all Grade 11 and 12 course drops, withdrawals and repeated courses will have marks reflected on the student's transcript. Post-secondary institutions, in offering admission will carefully consider attendance and academic achievement. Therefore, the staff at Elmira District Secondary School promotes a commitment to regular attendance in all areas.



**Attendance
Philosophy
(cont'd)**

Elmira subscribes to the concept of progressive intervention and consequence. Students may be given a noon-hour detention for classes skipped, at the discretion of administration. Excessive skipping may result in progressive disciplinary measures. The student's future in the course may be compromised if they reach 15 consecutive absences. Students who do not consistently attend classes will be referred to the EDSS Social Worker. All grade 9 and 10 students must be enrolled in full-time studies (8 classes). Students continuing to be absent from school subsequent to repeated school-based interventions may be referred to an alternative program or recommended for Supervised Alternative Learning (SAL).

Parents are encouraged to contact the counsellor, teacher or vice-principal to discuss their child's progress at anytime.

Please call the following Vice-Principals if you have any questions regarding your child.

Vice Principals Responsible for Attendance:

Mr. D. Morton Surnames A – K

Mr. K. Halley Surnames L – Z

Absences

- A note or phone call from a parent/guardian is required for all absences. Parents are encouraged to call before 8:00 a.m. to indicate the reason for their daughter's/son's absence. Verification of an absence (phone call or note) by a parent is preferred on the day of the absence. Please phone the Attendance Office (669-5414 Ext 1) or if you are calling long distance (1-800-777-7985). Adult students (18 years old or older) with signed Adult Status Forms may write their own notes.
- Students, once signed out by parents, are expected to leave school property.
- Students arriving after the start of the school day must sign in at the Attendance Office. When arriving late, students will not be admitted to class without an Admit Slip.
- If a student must leave school before the end of the day they are required to "**Sign-Out**" at the Attendance Office. Non-adult students and adult students without Adult Status forms will require either a note from home, parental permission by phone, or administrative permission in order to sign-out.
- Students who do not follow appropriate sign-out procedures will be considered to have skipped class.
- If a student becomes ill while at school he/she must report to the attendance office to "sign out".
- Students are responsible for all missed work and assignments during an absence.
- Students without proper documentation may not participate in any extra-curricular activities on the day of an absence.
- Students who must be absent from class(es) for a specific school related duty, should first request their teacher's permission.
- Students may be assigned a noon hour detention for skipping a class. If repeated skips occur, a student could be assigned an in-school suspension or suspension out of school for an appropriate period of time. Persistent truancy will be documented and reviewed by our Vice-Principals and school Attendance Counsellor / Social Worker.
- If a student is ill for more than five(5) days, a medical note is required.
- If a student is going to be away from school for more than four (4) consecutive days, a temporary student withdrawal form (IS-07-X) must be completed and left in the attendance office.



Automated Calling System

Attendance Caller Process

- The System will automatically call the residence of students that have been indicated as absent for a period or more.

Validation of Absence

- Prior to absence, the parents/guardians of the student must provide a written explanation or telephone the attendance secretary. **Voice mail is available 24 hours per day for you to leave a message.** (519-669-5414 Ext 1)

All absences must be validated within two (2) school days.

Automatic Electronic Defibrillator (AED) Procedure

The Waterloo Region District School Board (WRDSB) has partnered with Emergency Medical Services (EMS) – Waterloo Region, as well as the Heart and Stroke Foundation of Ontario to implement an Automated Electronic Defibrillator (AED) program.

In 2006, the Ontario government introduced the Chase McEachern Act (Heart Defibrillator Civil Liability Act, 2006). This Act protects people from liability if they use a defibrillator to assist someone at an emergency, as long as the defibrillators were made available in good faith. A number of school boards have implemented AED programs within their jurisdiction. Locally, over 110 AED devices have been placed in Region of Waterloo community centres, libraries, arenas and pools. Elmira District Secondary School has one located on the lower floor across from the library.

Bus Transportation

Bus Pass Procedures

Students may only go on the bus they are assigned. Inappropriate behaviour on the bus may result in loss of bus privileges.

If a student requires a ride on a school bus to another student's residence for school-related reasons, both students must bring notes from their parents to obtain a guest bus pass.

Regular bus departure time is 2:40 p.m.

Any questions regarding busing, should be directed to the Student Transportation Services of Waterloo Region at 519-650-4934 Ext. 231

It is essential that school transportation be a safe and pleasant experience for our students. To be successful, we rely on the partnership among the students, the parents/guardians, the school and the drivers. Everyone must work together to ensure that the expectations of student behaviour are clearly understood and consistently reinforced.

Cancellations

The decision to cancel student bus transportation is made by the school bus operators in collaboration with Board transportation staff from both the Waterloo Catholic DSB and the Waterloo Region DSB. The operators monitor the weather and road conditions throughout the night and early morning. Since buses must be prepared and checked very early to start their routes, the decision to run or not must be made by 5:30 a.m.

Rural roads are often not plowed and can present treacherous conditions for a school bus particularly if combined with heavy snowfall, blizzard conditions or fog. The decision to cancel bus transportation is always made based on the safety of our students.

EDSS will remain open on days when bus transportation only is cancelled. Attendance will be taken on bus cancellation days.



Bus Transportation (cont'd)

Parents and students can go on the transportation service’s website at <http://transportation.stswr.ca> to find out about individual situations (see next page for details)
For information about student transportation cancellations or school closings due to severe weather please tune into the following media outlets, or check the EDSS website, eds.wrdsb.ca

- CHYM Kitchener FM 96.7
- CKWR Kitchener FM 98.5
- Country AM 570
- Dave FM 107.5
- Faith FM 94.3
- Kicx FM 106.7
- KOOL FM 105.3
- MAGIC FM 106.1
- Oldies AM 1090
- The Beat FM 91.5
- CKCO-TV Kitchener is also contacted

General Transportation Policy (Board Policy 4009)

The following distance guidelines shall be used to determine eligibility:

- For students living in urban municipalities and established settlement areas, transportation may be provided to students living beyond the following distance to their assigned school:

<i>Grade</i>	<i>Distance</i>
Junior and Senior Kindergarten	0.8 km
1- 8	1.6 km
9- 12	3.2 km

- For students living in rural areas outside urban municipalities and established settlement areas, transportation will be provided to all students in a manner deemed safe and appropriate by STSWR.
- In some cases, transportation may be required due to hazards that preclude a safe walking route to school. The identification of such hazards and the transportation provided will be determined by STSWR.



Student Transportation Services of Waterloo Region welcomes you to our website!

www.stswr.ca

To Find Your Child’s Busing Information:

Visit www.stswr.ca
 Click “Student Login”
 Click “Student Login” Enter your child’s Ontario Education Number (OEN):

- Numbers only, no space, no dash
- Please note that OENs are printed on report cards

Enter your child’s birth date (dd/mm/yyyy)
 Enter your street number (house number only)
 Select your child’s school

For Delays, Closures & Cancellations:

Visit www.stswr.ca
 Click “Delays, Closures & Cancellations”
 Click “Delays & Cancellations”
Bus cancellations are also communicated via local media (radio, television)

Note:

To Subscribe to E-mail Notifications for Route Delays and Cancellations and School Closures:

Visit www.stswr.ca
 Click “Delays, Closures & Cancellations”
 Click “Delays & Cancellations”

Click





Cell Phones, Tablets and WiFi capable devices

EDSS is committed to ensuring an environment that is conducive to learning and to the protection of privacy, dignity and safety. Cell phones and communication devices while useful in an appropriate setting often cause challenges in a school (e.g., disruptions or interruptions during classes, cheating on tests and examinations).

To maintain a positive learning environment, cell phones and communication devices must be turned off during instructional time and secured out of sight. There may be instances where the teacher will permit cell phone use to enhance curriculum expectations; these devices must be used to contribute to a positive learning experience in the classroom. Before school, between periods, during lunch and after school these devices may be used. **As with any public facility, these devices should never be used in washrooms and/or change rooms.**

Consequences for not complying with these guidelines may include temporary confiscation of the device.

In the case of a family emergency, call the school in order to contact a student or staff member (519-669-5414).

Counselling Information

WHO IS MY GUIDANCE COUNSELLOR 2016-17	
Ms. Savill	A, B, C, D
Ms. Enns-Hildebrand	E to L, N, O
Mr. Forler	M
Mrs. Duimering	P to Z

Course Selection and Course Load

Students registering at EDSS must choose and maintain a program with a course load according to school policy as outlined below:

Grade	Minimum Course Load	Note
9 & 10	8	All students are expected to take 8 courses unless there are exceptional circumstances approved by the Vice-Principal.
11	6	Students on a 5 year plan can take 6 credits. All other students are encouraged to take 8 credits.
12	6	It is recommended that students take the number of credits needed for them to fulfill the 30 credit OSS requirements.
5th year	N/A	Students can take up to 34 credits in day school. Any courses past the 34 cap are to be taken through continuing education. IEP students are exempt from these restrictions.

Policy for Course Changes Fall 2016

It is very difficult to change courses in September. Students were encouraged to select courses carefully as once the timetable is set there are many restrictions. We realize in some cases, students may need to change a course.

What do you do if you wish to pursue a course change early in the Semester?

With respect to course changes, a change will be considered only if:

- it is the result of pass/fail circumstances last year
- it is requested because of summer school participation
- it is to accommodate co-op
- the change is driven by revised career plans

These changes must be requested by September 12 (Semester 1) and February 10 (Semester 2).



Counselling Information
(cont'd)

With respect to level changes, we expect that very few seats will be available in September for students who wish to change levels. If you believe that you would be better served studying at a different level of difficulty (e.g. Applied to Academic or University Prep to College Prep), **you must file a request to change levels with Guidance by September 12 /February 10.** Changes will NOT be granted on a first come-first serve basis, as in the past, but will be approved according to need, with input from the subject teachers.

No course changes or additions will be permitted after September 12 (exceptions by Principal / Dept. Head authority only). Course drops will be permitted as the year progresses, with the approval of the Vice-Principal.

Course Adds & Drops

Students must complete a *Request for Course Change Form* and have it signed by a parent prior to a course change. A course that is not dropped prior to the Full Disclosure date (4 days after midterm report card) will appear on your transcript **permanently.**

Post-Secondary Application Process

University and College applications will be filed on-line. How-to-apply workshops will be scheduled for November and December. Our target date to have all applications completed and filed is December 16, although the actual deadlines are usually early in the new year. Please check the EDSS website under Guidance for all the latest information on workshops, university & college presentations and important dates.

Funding your Post-Secondary Education

Are you entering your final year of Secondary School? Is College or University in your future? The fall term of your final year is the best time to research and apply for scholarships and bursaries. Financial planning is an essential component of attending a post-secondary institution. This is a time consuming process and students need to start early. Guidance will have several Financial Planning Workshops in the fall to provide you with the necessary information to get started.

On-Line Course Registration--MyWay

All course selections for 2017-18 will be submitted on-line in MyWay. All students, including not-returning students, will complete this process from February, 2017.

Honour Roll – to qualify: 79.5% Average

GRADE	MINIMUM NUMBER OF CREDITS OVER THE ENTIRE YEAR
9	8 Credits
10	8 Credits
11	6 Credits
12	6 Credits
5 th Year	6 Credits

Silver Honour Pin--a student earns honour roll status for three years during their time here at EDSS

Gold Honour Pin--If a student earns honour roll status for four years during their time here at EDSS

Important Counselling Dates for 2016 – 2017

October 6 – Grad Parent Workshop at EDSS (6:30 p.m. to 8:00 p.m.)

October 19 – College Fair at Conestoga College, Doon Campus

October 21 – Commencement at EDSS

November & December – College & University workshops

December 16 – EDSS target date for college and university applications

(Actual deadlines may vary by program but are usually in early 2017)

November 23 – Grade 8 Orientation Night

May 1 – Deadline for accepting an offer for College

June 1 – Deadline for accepting an offer for University



Community Service Involvement and Graduation

In order to graduate all students must complete 40 hours of Community Service. The Community Service Tracking Forms are available in the Guidance and Main Offices. There are many volunteer opportunities in our local community. The Guidance Office has a Volunteer Board that posts volunteer positions on a regular basis. Grade 8 students can now start their volunteer hours in the summer before Grade 9. Do not wait until the last minute to complete these hours. Speak to your Guidance counsellor if you need assistance.

Dress Code

EDSS is a place of business. Students are required to be neat, clean and suitably dressed for school. Choices in clothing must be appropriate for the educational-work environment. Some examples of inappropriate attire are, but not limited to, clothes that do not cover the body appropriately (very short skirts/shorts, low-cut tops, tops revealing a significant portion of the upper body or abdominal area, muscle shirts, etc.) and clothing with sexual, racist, alcohol or drug-related messages, or any other offensive message. Students deemed by staff to be wearing inappropriate clothing will be referred to a Vice Principal. Individual teachers have the right to decide whether a student has violated the dress code. Your respect for the EDSS community as a whole is greatly appreciated.

Evaluation

A Term Work

Ministry of Education Guidelines reflect the importance of daily performance. Therefore, it is necessary to be present, punctual and prepared for each class. Attendance counts!

Semester 1

Report Card Issued

Term 1 - September 6 to November 9November 25
Term 2 – November 10 to February 3February 17

Semester 2

Term 1 – February 6 to April 13.....April 28
Term 2 – April 18 to June 30.....July 10

B Formal Examinations *Please avoid family vacations and other commitments during these periods.

Dates: January 27 to February 2, 2017 inclusive
June 22 to 28, 2017 inclusive

C Final Summative Assessments

- Thirty percent of the final grade for each course will be based on final summative assessments which may include one or more of the following: examination, presentation, performance, essay, group project and/or other methods of evaluation.

Exams and Summative Assessments

Students are required to be present for examinations and summative assessments related to their academic program. Illness and family emergencies are the only acceptable reasons for missing any final summatives and/or formal examinations. A signed statement from the doctor's office is required for any illness or medically-related absence.

Exams must be completed during the scheduled exam period. Failure to complete a final summative may result in the loss of the credit.

Early vacations, trips abroad, summer jobs, etc. are not acceptable reasons for missing exams.

Summative assessments may be part of the exam mark and are therefore subject to similar obligations.

Family Holidays or Periods of Extended Absence

School staff discourages students from taking family holidays outside of regularly scheduled school holidays. Students often struggle catching up upon returning to school, and academic achievement ultimately suffers. Students **must** complete form IS-07-X (Temporary Withdrawal Form) prior to any leave of absence.



**Family Holidays
or Periods of
Extended
Absence
(cont'd)**

Staff members are not responsible for providing extra-help, when a student is withdrawn for extended periods of time.

As previously noted, students are required to be present for examinations and final summatives. See “Exams and Summative Assessments”.

Fees

There are no tuition fees. However, funds are required for gym uniforms, locks, student activity cards, yearbooks and teams, clubs and off-campus activities.

If financial circumstances prevent you from paying any school fees please call your son/daughter’s Vice-Principal. No student will be refused entry to a program due to an inability to pay fees.

**Code of
Appropriate
Student
Behaviour**

Students, parents and teachers all have rights and responsibilities in the education system. At EDSS, a set of student regulations has evolved to describe these rights and responsibilities and to ensure that they are respected.

Every student attending EDSS has the right to an education without disruption and a corresponding responsibility to respect the right of others.

EDSS students are encouraged to take advantage of the excellent facilities and programs available at the school and to conduct themselves in a courteous and considerate manner.

Appropriate student conduct is a shared responsibility evolving from the concerted efforts of parents, students, teachers and the community.

The following code of **Appropriate Student Behaviour** was developed to involve students, parents and teachers in maintaining harmony by helping students discover the value, use and necessity of obeying rules and following directions.

**General
Student
Expectations**

1. Students sent from class, for behaviour reasons, must report immediately to the Main Office (staff are required to contact the Attendance Office when directing a student to his or her Vice-Principal).
2. During class time, students should not be in the halls unless they have permission from their teacher.
3. Eating/drinking in the halls and stairwells is prohibited except during common lunch.
4. Students are expected to deposit all garbage in the appropriate containers and are encouraged to recycle.
5. Students on a “spare” period may work in the library, be in the cafeteria, or leave the school property.
6. Students signed out by parents are expected to leave school property.
7. Students are required to use combination locks (available for purchase from the Main Office) on their lockers.
8. Students must use the locker assigned to them and are encouraged to leave all valuables within their locker. The school is not responsible for lost or stolen personal property. The school has the right to open a student’s locker at any time.
9. Cell phones, iPods, etc., are to be turned off during class time. It is at the discretion of the teacher whether or not they will be permitted to be used to support a learning activity.



General Student Expectations (cont'd)

10. Throwing balls, playing hacky sack or stick games and/or juggling are not permitted in the school corridors. Such activities should be played outside. Bikes, rollerblades and skateboards are not to be used on school property and bicycles must not be ridden on school property.
11. Students should not be engaging in “intimate behaviours” while on school property or during school events.
12. Alcohol and drug use are prohibited on school property or at school functions. If a student arrives at school or at a school function having consumed alcohol or drugs, they will be suspended. Police may be called in, at the discretion of the school, to take any appropriate actions.
13. All school policies and expectations will be in effect while students are on off-campus trips or at school extra-curricular activities.
14. Parents/Guardians agree to accept and pay all costs including transportation and other expenses incurred for the return of their child from the site of an off campus trip for medical reasons or inappropriate behaviour (IS-09-F-6)
15. Elmira students who trespass on the property of another school or cause problems for the students and staff at another school may be suspended.
16. Only EDSS students are allowed on the property. Visitors to the school must report immediately to the Main Office and obtain a visitor’s pass. Students should arrange to meet friends off school property. The police may formally charge a trespasser.
17. Students are not permitted to bring pets, infants or toddlers into classes or to school (exceptions will be made for some parenting classes). Students are not permitted to bring siblings or friends, who are on school vacation, into classes or to school. Such practices disrupt the teaching and learning activities in the classroom and can be an attraction for some students to miss their classes.
18. Students require permission to use the elevator. Please obtain an elevator pass from the Vice-Principal’s Office.

Gym Shoes

Gym shoes are required by all students while using the school gym facilities. Only rubber-soled gym shoes are acceptable.

Gym Uniforms

Gym uniforms are required for all students. Only T-shirts, sweat pants and shorts sold in the EDSS Phys. Ed. Office will be allowed. (Prices include Tax)

T-Shirts	\$17.00	Gym Shorts	\$15.00	Or buy both	\$30.00
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Health Information

Parents are asked to notify the Vice-Principal about chronic medical situations and discuss the expectations of the school in case there is an emergency. Please be specific in recording Health Information on the Data Verification Form.

Lates

- Students are expected to arrive to all classes on-time.
- Those who arrive after the bell will be marked late. Those who arrive more than ten minutes late will be sent to the Attendance Office. Additional consequences for accumulated lates may include one or more of the following: detentions, suspension and phone calls home from teachers and administrators.
- If a student has an appointment with Guidance, Nurse, Administrator, Child and Youth Worker or Social Worker they must receive a note from this person prior to returning to class.
- Students who are kept after class time by a teacher, causing them to be late for their next class, will require a note from the teacher responsible for the lateness.
- If a teacher is late for the beginning of a class, students should remain in the classroom or in the hall outside the locked classroom door until the teacher arrives. One student should be sent to the Main Office to inform them of the problem.



Late and Missing Assessment Policy

Teachers and administrators at EDSS believe all work assigned in a course is beneficial for student learning. With this belief, it is important that **all essential learning in a course be demonstrated in order to earn a credit. Late and missing assessments jeopardize a student's ability to demonstrate this learning.**

Teachers will establish a submission date and if the work is not submitted by the submission date then there will be interventions put into place to support the completion of the work. A final deadline is set and any work submitted after this date will not be marked.

Failure to submit assessments will not provide sufficient evidence to the teacher of a student's learning and will result in the student receiving an "I" for missing work ("I" = insufficient evidence).

At the time of entering a report card grade, students with an "I" entered for any of the essential learning may receive an "I" on their report card (Grades 9 and 10) or may be assigned a failing grade on their report card (Grade 11 and 12). **Skills such as time management, planning, and organization will be reflected in the learning skills area of the provincial report card.**

Library Materials

It is the responsibility of EDSS students to return library materials on time and pay for any outstanding fines. Students who choose not to return resources on time will have 2 days following the book due date to return the materials and pay for any outstanding fines. After that point, students will have their **computer privileges suspended** and they will not be able to sign out any other library resources until their outstanding library account is cleared up with the library staff. When the library account is cleared up, the student's computer privileges will be reactivated.

Lockers and Locks

A locker is provided for each student. A Dudley dial lock must be used on school lockers and can be purchased through the school. Locks may be purchased in the Main Office at a cost of \$5.00. The locker is on loan to the student. The school administration for reasons of safety and security, may enter the locker. **STUDENTS MAY ONLY USE LOCKERS ASSIGNED TO THEM.** **To change your locker, see your Vice-Principal.**

Lost and Found Articles

Jewelry and other valuables may be claimed in the Main Office. All other articles may be claimed outside Room 111.

Ontario Sec. School Diploma Requirements

In order to earn an Ontario Secondary School Diploma (OSSD) a student must:

- earn 30 credits (18 compulsory and 12 optional credits)
- complete 40 hours of community involvement activities
- successfully complete the provincial secondary school literacy test

Compulsory Credits:

Students must earn the following 18 compulsory credits in order to obtain the OSSD:

- 4 credits in English (1 credit per grade)
- 1 credit in French as a second language
- 3 credits in Mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- .5 credit in Civics
- .5 credit in Career Studies



**Ontario
Sec. School
Diploma
Requirements
(cont'd)**

Plus:

- 1 additional credit in English, or a second French, or a third language, or Social Sciences and the Humanities or Canadian and World Studies, or Guidance and Career Education or Co-op (Group 1)
- 1 additional credit in Health and Physical Education, or the Arts, or Business Studies, or a second French, or Co-op (Group 2)
- 1 additional credit in Science (Grade 11 or 12) or Technological Education(Grades 9-12), or a second French, or Computer Studies, or Co-op (Group 3)

In addition to the 18 compulsory credits listed above, students must earn 12 optional credits selected from the courses listed as available in the school course calendar (see the EDSS website at <http://eds.wrdsb.ca>)

Additional Diploma Requirements

Students must complete a minimum of 40 hours of community involvement activities during their years in the secondary school program. This requirement is to be completed outside the student’s normal instructional hours. The list of eligible activities for community involvement is available from the Waterloo Region District School Board as well as the community volunteer agencies. Students may not complete the hours through activities that are counted towards a credit, through paid work or by assuming duties normally performed by a paid employee. Students entering Grade 9 can complete hours in July and August prior to starting school in September.

Parents and students play a major role in this initiative. Organizations or persons supervising the activities must confirm completion of the 40 hours. Documentation attesting to the completion of each activity must be submitted. This documentation must include for each activity, the name of the person or organization receiving the service, the activity performed, the dates and hours, signatures of the student and his or her parents and a signed acknowledgement by the person (or representative of the organization) involved.

Provincial Secondary School Literacy Test

All students must successfully complete the provincial secondary school literacy test in order to earn a secondary school diploma. Students will normally be administered the literacy test when they are in Grade 10. The test is based on Ontario curriculum expectations for language and communication, particularly reading and writing, up to and including Grade 9. See calendar for test date.

Provincial Grade 9 Assessment of Mathematics

As part of a student’s grade nine math curriculum, students must complete the Grade 9 Assessment of Mathematics. See calendar for test dates.

Package Plan

Students are encouraged to purchase their Package Plan on Photo Day for **\$70.00**. **The Package Plan at \$70.00** is an excellent purchase, which provides students with the following:

Student Card	\$30.00
School Yearbook.....	\$45.00
Total (if purchased separately).....	\$75.00

The Package Plan should be purchased on photo day.

NOTE: You will SAVE \$5.00 by buying the Package Plan. The yearbook and student card will be sold individually at the above listed prices, after photo day.

Parking

Limited parking facilities at EDSS have resulted in the need to implement and to enforce the Township of Woolwich Private Parking By-Law #34-89. The Waterloo Regional Police Department, By-Law Enforcement Officer and School Administration will enforce this by-law. Any disruptive activities related to the operation of a vehicle may lead to fine and/or suspension. The township has designated Second Street as a no parking zone from 8:00 a.m. to 4:00 p.m. Students parking anywhere on school property must register their vehicles with the Main Office. The main lot is designated for EDSS staff; the upper lot is designated for students who have registered their vehicles. Emmanuel Church has provided limited parking for EDSS students. These spaces will require a parking permit and will be monitored.



Plagiarism And Cheating

To be successful in a course, each student must demonstrate all of the essential skills listed on the course outline. Accordingly, it is important for each student to do his/her own best work.

Plagiarism is...

- taking the work or ideas of another person and offering them as one's own in oral, written or performance format
- failing to give credit to the original author or creator

Examples include...

- copying directly from a source without acknowledging the source
- paraphrasing another person's work or ideas without acknowledging the source
- copying another person's work
- using on-line translators for translation of full sentences and paragraphs (See Languages Department course outlines for full details)

At EDSS, plagiarism also includes...

- re-submission of a student's work from a previous course or another current course without the teacher's permission
- knowingly lending your work to another student

Consequences of Plagiarism and Cheating...

- If a student is suspected of cheating or plagiarizing, the student is still required to demonstrate the essential skill(s) for that particular assignment. The student may be required to redo all or part of the original assignment, or to complete an alternate assignment or assessment as determined by the teacher. Failure to do so will result in an "incomplete" for the essential skill(s) particular to that assignment or assessment and will jeopardize the credit.
- Plagiarism and cheating on a final summative assessment will result in an "I" (Incomplete) for that assessment, and will jeopardize the credit.
- There will be other consequences as determined by administration (e.g. recorded in the office plagiarism binder, limited access to school awards or scholarships, suspension, etc.) as per the school's progressive discipline process.

Registration And Opening Day Procedures

Registration for all students will take place on Tuesday, September 8, 2015, beginning at 8:10 a.m. It is important for all students to be in attendance on September 8. Please correct any errors in the preprinted information on the Data Verification Form.

1. Class lists will be posted in the Double Gym, Cafeteria, and Main Office corridor.
2. Students without a first period class are to report to the cafeteria for registration.
3. Students are to report to first period class by 8:10 a.m.
4. **In order to receive a timetable, students are required to hand in their Data Verification Form.**

School Song

EDSS is supreme, throughout the land,
Ever by EDSS we promise that we'll stand, stand, stand, stand.
Striving the right to do, we'll never shy,
Always to do our best, and lift the banners, lift the banners, high!



Smoking Policy

Smoking and tobacco use is prohibited on school property (either inside the building or on the school grounds). A designated area has been created for student use outside of all instructional time. Chewing tobacco and the use of e-cigarettes is considered smoking and is not permitted on school property. Out of respect for our neighbours, students are not permitted to smoke or “vape” in any area within sightlines of the school except for the one designated smoking area near the bus lane entrance.

Smoke-Free Ontario Act Enforcement in School

1. Students are asked to show respect for the properties of neighbours and local businesses by not smoking or vaping near or on their premises.
2. If students are found smoking or vaping on school property, parents will be contacted and an appropriate consequence will be given.
3. Students’ second smoking violation results in a one-day suspension. The parents are notified in writing by the school that the next infraction may result in a charge being laid by The Regional Municipality of Waterloo.
4. The third infraction results in a three-day suspension. Copy of Student Smoking Violation Record is immediately sent by fax to The Region of Waterloo Licensing and Regulatory Services, 519 575-4042.

If the student is 16 years or older, the Tobacco Enforcement Officer will arrange to meet with the student in the Vice-Principal’s office to issue a Provincial Offence Notice. This offence carries an out-of-court fine.

5. Students who are under the age of 16 who possess or use tobacco are in violation of the Smoke-Free Ontario Act.

Student Athletic Fees

1. For the 2016-2017 school year, athletic fees will be set at approximately 80% of the total cost for running the sport.
2. There will be **no** support from Student Activities for tournament or exhibition play. All of these costs will be 100% assumed by the participants.
3. Student Activities at EDSS will provide financial support **ONLY** for WCSSAA sanctioned sports.

Advanced play beyond WCSSAA Finals:

Student Activities will cover entry fees, coach’s expenses and transportation. Participant accommodations and extensive ground/air travel will **not** be covered for these events.

Athletic Fees

Badminton	\$35.00	Football.....	\$135.00	Slo Pitch	\$60.00
Basketball	\$100.00	Golf.....	\$80.00	Soccer	\$70.00
Cross Country.....	\$50.00	Hockey.....	\$150.00	Swimming.....	\$70.00
Curling.....	\$60.00	Rugby	\$55.00	Tennis	\$40.00
Field Hockey	\$115.00	Alpine Ski Team....	\$150.00	Track & Field.....	\$50.00
		Nordic Ski Team....	\$75.00	Volleyball	\$85.00

These are only the standard athletic fees for each sport. Teams can add enhancements such as purchased uniforms and equipment, spirit wear, tournament fees, exhibition play, extra practice time, etc.

Student Card Information

\$30.00 Student Card

The student card is official photo identification for each student and it is strongly recommended that each student purchase one at the start of the school year. This card will enable staff to identify students and help eliminate problems associated with people who are not students at the school. Revenue from the sale of this card will allow schools to support the arts, athletics, media services, clubs and assemblies.

A student card is required:

- To participate on any school team or club
- To hold any leadership position within the school
- For admittance to any regional high school dance or event



Suspension Policy

1. Students are not allowed on school property, at school functions (e.g., sporting events) or within sightlines of the school during the suspension period **for any reason**, unless a Vice Principal gives permission.
2. Students will either write previously announced tests or hand in assignments immediately following their suspension (no extra time allowed) or, in cases where the teacher feels this is not feasible, be evaluated on an alternative procedure decided on by the teacher. A student will not be assigned a “0” on previously announced tests missed during the period of suspension.
3. Students will be expected to catch up on work missed.
4. Students assigned to an in-school suspension will be assigned schoolwork or alternate assignments at the discretion of the staff member assigned to such duty.

Supervision Monitors

The Supervision Monitors provide supervision during the school day to ensure a safe and secure school environment. A request made of a student by a Supervision Monitor must be followed. Supervision Monitors are representatives of the school administration and need to be respected as such. Disrespectful behaviour or negligence in doing what a Supervision Monitor has asked will result in the application of natural logical consequences.

Technology: Responsible Use Procedures

The Waterloo Region District School Board believes that students and staff should have opportunities to:

- access local, national and international sources of information;
- collaborate and communicate with both local and world communities;
- develop knowledge and skills that will be useful throughout their lives.

The Board, by providing access to telecommunication services and access to various forms of technology, recognizes the potential to support curriculum and student learning expectations in order to promote educational excellence.

The Board will make every effort to protect students and staff from misuse and abuse of these services and will take reasonable steps to ensure that they are used only for purposes consistent with the Board’s learning expectations. Notwithstanding, misuse and abuse may occur. It is the responsibility of each user to guard continuously against inappropriate and/or illegal activity. All equipment owned by the Board is purchased for the purpose of carrying out the mandate of the Board, regardless of the location of the equipment. The Board has the right to view email and other related documents at its discretion. It is at the sole discretion of the Board to decide who is given access, who retains access and who is denied access to telecommunication services.

The Board is responsible for:

- providing filtering protection, within its technical limitations, which will restrict access to material that has no educational value or is inappropriate, such as material deemed to be racist, pornographic, dangerous, or obscene;
- developing appropriate rules of conduct;
- supplying resources and training for all staff and students in the acceptable use of telecommunications services and computer technology;
- ensuring a level of privacy for all users, however, this level of privacy does not preclude the fact that people who operate and maintain the telecommunication system may access mail, data, and software on these systems;
- ensuring a level of security, e.g., taking steps to prevent electronic trespassing and identity theft.

Each school/site is responsible for:

- providing access to telecommunications services and computer technology, as appropriate and available, to all students and staff;
- monitoring the students’ use of the telecommunications services for appropriate use and behaviour;
- dealing with student/staff abuse of privileges in a matter consistent with the school code of behaviour and this Acceptable Use Procedure.



**Technology:
Responsible
Use Procedures
(cont'd)**

Users of the telecommunications services and computer technology are responsible for:

- being prepared to use these services for curricular and administrative purposes;
- using the resources and technology ethically and in an appropriate manner;
- using the resources and technology legally;
- adhering to the procedures and/or rules of etiquette promoted by the school/site and in accordance with WRDSB policies and procedures;
- using the technology responsibly and adhering to the school code of conduct and the AUP.

Use of these telecommunications services and computer technology is a privilege, not a right. The service is provided to students to enhance their educational experience and to staff to assist them in the performance of their jobs. The privilege may be revoked for unacceptable conduct and students or staff may be subject to disciplinary action. Abuse of the technology may also lead to civil and/or criminal action.

The Board believes that students and staff benefit from access to telecommunications services and computer technology, in the form of information resources and opportunities for collaboration and discussion. The Board also believes that the benefits far exceed any disadvantages. Adults, whether they are staff, or students over age 18, are responsible for their own use of in-school computer telecommunications and computer technology. Parent(s) and/or guardian(s) are responsible for encouraging students under age 18 in the appropriate use of technology in the school.

Computer Use

Print Credits:

Every student is allocated 100 print credits for two semesters. Some students in business courses receive extra credits due to a high volume of printing. If a student would like to purchase more print credits, there is a mail slot in the back of the library where students can deposit money (Cash Only, \$1 minimum).

\$1.00 = 20 print credits.

Monochrome (B&W) printing = 1 print credit.

Colour printing = 10 print credits.

Print credits are only updated Friday before announcements. Please do not see library staff or the In-School Technician about updating early. It is your responsibility to make sure you don't run out of print credits. You can check your balance under 'Desk Tools'.

Wireless Network:

EDSS was one of the first schools in the region to receive 100% wireless coverage in teaching areas! Your Wi-Fi enabled device can work in the library, cafeteria or even the courtyard. Please keep in mind however, the school is not responsible for any lost or damaged personal devices.

In-School Technician:

The In-School Technician is responsible for maintaining the IT and Audio/Visual needs of the school. This office is located beside the library.

The Technician can help you with connecting to the wireless network, accessing services provided by the high school, and troubleshooting problems with technology from the high school.

Telephones

There is a pay phone outside the Main Office for student use.

Textbooks

Students are required to return all textbooks and pay for lost or damaged books at the conclusion of a course or when a course is dropped. If a student has outstanding financial obligations (textbooks, student activity fees, library fines, field trip fees, etc.) at the conclusion of the school semester, they must clear their obligations before the start of the new semester. Students will have their computer privileges suspended if all obligations are not cleared by the end of the first week of school. Students not returning to Elmira District Secondary School will have their student records and transcripts held and no information will be released to other schools or employers until the debt is cleared.



Transcripts: Student Requests

The Ontario Student Transcript (OST) is the official record of a student’s academic achievement at the secondary school level achieved in the Province of Ontario. Transcripts are required for application to post-secondary institutions and may be required for many other reasons such as employment.

If the last (public) secondary school you attended was within the Waterloo Region District School Board and you require your Ontario Student Transcript, please refer to the applicable process listed below to request your transcript.

Note: *Students currently in secondary school or whose last day falls within a one year time frame are not charged for transcripts. Past students will be charged \$15.00 for the first original transcript and \$5.00 for each additional copy to a maximum of \$20.00. Regular postage is included but any costs for premium shipping (courier, express post, etc.) will be the responsibility of the applicant. Payment must be in cash or money order. Money orders are to be made out to “Waterloo Region District School Board.”*

1. **During the school year (September to June)**, please contact the Guidance Office of [the last secondary school you attended](#) in the Waterloo Region DSB.
2. **During the summer months (July and August)**, please contact the Corporate Services and Records Office at the Waterloo Region DSB Education Centre located at 51 Ardel Avenue, Kitchener, Ontario, Building 1, Floor 1 (phone 519-570-0003, ext. 4438 or ext. 4571).

The options to submit your request are:

In Person: Submit a completed [Transcript Request Form](#) and the applicable non-refundable transcript fee (cash or money order). You will be required to show proof of identity when picking up your transcript. If your transcript request form is being submitted by someone other than yourself, you must also attach a photocopy of your proof of identity to the completed transcript request form. Your signature and that of the person picking up your transcript will be required before it can be released.

By Mail: Please mail a completed [Transcript Request Form](#) along with the applicable non-refundable transcript fee (money order) and a photocopy of your proof of identity to [the secondary school you last attended](#) or to the Corporate Services and Records Office (as noted in item 2. above).

Questions: Should you have any questions or concerns regarding the above information, please contact the Freedom of Information, Privacy & Records Information Management at 519-570-0003, extension 4409.

Transportation of Students in Passenger Vehicles

All volunteer drivers (staff included) must complete the Waterloo Region District School Board form FS-10-1A5 before the field trip/sports event. One form per driver per year must be completed. The forms are in the Main Office.

Student passengers traveling with volunteer drivers must indicate so on the Off Campus Form IS-10-F-2.

Voicemail

EDSS has voice mail. When you call the school you will be given several options:

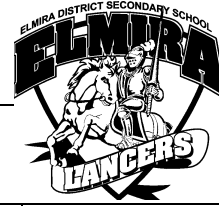
- 1 - Attendance
- 2 - Counselling
- 0 - Main Office

You can also access teacher’s voice-mail by extension number or use the name of the teacher.

Teachers’ names are printed on your son/daughter’s timetable. If you have any problems, dialing zero will get you to a person in the Main Office.



Elmira District Secondary School



REGULAR TIMETABLE

PERIOD	TIME	DAY 1	DAY 2
Warning Bell	8:05 a.m.		
1	8:10 to 9:25	A	A
2	9:35 to 10:50	B	B
Lunch	10:50 to 11:50	Lunch	Lunch
Warning Bell	11:45 a.m.		
4	11:50 to 1:05	C	D
5	1:15 to 2:30	D	C

NOTE:

- 75 minute periods with 10 minute travel time
- Regular Bus Departure at 2:40 p.m.
- Late Bus Departure (Monday & Wednesday) at 5:00 p.m.

For ease of timetabling: An odd-numbered calendar day will be a Day 1 and an even-numbered calendar day will be Day 2. (e.g. September 13 will be Day 1, or May 10 will be Day 2)



Late Bus Special Arrangements 2016 – 2017

Dates

Elmira Bus Lines (2 Buses)	September 7, 12, 14, 19, 21, 26, 28.....	6
	October 3, 5, 12, 17, 19, 24, 26, 31.....	8
	November 2, 7, 9, 14, 16, 21, 23, 28, 30.....	9
	December 5, 7, 12, 14, 19, 21.....	6
	TO BE REVIEWED (Board approval of budget)	

Time of Late Bus Departure: Monday & Wednesday 5:00 pm

There will be NO late bus on Parent Interview nights and the Literacy Test day.

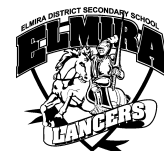
Departure from Bus Loading Zone

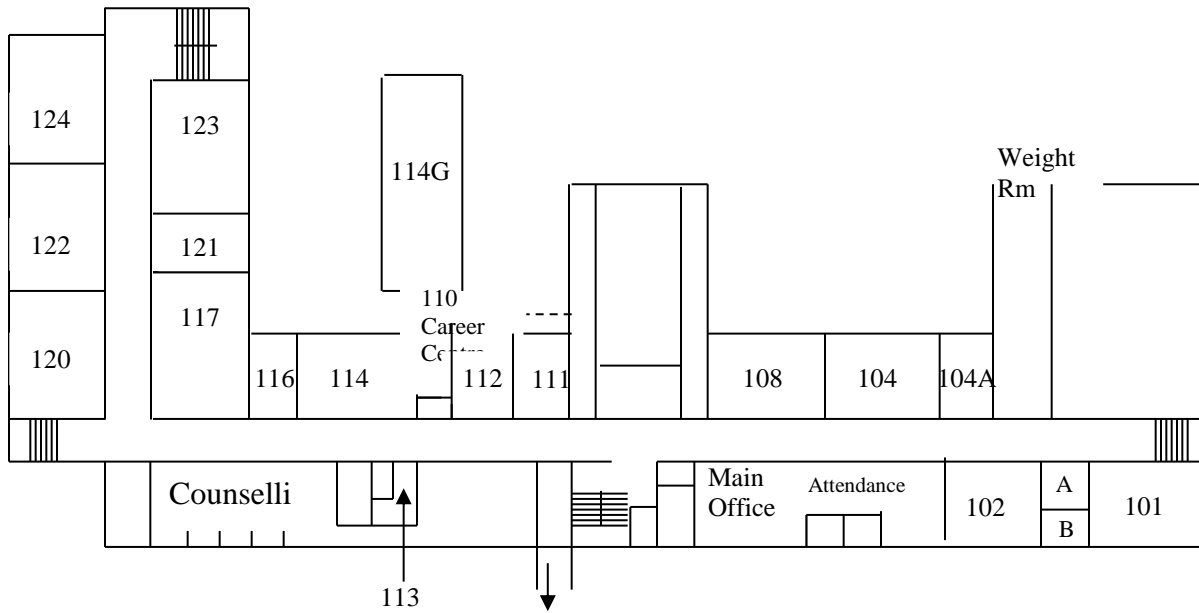
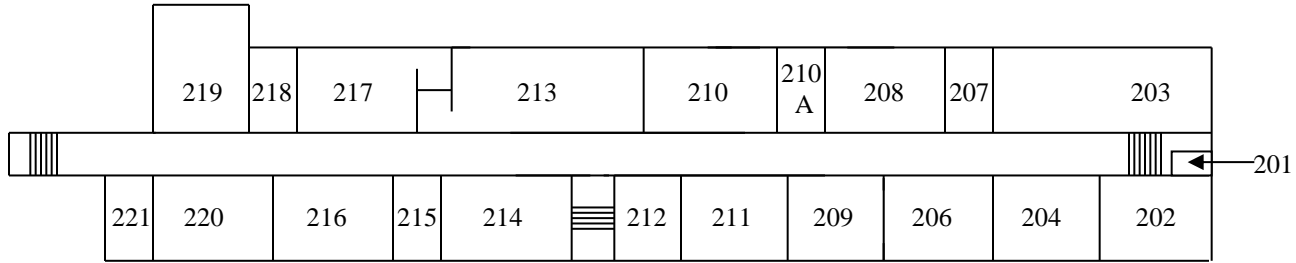
**Route:
East Loop**

From Elmira District Secondary School along Hwy 86 to West Montrose, Winterbourne, Maryhill, then west to Bloomingdale, Crowsfoot Corner, Conestogo, the corner of Davenport Road & Northfield Drive, north to Martin’s Trailer Village, then to Benjamin Road & Weber Street, Wagner’s Corners and St. Jacobs.

**Route:
West Loop**

From Elmira District Secondary School to Floradale, along Hwy 86 to Wallenstein and into Hawkesville, return to Hwy 86 to Macton, then south to Linwood, Crosshill and Wellesley, then east to Bamberg, St. Clements, and Heidelberg.







Parent and Student Information

