

# ELMIRA DISTRICT SECONDARY SCHOOL

HOME OF THE

# LANCERS

EST. 1939

## STUDENT INFORMATION & CODE OF CONDUCT 2023-2024

### ELMIRA DISTRICT SECONDARY SCHOOL HOME OF THE LANCERS

4 University Avenue W  
Elmira, ON  
N3B 1K2  
519-669-5414  
Web: eds.wrdsb.ca

#### PRINCIPAL

Mr. S. Millar

#### VICE-PRINCIPALS

Mrs. P. LeBrun (A-K), ext 5511  
Mr. J. Denhart (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.**

**Students, once signed out by parents, are expected to leave school property (which includes the sports field adjacent to the Woolwich Memorial Centre).**

# RESPECT & RESPONSIBILITY

## WRDSB Code of Conduct (Board Policy 6001)

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

### STUDENT DRESS POLICY

The Student Dress Policy is a crucial component of creating an anti-discriminatory and equitable environment. The WRDSB recognizes that students have the right to express themselves and dress comfortably without fear of discrimination and the responsibility to maintain a safe and respectful school environment. The new [Student Dress Policy \(6010\)](#) was approved by the Board of Trustees and aligns with the strategic directions of centering students and supporting student wellbeing.

### 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 will 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 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.

