

## Student Planner: 2020 2021

### Welcome to West Elgin Secondary School

West Elgin Secondary School is committed to providing opportunities for students to be successful: academically, athletically, mentally, socially, and culturally. We want to help our students learn and become the best that they can be!

#### Office Hours

Our office is open from 8am to 4pm. Please call anytime to arrange an appointment with an administrator, Guidance counsellor, or teacher.

#### PRINCIPAL

Mr. Kevin Wild (519) 768-1350, ext.68342

#### West Elgin Staff

Teaching Staff
D. Burke
M. Charron
J. Dietrich
N. Gillis
M.Howard
L. Jackson
B. Keith
M. Lynds
S. McCullough
S.McNeil
J. Raven
K. Rowsom
P. Shields
L. Smith
P. Soos
K.Strong
R. Tait
M. Thibert (Full Remote)
G.Trask
M. VanDyk
K. Welch
C. Withenshaw

### W.E.S.S. Support Staff

<b>L. Kolberg-Administrative Secretary</b>
<b>L. Bakker-Sec. School Secretary/Guidance</b>
<b>K.Dupon - Charge Custodian</b>
<b>R.Luscombe - Custodian</b>
<b>M.Burns-Custodian</b>
<b>L.Burke - Custodian</b>
<b>B.Landry -Custodian</b>
<b>B. Salomons - Custodian</b>
<b>E. Wiebe-Social Worker</b>
<b>A. Kelly-Public Health Nurse</b>

### School Policies

The information contained here outlines the expectations and policies of the school so that students, and their parents, are aware of the rights and responsibilities of our students. If clarification or further information is required, please do not hesitate to talk to the Principal.

#### Safe Schools

Each student has the right to feel safe and respected in the school environment. As such, bullying, harassment, or discrimination will not be tolerated and will result in disciplinary action, which could involve the police if necessary.

#### WESS CARES

This is an anonymous reporting site for concerns about bullying, student safety and well-being. It can be accessed through the school's website. All reports come directly to administration and are dealt with in a timely fashion. As well, our **Bullying Intervention and Prevention Plan** is posted on our web site.

#### Visitors

As part of Safe Schools, School Access is restricted with doors locked. All visitors to the school must use the front entrance call or ring) then immediately report to the main office to sign in at any time during the day. Essential visitors and Service providers must complete the posted TVDSB CoVid Screening questions before entry. Persons in the school or on school property without permission will be trespassing, and trespassing charges can be laid.

## Important Information

Any change in the home address or contact information must be reported to the main office immediately.

### Important Community Contact Information

WESS Public Health Nurse Angela Kelly	519 -868-6718 (text/call)
Attendance Line: School Connects	1 -844-305-3756
West Elgin Community Health Centre	519 -768-1715
KidsHelpPhone.ca	1 -800-668-6868
Oxford -Elgin Child & Youth Centre 24/7 Crisis Response	1 -877-539-0463
ReachOut247.ca	519 -433-2023
<a href="http://www.mentalhealth4kids.ca">www.mentalhealth4kids.ca</a>	
<a href="http://mindyourmind.ca">http://mindyourmind.ca</a>	
Addiction Services of Thames Valley	519 -673-3242
Violence Against Women Services	1 -800-265-4305
Family and Children's Services St Thomas	519 -631-1492
OPP Central Dispatch	1 -888-310-1122
Crimestoppers	1 -800-222-8477
Four Counties Hospital	519 -693-4441
Rodney Library	519 -785-2100
West Lorne Library	519 -768-1150
Dutton Library	519-762-2780

## Video Surveillance

Pursuant to the *Municipal Freedom of Information Act and Protection of Privacy Act*, Section 28(2), video tape information is being collected to promote a safe and secure school environment for the school community. Use of this information is restricted to school and Board administration and law enforcement personnel in the case of incidents under investigation. The video will be reviewed only by authorized personnel and will be maintained in a locked and secure area. Inquiries concerning this collection should be directed to the school principal or the Board's Freedom of Information Co-ordinator at the Thames Valley District School Board.

## Fire Regulations

By law, several fire drills must take place each school year. Students and Staff should check the exit posted in the classroom to be used when the fire alarm rings. When you hear a fire alarm, please move quickly and quietly to the nearest exit. Move away from the building when you get outside and join your class for attendance purposes. **Students and staff are to remain outdoors until the "All Clear" signal (three blasts) is heard.**

## Other Safety Concerns

Students will be informed of safety procedures during the school year. These include Severe Weather, Evacuation and Lock Down procedures. Drills are held each year to practice the processes involved.

## Concussion

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents/guardians can access the Concussions Policies and Procedures through the board website or by contacting the school and requesting a copy.

As with any potential injury, our first goal is prevention. Concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum.

Since a concussion can affect a student's ability to learn or participate in activities, schools will work with parents/guardians and medical contacts to assist any student who has suffered a concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided.

Questions can be directed to the school administrators.

## Student fees

**There will not be any Student Fees during the 2020/21 school year.**

## Lockers

Lockers will not be used at the start of the year. Once they are assigned, **Students are to provide their own combination lock.** Students are NOT to share a locker or to share combinations with peers. Lockers are the property of the Thames Valley District School Board and may be subject to search at any time.

Intentional damage to a locker will be the responsibility of the student and will be addressed through disciplinary actions.

**The school is not responsible for lost or stolen merchandise** such as money, cell phones, computers etc. Do not leave any items of value in change rooms, classrooms, etc.

### **Lost & Found**

When items, such as binders, clothing, etc. are found they are placed in a box in the main office. Found items such as cell phones, money, jewellery etc. will be given to the office staff for safe keeping.

### **Ontario Student Records (OSR)**

Parents and guardians have the right to view their child's OSR. Students over 18 years of age have the right to view their own OSR. If this is required, an appointment must be made with Guidance. The OSR must be viewed in the school and material cannot be added or removed from the file. Transcripts are available through the Guidance Secretary.

### **Parking**

A limited number of student parking spaces are available. Student parking is at the south end of the building. Student vehicles parked in the staff parking lot may be towed. Students may not loiter in vehicles during class time. The school is not responsible for damage to or theft from student vehicles. Inappropriate driving or parking can lead to the loss of parking privileges at school.

### **Cell Phones and Technology**

Cell phones are to be used for academic purposes, at the teacher's direction and discretion. If used inappropriately, cell phones and other personal devices can be confiscated for the day if necessary. Parents should not call or text their child during class time. *They can, however, call the office at any time and we will contact the student for you (519.768.1350,ext.2)*

### **Computer Use**

WESS is a pilot school and all students shall be assigned a Chromebook. Additional computers, Netbooks, and Chromebooks are available for student use in the library, and computer labs. Students are to adhere to the conditions of use (as outlined on the Internet Use-Terms and Conditions signed at the start of the school year.) Violation of the rules can result in disciplinary action.

**Students can only ride buses** to which they have been assigned (as outlined on [www.mybigyellowbus.com](http://www.mybigyellowbus.com)) and must stay in assigned seats. . Also, students can only get on and off the bus at assigned stops. Failure to follow bus procedures could result in suspension of bus privileges. **Likewise, polite, respectful, safe behaviour** is expected on all buses, at all times. To do otherwise, may result in suspension from the bus, or removal from the bus.

### **School Closings and/or Bus Cancellations/Delays:**

If the school is closed, or buses are cancelled or delayed due to bad weather or unforeseen circumstances, the information will be broadcast on local radio stations and be posted on the web site: <http://www.mybigyellowbus.ca/> .Students who take the bus will automatically be recorded as absent when buses are cancelled. **Parents/guardians of students who walk, are reminded to still call the**

**Attendance line if they choose to keep their student home. Please notify the office of student absences prior to the start of the school day.**

## **Expectations of Students**

**Students are expected to:**

show respect for self, staff, peers, and property  
be responsible citizens

### **Attendance and Punctuality**

The Education Act requires students to attend school and be on time. Legally, students must attend school until the age of 18 or upon graduation.

#### **Attendance: Be On Time, and Prepared**

- If a student will be absent for a legitimate reason, the parent/guardian must contact School Messenger to report the absence (1-844-305-3756). This communication should occur prior to an absence, and even in the event of a bus cancellation. Verification must be within 48 hours of the absence.
- Students over 18 years of age can call for themselves.
- If a student is to leave school during the day, a phone call to School Messenger or note from the parent must come into the main office. Once demitted, a student is expected to leave school property. *Parents should not text their child(ren) while classes are in session, but contact the office instead.*
- If a student is absent with no reason given, the student will be marked truant.

#### **Lates**

- If a student returns from an appointment during the day, s/he must sign in at the office.
- Students must attend each class on time, and to be prepared to work.
- Students who are over ten minutes late must obtain an admit slip from the office.
- Students who leave class without permission or for extended periods of time will be referred to the office. This is coded as an "AWOL".
- 2 consecutive classes missed = teacher makes parent/guardian contact
- Teacher referral to Student Success Teacher.

#### **Unexplained Absences**

- Students who miss an assignment due date/ presentation/quiz or test due to truancy will receive a zero.
- Persistent truancy can lead to disciplinary actions, such as suspension, referral to the attendance counselor, the creation of an Attendance Contract, and/or withdrawal from a course, or from school, at the discretion of administration.
- As per Ministry policy, students who miss 11 consecutive classes without supporting medical documentation must be immediately removed from the course.

## Suspensions

Please be advised that a suspension may be made in accordance with the Education Act and the Board's Safe Schools Policies and Procedures. The following can result in suspension:

- uttering a threat to inflict serious bodily harm to 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 the school property or to property located on the premises of the school;
- bullying;
  - persistent opposition to authority;
  - - use of profane or improper language;
    - engaging in any act considered by the principal to be injurious to the moral tone of the school;
  - engaging in any act considered by the principal to be injurious to the physical or mental well-being of members of the school community;
- and engaging in any act considered by the principal to be contrary to the Board or school Code of Conduct or any of the Board's policies and procedures related to safe schools.

## Smoking

WESS does not condone tobacco use by students. Smoking cigarettes, vaping, and chewing tobacco are only allowed in the designated off property smoking area. Smoking in any other areas could result in a fine from the Ministry of Health. In addition, it is illegal to provide tobacco, in any form, or vaping equipment to a minor (someone under 19 years of age). Students displaying tobacco products or related paraphernalia outside of the designated area may have these products confiscated.

## Tobacco, Cannabis and Smoke-Free Environment

Students, staff and visitors are prohibited from smoking or vaping on school board property and within 20 metres from any point of the perimeter of any school board property. Students and staff that have a legal medical document authorizing them to use medical cannabis will be able to do so on school board property, but only in a non-smoking or non-vaping form (e.g., capsules, edibles and oils). Students, staff and visitors are also prohibited from using shisha, smokeless tobacco and/or cannabis products (unless medically prescribed) and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week, and on school buses, and during any part of an official school field trip, including athletic team trips and school club excursions.

Failure to comply with this code of conduct may result in internal student discipline (e.g., warning, notification to parents/guardians, withdrawal of privilege, suspension, etc.) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.

## **Extra-Curricular Activities**

Postponed until further notice as per Covid safety protocols

Once the restart- attendance and academic success are necessary for participation on teams, at the discretion of the coach, and administration. Students must use provided transportation to and from school sanctioned events unless otherwise arranged by the teacher in charge and approved by school administration.

Students 18 and older may drive themselves to games and field trips if necessary. They need to complete the "Application for Appointment by the Principal to Provide Transportation."

Students 18 and older may drive other students 18 and over to games and field trips. The Application form must be completed. If a bus is going, students are expected to ride the bus. Other arrangements are at the discretion of administration.

## **Dances**

Postponed until further notice as per Covid safety protocols

Once the restart- students must attend school the day of the dance. Students with 15 unexplained class absences in the semester may not attend a dance. Any student found to be under the influence of drugs or alcohol will be suspended and may not be permitted to attend school dances for a determined period of time afterward. Police may be involved.

## **Assessment and Evaluation**

Course outlines will provide specific details about assessment for each course.

Each Quad of the 2020/21 School year will be 100% term mark without any final exams.

**Marks are reported** at mid -term and end of courses. Teachers and parents are expected to maintain regular communication. There will not be any formal parent-teacher nights during the 2020-20221 school year.

## **Plagiarism**

This is intentionally or unintentionally using another person's words or ideas and presenting these as one's own. It is an act of theft and as such, plagiarism is a serious offense and will result in disciplinary action. This could include re-writing an assignment or test, or taking a zero grade on an assignment or test. Repeated plagiarism could result in dismissal from school, especially if a student is over 18 years of age. Similarly, misuse of electronic or human translators in a French course will not be tolerated.

## **Alcohol and Drugs**

Possession and/or use of alcohol and drugs while on school property or at a school function is unacceptable. If a student is found in possession of drugs or alcohol, parents/police will be notified, and the student will be suspended.

If a student is suspected of being under the influence of drugs or alcohol, during school or at a school function, the parents will be contacted and the student could be required to leave school or remain under strict supervision for the remainder of the school day/function. Students suspected of being under the influence will not be permitted in class for safety reasons. Further suspensions could result depending on circumstances.

## **Language**

Swearing, disrespectful language, and/or racial or sexist comments will not be tolerated and can lead to suspension.

## **Violent/Aggressive Behaviour**

Students involved in violent or aggressive behaviour will be disciplined, according to the board's Safe School Policy. Such involvement could include, but is not limited to, possession of weapons, physical fights and assaults, threats of harm or death, and any other criminal activity. In all instances, parents will be called, and if necessary, the police will be contacted.

## **Dress Code**

Dress code expectations support our Safe Schools Policy. Clothing should support a safe and respectful learning and teaching environment.

Restrictions include, but are not limited to, the following:

- strapless or transparent clothing;
- clothing with bare backs, midriffs, or that is too revealing;
- undergarments that can be seen; and
- clothing that depicts images or words that reference drug or alcohol use of profanity, gang affiliation, or that has sexual content or connotation.

Please also note the following:

- Appropriate footwear is required.
- Tank tops with ample coverage may be worn.
- Hats must be removed for the national anthem, and as requested for special occasions. Hats may not be worn in certain program areas.
- Specific courses, such as technology, Phys. Ed., and science, have additional clothing restrictions for safety reasons.
- Failure to comply with the dress code could result in being removed from class, being sent home to change, or suspension. Alternate clothing will be provided if necessary.

