



ELMIRA DISTRICT SECONDARY SCHOOL

STUDENT INFORMATION & CODE OF CONDUCT 2020-2021 (COVID-19 EDITION)

STUDENTS MUST STAY HOME IF THEY ARE SICK.

Parents must screen their students daily for symptoms of illness, COVID-19, or other respiratory disease before sending them to school.

Please visit the [Student Daily Screening Checklist](#).

Hybrid Model of Student Attendance

Students may only be at school, or on school property, on the days assigned to their cohort. Students are expected to attend all assigned classes and to participate in all distance learning activities provided by their teachers. On the days that students are learning from home, they will be expected to be available during the school day for synchronous learning with the in-class cohort.

In order to reduce the overall risk of COVID-19 in our schools, the WRDSB has put in place a strict exclusion policy for all individuals who:

- have symptoms of COVID-19, OR
- have travelled outside of Canada in the last 14 days, OR
- have identified as a "close contact" of an individual with a confirmed case of COVID-19.

Students must follow advice from Region of Waterloo Public Health until they are advised of their ability to return.

Reporting a Student Absence

Students who are not feeling well, or are experiencing symptoms of illness, must **not** attend school. There are three ways to report an absence. Please use one of the following:



Call: 519-669-5414, press 1. Voicemail is available 24/7.



Email: eds-attendance@wrdsb.ca



Send in a note with the student to be **shown to the classroom teacher** upon return to school.

Keep Yourself and Others Safe

Face Coverings

Students are required to wear non-medical masks while indoors at school, including in hallways and during classes. Students may wear their own masks, or masks provided by the school.

It is important that the mask fits properly, covers both the nose and mouth, and that all best practices are followed when wearing and removing the mask. Masks may be removed when outdoors and to eat lunch.

If a student is unable to wear a mask for medical reasons, a face shield must be worn instead.

Hand Washing and Hand-Sanitizing

Students should regularly wash and/or sanitize their hands throughout the school day, including, but not limited to:

- when entering and leaving the school
- before and after eating
- before putting on a face covering and after removing a face covering
- after sneezing or coughing into hands
- after using the washroom

[See here for more info on how to wash your hands.](#)

Physical Distancing

It is important to maintain at least 2 metres of distance between yourself and other people. Many classroom and school procedures have been put in place to support physical distancing of staff and students.

Students are not permitted to congregate in hallways, common spaces, or washrooms. Students should follow all physical distancing rules - floor markings and signs - when lining up to use facilities.

Students are required to comply with all physical distancing measures that include, but are not limited to:

- use of specific entrances and exits
- specified direction of travel through hallways
- no use of lockers
- smaller class sizes (cohorting) and seating plans
- staggered break times
- use of virtual meetings whenever possible (e.g. meeting with guidance counsellor)

Accessing the School

Student Drop-Off, Pick-Up, and Parking

Students are encouraged to walk to school when possible.

Parents and guardians must remain outside the school (preferably in their vehicles) when they drop-off or pick-up their child(ren), and should not be congregating anywhere on school property.

Entering School at the Start of the Day

Students will be able to enter the school no earlier than 15 minutes before the start of the school day. Students will enter the school using their assigned entrance only.

Upon entering the building, students will proceed directly to their classroom and are to wash and/or sanitize their hands prior to entering their classroom.

Late Arrivals

Students are expected to be in class before the bell rings. Any student arriving after the bell rings is considered "late" for class. Students arriving late will enter at their designated entrance and proceed directly to their classroom to sign-in with their teacher. The late arrival will be recorded by the teacher.

If a teacher has concerns about the nature or frequency of a student's late arrival to class, a student's vice-principal will be informed and parents will be contacted by the teacher.

Visitors to the School

Parents and guardians are not permitted to enter the school, including to sign-out students for appointments or to drop off forgotten items. In extenuating circumstances, if approval to enter the school is granted by an administrator, a face covering must be worn before entering the school.

Leaving School During the School Day

Students are to remain at school throughout the day, including during lunch or other break times. Appointments should be scheduled outside the school day whenever possible. If a student must leave the school during the day, a parent or guardian must call or email the Main Office ahead of time, and the student will sign-out with their classroom teacher.

Students who exhibit symptoms of illness while at school will not be permitted to enter or stay in their classrooms, and will work in a designated waiting area. Parents, guardians, and/or emergency contacts designated by the family, will be called to arrange to pick up the ill students as soon as possible.

ELMIRA DISTRICT SECONDARY SCHOOL

HOME OF THE

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CODE OF CONDUCT
2020-2021**

**ELMIRA DISTRICT SECONDARY SCHOOL
HOME OF THE LANCERS**

4 University Avenue W
Elmira, ON
N3B 1K2
519-669-5414

Web: eds.wrdsb.ca
Twitter: @EDSSAnnounce

PRINCIPAL

Mr. B. Marsh

VICE-PRINCIPALS

Mrs. P. Lebrun (A-K), ext 5511
Mr. S. Gray (L-Z), ext. 5512

OFFICE SUPERVISOR

Mrs. M. Ouellette, ext. 5501

GUIDANCE SECRETARY

Ms. D. Jette, ext. 5520

GUIDANCE COUNSELLORS

Mrs. J. Horst
Ms. K. Enns-Hildebrand
Ms. S. Stover
Mr. M. Buckley

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

Attendance

Regular student attendance is an important contributor to school success and is also a legal requirement. Students are expected to attend all assigned classes. All absences for students under the age of 18 must be approved by a parent or guardian. Students 18 years of age or older may validate their own absences.

Late

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 10 minutes late will be sent to the Attendance Office. Students who continue to be late may face consequences such as phone calls home from the teacher, detentions, and/or suspension.

If a student has an appointment with Guidance, Nurse, Administrator, Child and Youth Worker or Social Worker must receive a note from this person prior to returning to class.

You must sign out at the office if you need to leave for any reason during the school day.

RESPECT & RESPONSIBILITY

WRDSB Code of Conduct (Board Policy 6001)

For full code of conduct, please review [Policy 6001](#) on the WRDSB website.

RESPECTFUL DRESS CODE

EDSS is a place of business and learning. Students are required to be neat, clean and suitably dressed for school. Choices in clothing must be appropriate for the educational-work environment.

"Dress Code" items include, but are not limited to:

- Clothing must appropriately cover one's upper and lower body. Very short skirts/shorts, low cut tops, tops revealing a significant portion of the upper body or abdominal area, muscle shirts, etc. are **prohibited**. Undergarments of any kind must be covered and not visible.
- The wearing of offensive clothing is **prohibited**. This includes clothing that condone alcohol, drugs, inappropriate language, gang affiliation/identifiers and hate/discrimination of any kind.

ANAPHYLAXIS

Many students have life-threatening allergies to foods, scents, or other substances. We are a scent-aware and nut-aware site, and do not permit the use of latex gloves or balloons at school.

If you need to carry an EpiPen with you, please inform the Main Office and be sure to keep your EpiPen on your person at all times, including field trips.

SMOKING & VAPING

No smoking or vaping (use of e-cigarettes and vaporizers) in the school building or on school property; it's the law. Failure to adhere to this rule may result in a suspension and/or a fine issued by the Waterloo Region By-Law officer.

BE A GOOD NEIGHBOUR

Students represent EDSS and are expected to be good citizens; courteous, polite and helpful. In all areas, do not litter. Students will not trespass on the property of neighbours and must be respectful to all members of our community.

POSITIVE STUDENT BEHAVIOUR & BULLYING

As stated in The [Bullying Prevention and Intervention Policy \(6009\)](#), the WRDSB believes that every student has the right to be treated with respect, dignity and to feel safe at school. It is expected that all interactions between all members of the school community are positive in nature, which precludes the use of inappropriate, hurtful, threatening or demeaning language, comments and actions.

Inappropriate comments and actions will be addressed by a staff member and consequences will be progressive in nature, potentially resulting in suspension from school.

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

Bullying can take many forms:

- physical (hitting, pushing, tripping)
- verbal (name calling, mocking, making sexist, racist or homophobic comments)
- social (excluding others from a group, spreading gossip or rumours)
- through the use of technology (spreading rumours, images or hurtful comments through the use of e-mail, cell phones, text message, internet websites or other technology.) Bullying using technology is often referred to as *cyberbullying*.

KEEP YOUR BELONGINGS SAFE

- Whenever possible, leave your valuables at home.
- Never leave your personal items unattended.
- You must not use any other locker other than the one assigned to you.
- Sharing lockers is not permitted. Do not share your locker combination.
- Gym change rooms are not secure areas. Leave valuable items in your locker.
- EDSS is not responsible for lost or stolen items.

WATER FOUNTAINS & BOTTLE FILLERS

Students are required to bring their own water bottles. Water fountains will not be available for use, however, no-touch bottle-filling stations can be used to fill individual water bottles.

PARKING

There is limited parking available at EDSS. 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 to be completed and kept on file in the Main Office.

ACADEMICS

ACADEMIC INTEGRITY POLICY

Some students will knowingly or unknowingly commit academic offences. A teacher will inform an administrator and will meet with the student to determine the nature and extent of the incident, and the student's understanding of the situation and intent. Students who commit an academic offence will face one or more of the following consequences:

- redoing part or all of the assessment under direct supervision, or completing an alternate assignment
- limited access to recognition, school awards and scholarships
- additional consequences related to the students behaviour, including detentions and/or suspensions
- parent/guardian phone call or meeting.

MISSED WORK, TESTS AND PRESENTATIONS

It is expected that students complete all assigned work in a timely manner. Work that has not been submitted will be deemed "incomplete" for the purposes of grade reporting. Failure to complete all required work will negatively impact a student's final grade. and may prevent successful attainment of the credit.

FULL DISCLOSURE FOR GRADE 11 & 12 COURSES

A student taking any grade 11 or 12 courses has up to five instructional days after the mid-term report card to drop the course in order for it not to appear on their school transcript.

FULL-TIME STATUS

All students are required to carry a full course load, which includes four courses per semester. Fifth-year students and students in exceptional circumstances may apply for part-time status through consultation with their Guidance Counsellor.

EXAMS AND SUMMATIVE EVALUATIONS

Students are required to present on the assigned date for all their examinations and summative evaluations. Absence from an exam requires medical documentation, or administration approval in advance of the examination.

Vacations, trips abroad and summer jobs (e.g. camp counsellor training) are not acceptable reasons for missing exams or final evaluations.

TECHNOLOGY AT SCHOOL

USE OF SCHOOL COMPUTERS & CHROMEBOOKS

Use of school computers, Chromebooks, and other technology (e.g. iPads/tablets), is a privilege, not a right. Students in grades 9 through 12 must bring their Chromebooks to school fully charged each day. A protective case is encouraged. Students may be expected to pay the replacement/repair cost for lost or damaged Chromebooks.

CELL PHONES & ELECTRONIC DEVICES

Cell phones and other personal electronic devices must never disrupt the learning environment. When in class, cell phones should be turned off and out of sight, unless otherwise directed by your teacher.

Cell phones must never be used to take photos or videos in class without a person's knowledge and consent. This is a violation of privacy. Inappropriate use of your cell phone may result in it being confiscated by an administrator.

The use of external speakers in hallways is prohibited. EDSS is not responsible for any lost, stolen or damaged cell phones or electronic devices. Please keep expensive technology at home.

