



EASTDALE SECONDARY SCHOOL

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www.eastdale.dsbns.org

STUDENT HANDBOOK 2018-2019

Ms. Rosemary Jellinck
Principal

Mr. Norbert Kuebeck
Vice-Principal

THIS AGENDA BELONGS TO:

NAME: _____



FACTS ABOUT EASTDALE

- Eastdale opened its doors September 5, 1961
- Our motto is “Labore et Virtute Vincas”
(By labour and virtue, thou shalt conquer)
- Our colours: Red and White
- Our Nickname: Eastdale Eagles
- Our Family of Schools:
 - Diamond Trail
 - Plymouth
 - Princess Elizabeth

Introduction

Welcome to the new school year. Your agenda represents the work of the staff, students and parents of our school. Consider it a guidebook to membership in the Eastdale community of learners.

The guidelines contained in this handbook are meant to be just that, guidelines help us to keep the school environment safe, friendly and productive. We all want a school culture that fosters good work, good feelings, and good memories.

Read the contents of your handbook and discuss it with your parents. If you have any questions, please ask for clarification.

Ms. Rosemary Jellinck

Mr. Norbert Kuebeck

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Daily Schedule

Morning Bell	8:20 a.m.
National Anthem	8:25 a.m.
Period 1	8:25-9:40 a.m.
Travel Time	9:41-9:49 a.m.
Period 2	9:50-11:05 a.m.
Warning Bell	11:45 a.m.
Period 3	11:50-1:05 p.m.
Travel Time	1:06-1:14 p.m.
Period 4	1:15-2:30 p.m.

Please note: The order of classes will not change in each semester.

Travel Time between morning and afternoon classes allows students to move to their next class, visit their lockers, or use the washroom. Students are not permitted outside during travel time.



District School Board of Niagara
Achieving Success Together

ADMINISTRATORS

Principal - Ms. R. Jellinck

Vice Principal - Mr. N. Kuebeck

PROGRAM LEADERS

Canadian and World Studies	Mr. A. Ventnor
English/Literacy/SSTW	Mrs. S. Gaines
Guidance/Co-op	Mr. P. Luciani
Numeracy/Science	Mr. T. Calford
Special Education	Mr. G. McGuchan
Specialized School to Community	Mr. A. Tokadjian
Student Success, Phys Ed./Arts	Mr. R. Motola
Technology	Mr. D. Brandon

OFFICE STAFF

Mrs. J. Mammoliti (Admin.) Miss T. Penny (Guidance)
Ms. A. Baker (Attendance)

EDUCATIONAL ASSISTANTS

Mr. N. Barbour Ms. K. Barrick Ms. C. Savage
Ms. M. Bass Ms. T. Menary Mr. J. Jung
Mrs. C. Saliba

Youth Counsellor: Mr. R. D'Amario Nurse: Mrs. A. Burns
Social Worker: Ms. J. Gadoury
Librarian: Ms. C. Homenuck
Cafeteria Assistant: Mr. P. Fongsamouth
Caretakers: Mr. G. Graziani/ Mr. B. Sakalauskus

TEACHING STAFF

Mr. M. Bagnulo	Mrs. S. McGlynn
Ms. N. Bainbridge	Mr. R. Motola
Mrs. S. Beccario	Mr. S. Neamtu
Mr. D. Brandon	Mr. J. Orlando
Mr. T. Calford	Mrs. M. Pope
Ms. J. Czop	Mr. R. Pouliot
Mr. D. Duncker	Mr. A. Proudlock
Mrs. L. Farmer	Mr. C. Putman
Mr. P. Fortin	Mr. D. Robinson
Mrs. S. Gaines	Mr. G. Romeo
Mr. S. Harper	Mr. K. Smith
Mr. M. Kamminga	Ms. M. Sotiriou
Mrs. A Kramer	Mr. A. Tokadjian
Mr. N. Lengyel	Mr. B. Trush
Mr. P. Luciani	Mr. A. Ventnor
Mr. G. McGuchan	Ms. M. Verdile

CODE OF CONDUCT

Respect for Self

- Avoid possessing or being under the influence of alcohol or mood altering substances. **IMMEDIATE SUSPENSION** will occur for any involvement with drugs or alcohol.
- Dress according to expected dress code. The guidelines for appropriate dress are outlined under the 'Dress Code' section.

Respect for Peers

- Be courteous
- Use positive language
- Consider others' points of view
- Be a support to those in need
- Report bullying and harassment
- Encourage friends to seek help when needed

Respect for Authority

- Comply with all school rules.
- Teachers, educational assistants, administrators, secretaries, bus drivers, caretakers all expect you to comply with school rules in the classroom, halls, offices, as well as during extra-curricular activities or on the bus.

Respect for Property

- Take care of your school, classroom, equipment, textbooks, desks and lockers.
- Clean up after yourself.
- Vandalism will result in disciplinary action which may include suspension as well as restitution for damages.



Regular Attendance

Regular Attendance is directly related to academic success. According to the Education Act, Regulation 298, Section 23, Requirements of Pupils, (1) A pupil shall, (d) attend classes punctually and regularly.

Acceptable reasons for an absence include:

- Personal illness
- School sponsored activities
- Illness or death in the family
- Judicial proceedings
- Funeral
- Court appointments
- Religious holidays
- Dental appointments

Absences should be called in on the day of the absence by a parent or guardian as soon as possible. If a parent or guardian is unable to call during the day, they may call and leave a message that will be retrieved the following day. A note may be sent in explaining why their child was absent the previous day.

Failure to report absences in a timely manner will result in consequences for the student. Please help us keep our records accurate by reporting absences according to the expectations.

Please call the attendance phone line at **(905)346-1305** or call the school **905-734-7458 (ext. 61211 for attendance.)** Please keep these numbers handy or program it into your phone for convenience.

AGE OF MAJORITY (18 years or older)

Once a student reaches the age of 18, he/she can complete an "Age of Majority" form, which can be found at the office. This form must be read and signed by parent/guardian and the student. Adult students do not have permission to come and go as they please. They must follow the same procedures and absences must be kept to a minimum. Disciplinary action will still be taken if the procedures are not followed.

Unexplained Absences & Detentions

A list will be posted each day outside of the main office displaying students who have unverified absences or detentions. It is the student's responsibility to check the office window and clear up any issues.

Truancy (skipping class)

Attendance will assume a student to have been truant until the absence is confirmed by the parent/guardian. Students will have until the next day at 12:00 to clear up the previous day's absence, at which time a detention will be issued for the following day at lunch (eg. Monday absence, call or note prior to Tuesday 12:00, no phone call or note = detention on Wednesday).

Consequences for students who are truant from class:

- It is the sole responsibility of the student to obtain and complete missed work.
- The administration will assign a detention for each truancy or other consequence as deemed appropriate.
- If the student does not report to the assigned detention, administration will assign one in-school suspension.
- After 2 in-school suspensions, the 3rd consequence will result in a phone call home to explain the severity of the problem and the student being sent home for the day.
- Continued truanancies will result in more severe consequences including suspension.

Punctuality:

- Students who are "on time" demonstrate responsibility, respect for rules, and time management skills.
- The bell indicates the start of each period. Students will be recorded as "late" if they are not in the classroom when the bell rings.
- If students are more than 5 minutes late, they will not be permitted to enter the classroom without an admit slip.
- Students are to report directly to class after obtaining the admit slip from the main office.



Consequences for students who are late to class:

- Consequences will vary depending on the degree and pattern of lates. Students who are occasionally late will follow a system of being assigned detentions for every third late starting at their sixth late (i.e. Detention for lates 6/9/12 etc...) These will be assigned by the classroom teacher.
- Students who are chronically late (persistently late to school or class) will be placed on a tracking sheet. Detentions will be assigned for each and every late. At 10 lates, the student will be referred to the Vice Principal. Consequences for chronically late students may involve parent conference, after school detentions, suspension or removal from the course.

Administration may respond with but are not limited to the following:

- sending the student home
- suspension

Excessive Absences:

- If a student misses **ten (10)** classes in a semester, the office may notify the parent (via mail) to express concern.
- If a student misses **fifteen (15)** or more classes in a semester, the student will be referred to the school's "**In-School Team**" to develop a plan of corrective action. This action may include the student being removed from the class or course.



Dress Code

At Eastdale Secondary School, it is the belief that student and staff dress should be appropriate to an academic setting, and contribute to an overall positive image of our school.

The stated guidelines serve to answer questions and confirm decisions made by teachers, students and parents about appropriate school dress.

Teachers will refer students with questionable attire to the office administration. All final decisions concerning the appropriateness and consequences of student attire will be made by school administration.

1. **Hats or head-coverings** (bandanas, kerchiefs, hoods, visors, etc.) are to be removed before entering the school or participating in school field trips or activities. This social and traditional sign of respect and courtesy is a point of etiquette, and is a good security practice which allows quick and easy identification of students and/or trespassers. Head dresses or head coverings worn for religious purposes are exempt.

2. **All shirts and tops must have short or long sleeves.**

Halter-tops, tube tops, muscle shirts, see-through or mesh tops (unless worn with an undershirt) are not to be worn.

Blouses, shirts or tops that reveal **bare midriffs or undergarments**, or revealing necklines are not to be worn in Eastdale classes, hallways, during class activities or on field trips.

3. **Shorts and skirts** are to be of a length that is appropriate to a school environment and that does not reveal undergarments in the normal range of movement. An appropriate guide is the length of your arms with fingers extended.

4. **Low riding pants**, shorts and skirts are to be worn above the hip points and in such a fashion that undergarments are not revealed.

5. **Clothing which advertises or promotes alcoholic beverages, drugs, violence or racism or that displays obscene, distasteful or hurtful messages** is not to be worn at Eastdale, or during any of its activities or field trips.

6. **Metal spiked studded collars, wrist bands etc. and “hardware” chains** (used as wallet chains or jewellery) are not to be present in the school, or on school sponsored field trips or activities.

These items can serve as open displays of potential weapons and contribute to an intimidating school atmosphere.

7. All clothes are to be **clean and in good repair**, free from holes and tears.

8. **Footwear** appropriate to the subject area or activity must be worn at all times. Open toe shoes are not permitted in the shop areas. Safety and health must always be a major school concern.

9. **All outdoor use coats and jackets** are to be placed and left in lockers until the student leaves the school. This is for safety and health concerns and the ease of identification of students and potential trespassers.

Consequences for infractions could range from one to any combination of the following:

- a) a warning
- b) surrendering the hat/head-covering to staff
- c) coverup instructions
- d) dismissal from school to go home in order to change and return to school
- e) detention
- f) suspension for persistent disregard or repeated, regular offences of school rules

Contact will be made with the home in the case of (d), (e) & (f)

School Procedures

Bicycles/Skateboards/In-Line Skates

Bicycles are to be parked along the fence in the student parking lot and locked up at all times. The District School Board of Niagara is not responsible for stolen or damaged property. Skateboards and in-line skates may not be used in the school or on school property. If students walk to school and bring skateboards or in-line skates, they must put them in their lockers before 8:20 a.m. and remove them only after school ends.

Cell Phones and Electronic Devices

Cell phones and electronic devices are not to be used in the classroom. Teachers may allow exceptions when the use is for educational purposes. Inappropriate use may result in parental contact, referral to the office, confiscation of the device or removal of privileges to bring the device to school. Please show your respect by using your phones and devices appropriately.

Computer Use

All students must complete the Acceptable Use Agreement for Student Use of ICT provided by the school in order to have computer access.

Tampering with, altering or damaging computer software or hardware will lead to immediate loss of computer access privileges as well as disciplinary action. The same applies to the transmission or willful reception of obscene, unlawful, or other inappropriate material on school computers and equipment.

Dances

All dances are subject to the approval of the Principal. Dances are organized and sponsored by Student Council and staff supervision is provided.

Procedures for “Signing-In” Guests

Complete and submit a form (provided by Student Council) to the Vice Principal no later than 72 hours prior to the scheduled dance. Administration reserves the right to decline entry to the dance if deemed necessary.

Evaluation Policy

- Students will be informed at the beginning of each course how they will be evaluated.
- Students will be assessed on both process (i.e. work habits, following proper procedures) and products.
- There will be a final summative assessment in all courses.
- There will be a progress report, a mid-semester report, and a final report issued in each semester.

Parent/Teacher interviews are scheduled once each semester to review progress and to plan for success.

PLEASE NOTE: If despite intervention on the part of the teacher, the student does not submit assignments in a timely manner, late marks may be deducted.

Textbooks and Learning Materials

Students may borrow texts and learning materials from Eastdale. Students are expected to pay for any lost or unreturned textbooks and learning materials. Texts are signed out and returned through the library.

Fire Drills/Emergency Procedures

For safety's sake, be aware of the primary and alternate exits from each instructional area. At the time of an alarm, everyone must:

1. Leave the building.
2. All windows and doors are to be closed.
3. Staff and students are to proceed to the correct exit as quickly as possible and exit from the building.
4. Staff and students are to move away from the school, off of the streets, and clear of entrances. This is to permit the response of fire and emergency vehicles.

Lockers

Lockers will be assigned by the office. Please check your timetable for your locker number. Teachers will also have a list of locker assignments.

Students are not to share lockers or store belongings of other students in their locker.

Lockers will not be assigned unless a combination lock is provided.

The number of the locker and lock combination will be registered in the main office.

Furthermore, each student is required to purchase a lock. These locks can be purchased from a retailer or from the school.

Students are expected to keep their lockers clean and in good repair.

At the end of each semester, students are expected to empty their locker and remove locks. The school is not responsible for locker contents left behind.

A student's locker is the property of the DSBN and administration can open any locker to check contents as per the Safe Schools Act.

Lost and Found

Please check the table at the back of the cafeteria if you have lost an article of clothing. If not found, inquire at the office. Any found jewellery should be brought to the office. The item will have to be identified, before the item is handed over.

Parking

Parking on school property is a privilege which may be withdrawn from thoughtless or careless drivers. Students may park in the side lot by the gym entrance. Please exit and enter our parking lot with caution.

Plagiarism

Plagiarism is the act of publishing borrowed or copied literary work as original. The following is a list of possible consequences for plagiarism:

- A mandatory re-write,
- A percentage penalty deemed suitable by the teacher,
- A zero to be included in the final grade for the course,
- Any combination of the above.

A Student Checklist for Avoiding Plagiarism

- Have I used class time for writing and shown my instructor that I have been working on my assignment?
- Have I shown my instructor all drafts on the assigned due dates?
- Have I included all rough work?
- Have I used quotation marks as instructed to acknowledge material taken from sources?
- Are citations or footnotes properly done for both direct quotes and indirect reference?

Is a Bibliography/Reference/Works Cited sheet included, with:

Author/Editor

Title

Publisher

Location

Year

Date of Access (if electronic source)

Website addresses



Smoking

In accordance with the Tobacco Control Act 1994, S.O. Chapter 10, smoking is prohibited on all school lands and premises, and in all Board owned vehicles.

Smoking is confined to the area off of the north parking lot.

Smoking is only permitted before school, lunch time and after school. Students are expected to stay in the building during travel time between classes.

The Smoke-Free Ontario Act

Smoking or even holding a lit cigarette anywhere on School Property is against the law. For persons 16 years of age and over, there is a minimum fine of \$305.00. Persons under the age of 16 must attend court with a parent or guardian. Selling, supplying, or sharing Cigarettes with anyone under 19 can result in a minimum fine of \$365.00.

This school follows a 1-step policy. The first offence witnessed by anyone, including school staff, or Tobacco Control Officers, will result in a fine or summons to Court.

Questions?

CALL THE TOBACCO HOTLINE 1-888-6074, EXT. 7393



School Closure/Bus Cancellation

Whenever in doubt, please listen to your local radio station in the morning. Any decision to cancel buses or close schools is made before 7:00 a.m. You may check your local radio station or the DSBN website for transportation and school closure information.

Library

Open daily from 7:30 a.m. to 3:00 p.m., the Eastdale Library Learning Commons features:

- fiction and non-fiction books, graphic novels, manga, comics, and magazines
- comfortable seating areas, including couches, chairs and bean bag chairs
- computers for student use before school, after school and at lunch academic support for school assignments
- various special activities and events throughout the school year

Spares/Study Periods

Students require 22 credits before they may have a spare. Students with spares may be in the cafeteria, library or off property during a study period. The front foyer is out of bounds during class time.

Students must not interfere with instruction. When classes are in session, students must stay away from lockers and out of halls to avoid disrupting classes.

Visitors to the School

The District School Board of Niagara wishes to ensure a safe environment in its schools for students, staff and members of the community. Therefore, all visitors shall report to the school's main office during normal daytime hours. Upon approval of the administration, visitors will be provided with a visitor's badge which must be worn at all times.

Students will not be given permission to have other school aged persons join them on school premises or in the classroom.

School Services and Supports

Breakfast/Lunch Program

The Eastdale cafeteria provides a breakfast program each morning to students who missed having breakfast. Students can help themselves to a variety of fresh foods including cereals, toast, muffins, fruit and juice.

At lunch time, students without a lunch can visit the Guidance office for sandwiches, vegetables, cereal bars, and/or juice boxes.

This program is supported by Breakfast for Learning and the Niagara Nutrition Partners.

Cafeteria

The Eastdale cafeteria is full service. The food is prepared by senior students through our culinary arts program.

Our teacher /chef is Mr. R. Pouliot who is supported by our cafeteria assistant, Mr. Fongsamouth.

Homework Lunch Program

To encourage students to complete all work assigned by teachers, homework lunch occurs daily in the Resource Room. Students are assigned to homework lunch when they fail to complete major assignments. Parents are contacted and students work on their assignments daily until completed to the teacher's satisfaction.

Students may eat their lunch while completing their work. Teacher assistance is provided. Failure to attend homework lunch may result in further discipline.

Guidance Department

Guidance Counsellor - Mr. P. Luciani

Student Achievement/Success - Mr. R. Motola

Secondary School to Work (SSTW) - Mrs. S. Gaines

Guidance Secretary - Miss T. Penny

Together they offer the following services:

Counselling: educational, career and personal

Referrals to support workers (Youth Counsellor, Public Health, Nurse, Addictions Counsellor, Social Assistance Worker, Housing Help, Job Gym)

Post Secondary Planning: university and college applications, apprenticeship support, scholarship information, employment Opportunities

Gr. 9 - Orientation to high school and Career Information Centre, Career Cruising interest inventory and course selection support

Gr. 10 - Careers course, college visit, tools for post secondary planning, CO-OP and course selection support

Gr. 11 - Choices career planning, individual course selection counselling

Gr. 12 - Individualized exit plan, support with transition from high school.

Need Help?

- Talk to a Teacher
- Talk to a Guidance Counsellor
- Talk to the Principal
- Talk to the Vice Principal
- Talk to the School Nurse
- Talk to the Youth Counsellor

Resource Teachers are available in Room 63 if you need help with school work.

Remember: Every problem has a solution and if we can't assist you, help is only a phone call away.....

NEED HELP?

Crisis

COAST (Pathstone Mental Health) 1-800-263-4944
Kids Help Phone (kidshelpphone.ca) 1-800-668-6868
Niagara Region Sexual Assault Centre 905-682-4584
Distress Centre Niagara (Welland/Port Colborne) 905-734-1212
Niagara Health System 905-378-4647

Counselling and Support Services

Contact Niagara 1-800-933-3617 or 905-684-3407
Quest Community Health Cntr. –Rainbow Youth Niagara 905-688-2558 ext. 222
Niagara Regional Native Centre 905-688-6484

Sexual Health

Sexual Health Centre (Public Health) – Welland 905-734-1014
Pregnancy: Strive Niagara (support for young moms and families going to school) 905-735-1465
Young and Pregnant in Niagara 905-688-8248 ext. 7237

Alcohol/Drugs

CASON – Community Addiction Services of Niagara 905-684-1183
Alateen/Al Anon 1-888-425-2666

Food Banks

The HOPE Centre (Welland) 905-788-0744
Open Arms Mission (Welland) 905-788-3800

Youth Shelter/Housing/Drop In Centre - The Raft 905-984-4365

Legal Issues

Legal Assistance 1-800-668-8258
Niagara Region Police Service 905-688-4111

Health

Niagara Region Public Health 905-688-8248
Dental Care: 1-888-505-6074 ext. 7399
Health Bus Outreach call or text: 905-401-4074

Jobs and Money

Ontario Works (financial support for basic needs – welfare) 905-641-9230
Job Gym 905-732-7655

Self Help Apps

Always There: space for youth to share thoughts and feelings to help cope with stress – can connect directly with a counsellor. kidshelpphone.ca

Mindshift: strategies to deal with anxieties and fears around test anxiety, perfectionism, social anxiety, performance anxiety, worry, panic and conflict.

**GET EASTDALE GUIDANCE UPDATES ON
YOUR PHONE OR AS AN EMAIL**

Through a free app 'REMIND" students can get Eastdale guidance updates instantly. Remind is a safe messaging tool that Eastdale Guidance uses to share important updates and reminders with students and parents. You can subscribe by text, email or using the Remind app. All personal information is kept private. No one will see your phone number and you can opt out of messages at any time.

FOR PHONE MESSAGES

Step 1 - Text message the number (289) 813-3951

Step 2 - Send the appropriate message for the grade you are currently in.

Current Grade	Group Name	Test message to join group
8	Eastdale Grad 2023	@eastdale23
9	Eastdale Grad 2022	@eastdale22
10	Eastdale Grad 2021	@eastdale21
11	Eastdale Grad 2020	@eastdale 20
12	Eastdale Grad 2019	@eastdale19
12B	Eastdale Grad 2018	@eastdale18

Step 3 - Follow instructions on your phone.

FOR EMAIL MESSAGES

To receive messages by email, simply send an email to the appropriate group. (you may leave the subject line blank)

Current Grade	Group Name	Send an e-mail to
8	Eastdale Grad 2023	eastdale 23@mail.remind.com
9	Eastdale Grad 2022	eastdale22@mail.remind.com
10	Eastdale Grad 2021	eastdale21@mail.remind.com
11	Eastdale Grad 2020	eastdale20@mail.remind.com
12	Eastdale Grad 2019	eastdale19@mail.remind.com
12B	Eastdale Grad 2018	eastdale18@mail.remind.com

STUDENT COUNCIL & EXTRA-CURRICULAR INFORMATION

**Student Council
2018 - 2019**

Staff Advisor: Mrs. S. Beccario & Mrs. S. Gaines

Chloe Racho (Pres.)	Tristan Hussey
Krish Patel (Vice-P.)	Kaitlin Ives
Josh Boyle	Kaylin Loeb
Tara Brown	Roger Montpetitt
Zach Brown	Cara Oldfield
Justin Demers	Jon Prentice
Lauren Gauthier	Shevante Townsend
Zykira Henderson	Alex Zhuang
Matthew Holmes	

Getting an education means homework, classes, essays and tests, but it also means getting involved with your fellow students in some of the many co-curricular activities the school offers. The following list provides you with the many opportunities available WHERE THE EAGLE SOARS.

YOUR STUDENTS' COUNCIL SUPPORTS: Social Activities, Intramural Activities, Inter School Athletics, Clubs, Yearbook, Spirit Week, Assemblies, etc.

YEARBOOK: Assist in the gathering, designing and development of the school yearbook.

EXTRA-CURRICULAR ACTIVITIES: Eastdale Secondary School offers all students a full range of extra-curricular activities. Every student is encouraged to participate in both extra-curricular, intramural sports and the many clubs available.

CLUBS: Music (Band), Chess, Yearbook, School Reach, Safe School Committee and SHSM Transportation Club.

Eligibility for Extra-Curricular Activities:

To participate in athletics or for membership in any of the clubs, a student is expected to:

- Be on time and attend all classes on a regular basis
- Come to all classes properly prepared (i.e. notebook, text, pen, etc.)
- Work to the best of his/her ability in all classes
- Follow the general rules of behaviour and good citizenship as outlined in this agenda and by the classroom teacher
- Display respect for the facilities and equipment at Eastdale and other institutions/schools

Recognition for Extra-Curricular Participation

At Graduation, the following awards are presented:

PLAQUE: 50 POINTS

MEDALLION: 40 POINTS

EXTRA-CURRICULAR PARTICIPATION POINTS

- 1 POINT:** One day events and contests (math contest, slo-pitch tournament, SHSM competitions)
- 3 POINTS:** Safe School Council, Tech Crew, Regular Scorer and Timer, Dance Club, Sewing Club, Seminars/Camps two or more days
- 5 POINTS:** Band, Student Council, Sports Teams (badminton, basketball, golf, soccer, track and field, volleyball), Chess team, Yearbook

Go Eagles!

**Eastdale Secondary School
Map Page**

Assessment and Evaluation for Grade 9 – 12: A summary for Students parents and staff

The primary purpose of assessment and evaluation is to improve student learning. Teachers use assessments to gather information about students' strengths and needs as learners and evaluation to judge how well students are meeting the curriculum expectations.

Reporting on Learning Skills

The development of learning skills and work habits is an integral part of a students' learning. To the extent possible, however, the evaluation of learning skills and work habits, apart from any that may be included as part of a curriculum expectation in a subject or course, should not be considered in the determination of a student's grade. Assessment, evaluating and reporting on the achievement of curriculum expectations and on the demonstration of learning skills and work habits separately allows teachers to provide information to the parents and student that is specific to each of the two areas of achievement.

Determining a Report Card Grade

Before making a decision about the grade to be entered on the report card, teachers will consider:

- All individual evidence collected through observations, conversations and student products;
- Equity, by ensuring evaluation is completed whenever possible, with teacher supervision;
- Assignments for evaluation must not include homework or practice opportunities;
- Assignments for evaluation may involve group projects as long as each student's work within the group project is evaluated based on independent work and individual work and individual skills;

The impact that missing or incomplete assignments will have on the student's overall grade.

<p align="center"><u>Responsibility Sample</u> <u>Student Behaviours</u></p> <p>Fulfills responsibilities and commitments within the learning environment; Completes and submits all class work, homework and assignments according to agreed-upon timelines; Takes responsibility for and manages own behavior.</p>	<p align="center"><u>Organization Sample</u> <u>Student Behaviours</u></p> <p>Devises and follows a plan and process for completing work and tasks; Establishes, promotes, and manages time to complete tasks and achieve goals'; Identifies, gathers, evaluates, and uses information, technology and resources to complete tasks.</p>
<p align="center"><u>Independent Work Sample</u> <u>Student Behaviours</u></p> <p>Independently monitors, assesses and revises plans to complete tasks and meet goals; Uses class time appropriately to complete tasks; Follows instructions with minimal supervision.</p>	<p align="center"><u>Collaboration Sample</u> <u>Student Behaviours</u></p> <p>Accepts various roles and an equitable share of work in a group; Responds positively to the ideas, opinions, values and traditions of others; Builds healthy peer-to-peer relationships through personal and media-assisted interaction; Works with others to resolve conflict and build consensus to achieve group goals; Shares information, resources and expertise to promote critical thinking, solve problems and make decisions.</p>
<p align="center"><u>Initiative Sample</u> <u>Student Behaviours</u></p> <p>Looks for and acts on new ideas and opportunities for learning; Demonstrates the capacity for invitations and willingness to take risks; Demonstrates curiosity and interest in learning; Approaches new tasks with a positive attitude; Recognizes and advocates appropriately for the rights of self and others.</p>	<p align="center"><u>Self Regulation Sample</u> <u>Student Behaviours</u></p> <p>Sets own individual goals and monitors progress towards achieving them; Seeks clarification or assistance when needed; Assesses and reflects critically on own strengths, needs and interests; Identifies learning opportunities, choices and strategies to meet personal needs and achieve goals; Perseveres and makes an effort when responding to challenges.</p>

Voluntary, Confidential Aboriginal Student Self Identification

By participating in the Voluntary, Confidential Aboriginal Student Self Identification program, families assist the District School Board of Niagara with the determination of programming and support to increase Aboriginal student success and achievement as well as help monitor the success of programs and supports implemented for Aboriginal students. The information on the individual students will not be released and is kept confidential in accordance with the Freedom of Information and Protection Privacy Act. The District School Board of Niagara will share its Aboriginal Self-Identification data with the Ministry of Education and the Education Quality Accountability Office (EQAO). These provincial bodies will report their findings in an aggregate of collective format to the public. Every September, Student Verification forms are sent home to families and include the opportunity to self-identify Aboriginal ancestry. New students have the opportunity to self-identify on registration forms. A pamphlet outlining the details of Voluntary, Confidential Aboriginal Student Self Identification program are available at the schools anytime during the year.

Canine Searches

In common with the other schools in Niagara, and as part of the DSBN Safe Schools Policy, searches may be carried out by school authorities with the assistance of private companies offering drug dog services, or by the Niagara Regional Police, including the canine unit, at the direction of the school authorities when there are reasonable grounds to suspect a breach of school rule. The principal has the authority under the Ontario Education Act to conduct searches which are reasonably related to the maintenance of order and discipline in the school. The search may be conducted by the Principal, Vice-Principal or designated teaching staff. Charges may be laid by the Niagara Regional Police as a result of these searches and students may be disciplined in accordance with the Education Act. Any drugs or drug paraphernalia that are found as a result of the search are turned over to the Niagara Regional Police for further investigation and /or disposal. We appreciate the support of our parents/guardians and School Council in our efforts to maintain a safe school environment.

Notice of Collection

The personal information provided to the school upon registration and subsequently on any other correspondence relating to your involvement in our programs is collected by the District School Board of Niagara under the authority of the Education Act (R.S.O. 1990, e.E.2). The information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff, resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the
Freedom of Information Coordinator, Education
Centre, 191 Carlton Street, St. Catharines, ON
L2R 7P4, (905)641-2929 ext 54146

DSBN Policies

It is recommended that parents and students read the policies listed below. To view all District School Board of Niagara, visit www.dsbni.org/policies.

Safe Schools: Policy G-2

Use of Electronic Communication Devices by students:G-26

Fees for Learning Materials and Activities: G-32

What is a Concussion?

FACTS FOR PARENTS & GUARDIANS

A concussion is a brain injury caused by a bump, blow, or jolt to the head or body that causes the head to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

<p>What are the signs and symptoms? You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days after the injury. If your child reports one or more symptoms of a concussion listed below, or if you noticed the signs yourself, keep your child out of physical activity and seek medical attention immediately.</p>	<p>Symptoms Reported by Athlete</p> <ul style="list-style-type: none"> } Headache or "pressure" in head } Nausea or vomiting } Balance problems or dizziness } Double or blurry vision } Sensitivity to light or noise } Feeling sluggish, hazy, foggy, or groggy } Concentration or memory problems } Confusion } Change in sleep patterns } Just not "feeling right" or is "feeling down"
<p>Signs Observed by Parents/Guardians</p> <ul style="list-style-type: none"> } Appearing dazed or stunned } Confusion about assignment or position } Forgetting an instruction } Unsure of game, score, or opponent } Moving clumsily } Answering questions slowly } Loss of consciousness (even briefly) } Showing mood, behaviour, or personality changes } Difficulty recalling events prior to and after hit or fall. 	<p>Symptoms Reported by Athlete</p> <ul style="list-style-type: none"> } Headache or "pressure" in head } Nausea or vomiting } Balance problems or dizziness } Double or blurry vision } Sensitivity to light or noise } Feeling sluggish, hazy, foggy, or groggy } Concentration or memory problems } Confusion } Change in sleep patterns } Just not "feeling right" or is "feeling down"

What Should You Do If You Think Your Child Has A Concussion?

1. Keep your child out of physical activity.

If your child has a concussion, her/his brain needs time to heal. Don't let your child return to physical activity the day of the injury and until a medical doctor/nurse practitioner, experienced in evaluating for concussions, reports your child is symptom-free and recommend a return to physical activity. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term effects. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage or even death.

2. Seek medical attention right away.

A medical doctor/nurse practitioner experienced in evaluating concussions will be able to decide the seriousness of the concussion and when it is safe for your child to return to learn and return to physical activity.

3. Teach your child that it's not smart to engage in physical activity with a concussion.

Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your child convince you that she/he's "just fine."

4. Tell all of your child's coaches and the school Administrator about ANY concussion.

Coaches and other school staff should know if your child has ever had a concussion. Your child may need to limit activities while she/he is recovering from a concussion. Activities such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or worsen. Talk to your medical doctor/nurse practitioner, as well as your child's coaches and school staff. If needed, they can help adjust your child's school activities during her/his recovery.

If you think your child might have a concussion:

- ⇒ **Don't assess it yourself.**
- ⇒ **Take her/him out of physical activity.**
- ⇒ **Seek the advice of a medical doctor or nurse practitioner.**