

Focus Statement: "All Staff at E.E.S.S. are committed to providing an inviting, safe, caring, respectful and clean learning environment."



EAST ELGIN SECONDARY SCHOOL 2020-2021

Tom McLeod
PRINCIPAL

Michael Barry
VICE PRINCIPAL

Aleisha Howlett
VICE PRINCIPAL

362 Talbot Street West
Aylmer, Ontario
N5H 1K6

Telephone: (519) 773-3174

Website: <http://www.tvdsb.on.ca/eastelgin> - Fax: (519) 765-1943

This handbook belongs to:

Name _____

Address _____

City/Town _____ Postal Code _____

Phone _____

Home Room Class Semester 1 _____ Rm _____

Semester 2 _____ Rm: _____

HOME OF THE EAGLES!

DAY 1 (Odd Numbered Dates)	
O Canada / Announcements	8:45 – 8:50
Block A	8:50 - 10:05
Break	10:05 - 10:15
Block B	10:15 - 11:30
Lunch	11:30 - 12:20
Block D	12:20 - 1:35
Break	1:35 - 1:45
Block E	1:45 - 3:00

DAY 2 (Even Numbered Dates)	
O Canada / Announcements	8:45 – 8:50
Block A	8:50 - 10:05
Break	10:05 - 10:15
Block B	10:15 - 11:30
Lunch	11:30 - 12:20
Block E	12:20 - 1:35
Break	1:35 - 1:45
Block D	1:45 - 3:00

MY PERSONAL SCHEDULE

SEMESTER ONE			
BLOCK	COURSE	TEACHER	ROOM
A			
B			
D			
E			
SEMESTER TWO			
BLOCK	COURSE	TEACHER	ROOM
A			
B			
D			
E			

East Elgin Secondary School

General Information

Advertisements and Signs

All posters and signs require approval by the Principal before they can be displayed. Posters and signs must be initiated by the office or the appropriate staff advisor. All posters are to be displayed on designated display boards. No materials are to be posted on walls, windows or doors.

Computer Use

East Elgin Secondary School is committed to the safe and appropriate use of instructional computers and related technology. Each student is required to read the Acceptable Use Agreement found on the student portal.

Dances

Students must attend all classes on the day of a school dance or they are not eligible to attend. Students must have a valid student card to be eligible to attend school dances. All guest forms must be submitted to the office at least 7 days prior to the dance.

Electronic and other devices

Inappropriate use of cell phones and other electronic devices distract from the learning of others and may not be allowed in some classrooms. Teachers, at their discretion, may use electronic devices to enhance student learning.

Fire Drills

By law, several fire drills must take place each school year. Students and staff must exit the building and are to remain outdoors until the "All Clear" signal (three short rings) is heard. Exit routes are posted on the fire exit sign located in each classroom. It is important for all students to follow the instructions given to them during an emergency.

Hats and Headgear

Hats and any other headgear are removed upon entering E.E.S.S. but may be worn in the building at the end of the school day. No hats are worn in the office at any time.

Locks and Lockers

Lockers are assigned to students, but they remain the property of the school. They may, under special circumstances, be opened and inspected by school administrators. Combination locks must be used and the combination must be kept on file in the office so that we can help students who have forgotten their combinations. Students are responsible for their lockers and are to report any damage or defacement to the office. Lockers are to be cleaned out and locks removed upon leaving school each year. ***Students MUST USE ONLY the locker assigned and lockers are not to be shared.***

Parking

We do not have sufficient room to provide parking for students. School parking lots are therefore off limits to student vehicles. **Student vehicles parked in the school lots may be towed.**

Reporting Student Progress

Detailed Markbook reports for each course are provided to you and your parent/guardian through your respective portals after the first quarter of each semester. Two provincial report cards will be issued each semester (mid-semester and final). There will also be a Parent-Teacher interview evening each semester. Teachers will communicate with your parents or guardians about your attendance and academic performance. We want to work together to help you succeed.

Smoking

The Smoke-Free Ontario Act prevents citizens in Ontario from smoking near entrances to, or in, public buildings. *Anyone who is observed smoking on school property will be subject to a substantial fine from the Elgin-St. Thomas Health Unit and/or a mandatory court appearance. Please note that **this includes e-cigarettes and vapes.***

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. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. 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, 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.

Storage of Valuables

Students should not bring large amounts of money or expensive items to school, *nor leave money or valuables in a physical education change room*. Any valuables should be locked in a student's locker or the phys. ed. office. **Teaching staff are not responsible for the safekeeping of student valuables.**

Textbooks

Textbooks are loaned to students for their use during the year. Timetables, reports and transcripts may be withheld until book accounts are settled. **Students are responsible for the specific book issued and will be expected to pay for its loss or damage.**

Transportation

Busing is a service provided by the TVDSB for current students. Students are assigned to a specific bus and may only ride the designated bus. Special requests for any change in student transportation must be made through **Southwestern Ontario Transportation Services at 519-649-1160** or through their website at <http://www.mybigyellowbus.ca/>.

Bus delays or cancellations are also posted on the above website, as well as being announced on the radio. Classes will still continue as scheduled on days when buses are delayed or cancelled due to weather.

Visitors

You are expected to get prior approval from the office for anyone not a EESS student to visit the school. All approved visitors must report to the Main Office. You are responsible for the actions of your signed-in guest(s), who must carry a pass. Unapproved visitors are considered trespassers and may be charged with trespassing.

Recognizing Students

Athletic Banquet

All Athletic teams and individual athletes are honoured at this annual spring event. Awards include Junior and Senior Athlete of the Year, the Coaches Award and the Leader of the Year.

Commencement Exercises

Academic achievements for graduating students will be recognized in June. Over \$50 000 is awarded annually in scholarships, bursaries and Department awards. These will be awarded in the year in which the student leaves EESS (which is not always the graduation year). A student must have attended EESS for Grades 11 and 12 (for some awards), have been enrolled in classes at EESS in that specific year, have met the criteria for the award, and have completed an Application for Awards.

Football Banquet

Each fall, the football coaches, through fund raising and donations, honour the players on our football teams. This annual tradition continues to draw parents, friends and a number of former players.

Student Administrative Organizations

E.E.S.S. has several student organizations which allow for student leadership and student input. Students' Council is the overall student organization with student representation from all grades as well as an executive council with two co-presidents. There are also the Girls' and Boys' Athletic Association (GABAA), the Music Council, and the Prefects. All of these organizations provide school-wide leadership experience.

Undergraduate Fall Awards

Department Awards for non-graduating students in all grades will be presented in fall. Students, parents and friends are invited to recognize the achievements of our undergraduates. Scholars of the year and the outstanding male and female student of the year are also presented at this time.

Attendance Expectations

Being in class is of paramount importance. Each absence is counted as truancy unless verified by a parental note, verified electronic communication or phone call. Notes should be brought to the main office before school starts, the same day as the student is returning from an absence. The only legally acceptable reason for missing school is illness. Other reasons **may** be accepted by the Principal. If students do not provide an acceptable reason for the absence upon return to school, the student will be considered truant and may be scheduled to make up time at lunch or after school. Demits from particular classes should be obtained in the Main Office between 8:15 and 8:40 each morning.

Late Policy

The Education Act states that it is the **student's responsibility to attend classes regularly and punctually**. Lateness to class is unacceptable and every attempt should be made to attend each class on time. Teachers will address concerns regarding persistent lates with the student, and will refer the issue to the appropriate Vice Principal if punctuality does not improve. Continued lates may result in detentions and other consequences as determined by the VP.

Tuancy

Students who are truant may be required to make up the lost time, as arranged by the Vice Principal. Parents will need to arrange for transportation, if required. Students who fail to serve the assigned detention time may be suspended from school.

Detention Room

Students who exhibit persistent problems meeting the expectations of the school around attendance will be required to spend part of their lunch hour in the school detention room. Detentions will be assigned accordingly by the Vice Principal, and will run from 11:35 am - 12:00 pm. Attendance at assigned detentions is mandatory; failure to serve assigned detentions will receive further consequences, which may include additional detentions, removal of school privileges, and suspension from school. Students serving detention must bring work to complete during their detention. Work will be assigned to those students who fail to bring their own class work. Food, drinks, cell-phones, or any other personal electronic devices are not permitted in detention.

School Services

Assemblies

Assemblies are held from time to time for athletic, educational, motivational and administrative purposes. Attendance at assemblies is mandatory.

Automated Telephone System

Our School Messenger system allows us to call home/email and report any unexplained absences daily. Please note that these are **unexplained absences and not necessarily truancies**. Parents or guardians are asked to phone in all known absences ahead of time or send a note. Our **24 hour attendance line is 1-844-305-3756**. You can also do this electronically through the School Messenger app. The School Messenger system also informs parents of upcoming events at the school.

Breakfast Club

Free breakfast is available for all students from the servery every morning from 8:15 to 8:45. Students can choose from cereal, juice, bagels, toast, milk and more. This is sponsored by the school and by various community groups. Volunteer students are always welcome.

Early Dismissal for Sports

Regular classes may be shortened to allow students to support our athletic teams during some home games. We consider athletics to be part of our overall educational role and strongly urge all students to show support for all of our teams.

EESS Website

Our website is <http://www.tvdsb.on.ca/eastelgin/>. Here you can find athletic schedules, team and club information, course descriptions, student news, student achievements, alumni information, upcoming events, school history, exam schedules and much more. Our website also provides a link to the Student and Parent Portals.

Guidance Services

Students should consult a guidance counselor regarding course selections, career information, financial assistance, post-secondary school information, and apprenticeship programs. Information is also available for out-of-school assistance in such areas as family counseling, psychological testing and other social services. Parents are encouraged to contact counselors to arrange interviews.

Student Success Services

All Grade Nine and Ten students will receive additional monitoring and support from our Student Success Teachers. SST's provide additional help and support for students as they become adjusted to high school life. They also provide supports and assistance for students of all grades who are experiencing difficulties around attendance, academics, or social and behavioural issues.

Health Services

There are a number of teachers trained in CPR at the school as well as a **Code Blue** team which responds to situations requiring immediate medical attention. Students with particular medical needs should inform the Main Office in writing. Parents are urged to leave an emergency number for medical contact. If students become ill, they are to report to the Main Office.

Library Resource Centre

The LRC is open every school day from 8:15 am to 3:45 pm including lunch. In addition to a large collection of reading and resource materials, e-readers, computers, printers and DVD players are available to students for class-related work. The use of programs on our school network, and connection to the internet are regulated by our computer appropriate use policy. This policy is clearly posted in the Library and computer rooms. **A valid student card or other identification is required to withdraw materials.**

Student Fees

Student fees are \$25.00. Student fees pay for student planners, as well as support a wide range of extra-curricular events and activities for students.

Co-Curricular Activities

E.E.S.S. has a great number of teams and clubs. If a student is absent from class for any part of the day, that student may be ineligible to practice or participate on that day unless cleared by the administration.

Transportation by Personal Vehicle

Board policy states that all students travelling to and from school sponsored activities will travel on a Board licensed carrier (usually a bus) if provided. Exceptions may be made for individuals who have written parental consent to drive themselves to co-curricular events. Parents driving students, under permission from other parents, should be aware that Board insurance is not activated until after the vehicle owner's insurance is exhausted. Information and forms dealing with the above information are sent home at the beginning of each school year.

EESS Sport's Teams

Fall Sports

Girls:

Jr. Girls Basketball
Sr. Girls Basketball
Varsity Field Hockey

Boys:

Jr. Football
Sr. Football
Jr. Volleyball
Sr. Volleyball

Co-ed:

Varsity Cross Country
Varsity Golf

Winter Sports

Girls:

Jr. Volleyball
Sr. Volleyball
Varsity Hockey

Boys:

Jr. Basketball
Sr. Basketball
Varsity Hockey

Co-ed:

Varsity Curling
Varsity Swimming

Spring Sports

Girls:

Varsity Soccer
Girls Softball

Boys:

Varsity Soccer
Varsity Baseball

Co-ed:

Jr. Badminton
Sr. Badminton
Varsity Track and Field
Ultimate Frisbee
Varsity Tennis
Varsity Golf

Follow all East Elgin's Athletics on Twitter - [@eastelgin](https://twitter.com/eastelgin)

**For a list of coaches visit our website - <http://www.tvdsb.ca/EastElgin.cfm>*

EESS Co-Curricular Activities/Clubs

Art Club/Murals

Badminton Club

Best Buddies

Book Club

Breakfast Club

CBC Student Mentors

Challenge Day

Colour House

Concert Band

Dance Show

Drama Musical

Eagle Buddies

Electronics Club

Environmental Club

Fitness Room

G.S.A

GABAA

Girls Softball Club

Guitar Ensemble

Lunch Game Room

Open Door Club

Performing Arts Council

Prefects

Reach for the Top (Jr & Sr)

Robotics Club

Role-Play Gaming & Cosplay
Association (RPGCA)

School Show

Skiing/Snowboarding Club

Student Council

Talent Show

Tech Club

Twitter

Video Club/Announcements

Word Flight

Yearbook

East Elgin Secondary School

Evaluation Policies

Students and teachers at East Elgin Secondary School recognize that "... the purpose of assessment and evaluation is to improve student learning." Assessment and Evaluation practices at East Elgin are consistent with the Thames Valley District School Board policy referenced below.

Message to Parents/Guardians and Students

In April 2010, the Ministry of Education released a document called *Growing Success, Assessment, Evaluation, and Reporting in Ontario Schools* (available at www.tvdsb.ca → under Programs → under Assessment and Evaluation). The document provides details regarding assessment and evaluation practices which all teachers in Ontario must follow.

The Assessment and Evaluation (Growing Success) Policy and Procedure developed by the Thames Valley District School Board is also found on the Board's website at www.tvdsb.ca → under Board → under Policies and Procedures → Assessment and Evaluation (Growing Success) Policy and Procedure #5015. These documents clearly describe the important roles that teachers, students, principals, parents and superintendents play in ensuring fair, transparent and equitable assessment and evaluation practices to meet the learning needs of all students.

The Board also has a homework guideline and parent brochure (also found on the Board's website) to assist teachers, students and parents/guardians in the assignment and completion of homework.

We invite you to review these policies and procedures and to discuss with staff at your school.

Thames Valley District School Board is committed to providing high quality education for all students. We are confident that by working together, we will be able to achieve this goal.

Best wishes for a successful school year!

Sincerely,

Laura Elliott
Director of Education, TVDSB

Dear Parent or Guardian:

Several of the projects in which your child will be involved at school this year include the use of the Internet. With access to computers and people all over the world also comes the availability of material that is not consistent with educational goals. The Thames Valley District School Board focuses on supervision and student awareness, supplemented by Internet filtering of potentially inappropriate materials. On board-owned devices, warning pages appear for potentially inappropriate sites, and these sites are blocked on personal devices using the wireless network. On a global network it is impossible to control all materials, and an industrious, determined student can uncover controversial information. We believe that the value of the information and interaction available on this worldwide network, when combined with supervision and student awareness, makes the Internet a benefit to a student's educational experience.

Students are expected to use the school's Internet access in support of educational goals. The school's Code of Conduct outlines expectations for students, including behaviour with respect to use of computers. Unacceptable use includes, but is not limited to: (i) activities which may damage equipment (ii) downloading, copying or transmitting any material which is in violation of any Federal or Provincial regulation such as copyrighted material; threatening or obscene material; hateful, racist or discriminatory material and (iii) any breach of security on local and remote sites including use or attempted use of another user's account; unlawful entry or attempted entry into any network system; any attempt to gain unauthorized access to view, alter, copy, share or destroy data and the creation and/or willful transmission of computer viruses or virus hoaxes. Inappropriate use by your child could result in denial of computer privileges, suspension and/or legal action.

Feel free to contact us at the school should you have any questions regarding this matter.

Sincerely,

Tom McLeod
Principal

Aleisha Howlett
Vice Principal

Michael Barry
Vice Principal

East Elgin Secondary School

Student Concussion Policies

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 can access Concussion 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 concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered 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. Please direct questions to school administration.

Examinations

All students must be present to write exams at the scheduled time. No exams will be written before the scheduled day. Parents are asked to arrange family vacations at times not conflicting with exams. A doctor's note is required to verify an absence due to illness during exams.

All courses will, by Ministry policy, have Final Evaluations which total 30% of the Final Mark.

Students must participate in the Final Evaluations to receive the credit.

A missed exam will result in a mark of zero. *An estimated mark may be derived for an exam missed due to exceptional circumstances.

Student Records

The school keeps only the following student records:

1. **The Ontario Student Record**
This record is required by law and contains information which will "help principals and teachers develop appropriate programs of instruction" for that pupil. It contains items such as report cards, aptitude tests, information releases, letters of commendation and suspension letters. It would also contain the **Ontario Student Transcript** and any official designation of a student's special needs. This OSR is reviewed annually and information not in keeping with the intent of the record is destroyed. Every pupil, and the parent or guardian of a pupil of minority age, is entitled to examine his/her record. The record must not leave the office area. Anyone other than the Principal, Board administration, and teacher is required to obtain permission to view the record from the pupil, or parent or guardian.
2. **The Ontario Student Index Card** This index card records demographic information only and is to be kept for 55 years.
3. **The Record of Community Involvement**
Beginning with grade nine students in September of 1999, each student is required to complete 40 hours of community involvement by the end of grade twelve. This record is to be completed by the student and will be stored along with the Annual Education Plan. Students need to receive prior approval from the Principal of any community involvement hours that may not follow the Ministry stated guidelines.

Freedom of Information

In accordance with Section 29(2) of the *Municipal Freedom of Information and Protection of Privacy Act 1989*, this is to advise you that the information you provide is collected under the legal authority of Section 60 of the *Education Act* and may be used for purposes related to Board operations, payroll, personnel procedures, school programs and educational services, and student records.