

Char-Lan District High School STUDENT/PARENT HANDBOOK

2020-2021

(revised October 2020)



“Char-Lan will provide an inclusive and diverse environment, valuing communication and collaboration, where all students will experience success.”

CHARLOTTENBURGH-LANCASTER DISTRICT HIGH SCHOOL

19743 John Street, Williamstown, ON K0C 2J0

Office Hours 8:00 a.m. to 3:45 p.m.

Tel: (613) 347-2441 Fax: 1-855-358-3357

<http://www.ucdsb.on.ca/school/cda/Pages/default.aspx>

Like us on Facebook <http://char-lan.ucdsb.on.ca/>

**Chad Brownlee
Principal**

**Laura Kirby
Vice-Principal**

Small Enough to Know You - Large Enough to Serve You



225 Central Avenue West
Brockville, Ontario K6V 5X1
613-342-0371
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www.ucdsb.on.ca

SCHOOL YEAR CALENDAR 2020-2021 5 Day Cycle

Board Approval: July 8, 2020
Ministry Revised Approval: August 19, 2020

SEPTEMBER 2020				
M	T	W	T	F
	1	2	3	4
	PA	PA	PA	
7	8	9	10	11
H				1
14	15	16	17	18
2	3	4	5	1
21	22	23	24	25
2	3	4	5	1
28	29	30		
2	3	4		

OCTOBER 2020				
M	T	W	T	F
			1	2
			5	1
5	6	7	8	9
2	3	4	5	1
12	13	14	15	16
H	2	3	4	5
19	20	21	22	23
1	2	3	4	5
26	27	28	29	30
1	2	3	4	5

NOVEMBER 2020				
M	T	W	T	F
2	3	4	5	6
1	2	3	4	5
9	10	11	12	13
1	2	3	4	5
16	17	18	19	20
1	2	3	4	5
23	24	25	26	27
1	2	3	4	PA
30				
5				

DECEMBER 2020				
M	T	W	T	F
	1	2	3	4
	1	2	3	4
7	8	9	10	11
5	1	2	3	4
14	15	16	17	18
5	1	2	3	4
21	22	23	24	25
H	H	H	H	H
28	29	30	31	
H	H	H	H	

JANUARY 2021				
M	T	W	T	F
				1
				H
4	5	6	7	8
5	1	2	3	4
11	12	13	14	15
5	1	2	3	4
18	19	20	21	22
5	1	2	3	4
25	26	27	28	29
5	1	2	3	4

FEBRUARY 2021				
M	T	W	T	F
1	2	3	4	5
PA	5	1	2	3
8	9	10	11	12
4	5	1	2	3
15	16	17	18	19
H	4	5	1	2
22	23	24	25	26
3	4	5	1	2

MARCH 2021				
M	T	W	T	F
1	2	3	4	5
3	4	5	1	2
8	9	10	11	12
3	4	5	1	2
15	16	17	18	19
H	H	H	H	H
22	23	24	25	26
3	4	5	1	2
29	30	31		
3	4	5		

APRIL 2021				
M	T	W	T	F
			1	2
			1	H
5	6	7	8	9
H	2	3	4	5
12	13	14	15	16
1	2	3	4	5
19	20	21	22	23
1	2	3	4	5
26	27	28	29	30
1	2	3	4	5

MAY 2021				
M	T	W	T	F
3	4	5	6	7
1	2	3	4	5
10	11	12	13	14
1	2	3	4	5
17	18	19	20	21
1	2	3	4	5
24	25	26	27	28
H	1	2	3	4
31				
PA				

JUNE 2021				
M	T	W	T	F
	1	2	3	4
	5	1	2	3
7	8	9	10	11
4	5	1	2	3
14	15	16	17	18
4	5	1	2	3
21	22	23	24	25
4	5	1	2	3
28	29	30		
PA				

JULY 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Instructional Days:

First Day of School: September 1, 2020
 First Day of School for Students: September 11, 2020
 Last Day of School: June 28, 2021
 Last Day of School for Students: June 25, 2021

Secondary Schools:

Quad 1: September 11, 2020 – November 16, 2020
 Quad 2: November 17, 2020 – February 4, 2021
 Quad 3: February 5, 2021 – April 20, 2021
 Quad 4: April 21, 2021 – June 28, 2021

Examination Days: Designated on calendar as 'E'

Quad 1: November 12-16, 2020
 Quad 2: February 2-4, 2021
 Quad 3: April 19-20, 2021
 Quad 4: June 23-25, 2021

Christmas Break:

December 21, 2020 – January 1, 2021

March Break:

March 15, 2021 – March 19, 2021

Statutory Holidays:

September 7, 2020 - Labour Day
 October 12, 2020 - Thanksgiving
 February 15, 2021 - Family Day
 April 2, 2021 - Good Friday
 April 5, 2021 - Easter Monday
 May 24, 2021 - Victoria Day

Designated on calendar as 'H'

Professional Activity (PA) Days:

Designated on calendar as 'PA'

September 1, 2020
 September 2, 2020
 September 3, 2020
 November 27, 2020
 February 1, 2021
 May 31, 2021
 June 28, 2021

CODE OF CONDUCT

At Char-Lan District High School we base our code of conduct on the UCDSB Code of Conduct and Policy 124.

The Upper Canada District School Board Code of Conduct is based on the foundation of the Character Always initiative, and has been developed to promote and support respect, civility, responsible citizenship and to provide the framework for policies related to student discipline, bullying prevention, student and staff safety, respectful working and learning environments, and workplace harassment.

STANDARDS OF BEHAVIOUR

A. Respect, Civility, and Responsible Citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and their opinions
- Treat one another with dignity and respect at all times, and especially when there is disagreement
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cellphones and other personal mobile devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs.

B. Safety

All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons or illegal drugs
- Give alcohol to a minor
- Commit robbery
- Be in possession of any weapon, including firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of a school

ROLES AND RESPONSIBILITIES

C. The Upper Canada District School Board will

- Develop policies to set out how schools will implement and enforce the provincial Code of Conduct and all other rules developed which are related to the provincial standards that promote and support respect, civility, responsible citizenship and safety;
- Review those policies regularly with students, staff, parents, volunteers, and the community;
- Seek input from school councils, Parent Involvement Committee, Special Education Advisory Committee, parents, students, staff members, and the school community;
- Establish a process that clearly communicates the provincial and school board Codes of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- Provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

D. Principals

Principals provide leadership in the daily operation of a school by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in the school and community;
- Communicating regularly and meaningfully with all members of their school community.

E. Teachers and Other School Staff Members

Under the leadership of Principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;
- Empower students to be positive leaders in their classrooms, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- Prepare students for the full responsibilities of citizenship.

F. Students

Students are treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

G. Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil their role when they:

- Show an active interest in their child's school work and progress;
 - Communicate regularly with the school;
 - Help their child be neat, appropriately dressed, and prepared for school;
 - Ensure that their child attends school regularly and on time;
 - Promptly report to the school their child's absence or late arrival;
 - Show that they are familiar with the provincial Code of Conduct, the board's Code of Conduct, and school rules;
 - Encourage and assist their child in following the rules of behaviour;
 - Assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

The Upper Canada DSB is committed to enhancing and developing partnerships with community agencies and members of the community by establishing protocols which will establish clear linkages and formalize the relationship between the board and its partners. These partnerships will respect all applicable collective agreements.

The police play an essential role in making our schools and communities safe. The police investigate incidents in accordance with the protocol developed with the Upper Canada DSB. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

The Upper Canada District School Board Code of Conduct and its Policy 124, Code of Conduct, will be reviewed annually by the Safe Schools Cabinet.

Bullying

Bullying or cyber-bullying will not be tolerated. The intention of the school is to provide a positive and safe learning environment that will improve students' academic, social, physical and emotional growth.

The Definition of Bullying:

- “bullying” means aggressive and typically repeated behaviour by a pupil where,
- (a) the behaviour (physical, verbal, electronic, written or other means) is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education;
- Cyber-bullying - bullying by electronic means - includes but is not limited to:
 - (a) creating a web page or a blog in which the creator assumes the identity of another person;
 - (b) impersonating another person as the author of content or messages posted on the internet;
 - (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal, and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping, and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational, aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, social networking, or other technology). NOTE: Under the police board protocol, the police will be notified if students are found to be sharing intimate images with each other.

Reporting Bullying

- Students must report any type of bullying behaviour to a trusting adult (verbally or in writing) whether it occurs inside or outside of the school. The trusting adult must then ensure that the Principal is contacted and informed of the bullying
- All staff must report any incident of bullying in writing to the Principal.
- Safe School strategies will be monitored and reviewed each term to ensure all strategies are effective.
- The School will conduct a School Climate survey every two years and report findings to the Safe Schools Team.

Bullying Consequences: There are many possible interventions and consequences for bullying. A number of these can be found under the Progressive Discipline section and the Suspension and Expulsion section of this handbook.

Bullying Prevention and Awareness Strategies: Schools should have their own methods to help prevent bullying and to make students more aware. Some of these could include: Guest speakers for students, staff, and community members, individual or group counselling, Character Education Assemblies, Safety Plans for Students, Anti-Bullying Programs, Good Citizen modeling, Celebration and Recognition Assemblies, and Classroom discussions. Contact the school to find out more information about this topic.

Progressive Discipline

It is the policy of the Upper Canada District School Board, with respect to progressive discipline, to support a safe learning and teaching environment in which every pupil can reach his or her full potential. Appropriate action must consistently be taken by schools to address behaviours that are contrary to provincial and Board Codes of Conduct.

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of interventions, supports, and consequences used by the Board and all schools must be clear and developmentally appropriate, and must include learning opportunities for pupils in order to reinforce positive behaviours and help pupils make good choices.

For pupils with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or his/her demonstrated abilities. The Board, and school administrators, must consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07. The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian.

Interventions may include but are not limited to:

Teacher-student meeting	Community service
Contact with parents	Conflict mediation
Verbal reminders	
Peer mentoring	
Written reflective assignments	Referral to counselling
Problem-solving activity	Meeting with parent
Time-out	Meeting with parent/student/admin.
Quiet area to work	Referral to community agency
Removal from class	Withdrawal of classroom privileges
Update call to parent	Restitution for damages
Office referral/detentions	Restorative practices
Home consequences	Other interventions deemed appropriate

Some possible next steps that involve the Administration/Student/Teacher/Parent:

Update call to parent	
Meeting with parent	
Suspension/Expulsion	Withdrawal from class
Meeting with student and teacher	
Conflict Mediation	
Alternative to suspension	
Referral to community agency	
Referral to support staff	Community Service
Withdrawal of school privileges	Restitution for damages
Restorative practices	Reflection activities

When addressing inappropriate behaviour, school staff should consider the particular pupil and circumstances, including any mitigating and other factors as set out in the Student Discipline Procedures, the nature and severity of the behaviour, and the impact on the school climate.

Suspensions and Expulsions

When a principal determines that a pupil has committed one or more infractions on school property, during school-related activities or events, and/or in circumstances off of school property, where the infraction has an impact on the school climate, a principal will consider whether that pupil should be suspended or be recommended to the Board Expulsion Committee.

Activities for which suspension must be considered under section 306(1) of the *Education Act*

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol, illegal and/or restricted 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 school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying.
- Any act considered by the principal to be injurious to the moral tone of the school
- Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community
- Any act considered by the principal to be contrary to the Board or school Code of Conduct
- Opposition to authority
- Habitual neglect of duty
- Fighting/Violence
- Use of profanity/swearing

Activities for which expulsion must be considered under section 310(1) of the *Education Act*

- Possessing a weapon, including possessing a firearm or knife.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons, illegal or restricted drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Bullying if: i) The pupil has previously been suspended for engaging in bullying, and ii) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
- Any activity for which a suspension may be imposed that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others.
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board.
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the board or to goods that are/were on Board property.
- The pupil has demonstrated through a pattern of behaviour that he/she has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.

Activities for which expulsion must be considered under section 310(1) of the *Education Act continued*

- Any act considered by the principal to be a serious violation of the requirements for pupil behaviour and/or a serious breach of the Board or school Code of Conduct
- Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of pupil behaviour and/or a serious breach of the Board or school Code of Conduct

Note: If a pupil is suspended, he/she is suspended from his or her school and from engaging in all school-related activities.

The student cannot be on any school property within the UCDSB without the permission from the school principal.

SCHOOL INFORMATION

SCHOOL VISITORS

Visitors to Char-Lan DHS are welcome, however during the 2020-2021 school year visitors must make an appointment to enter the school. All visitors to the school, including former students, must complete a Health Screening Check prior to entering the school and will be escorted to the office by admin to the main office to sign in. Trespass regulations prohibit visiting the school by unauthorized persons.

ATTENDANCE EXPECTATIONS & PROCEDURES

For a student to achieve success, regular attendance is necessary. Students are expected to attend school daily except for the following reasons:

- illness;
- medical/dental appointment;
- court appearance;
- religious obligations;
- Parent/guardian reasons approved by the administration

Please advise the school when your child will not be present or will be late by 9:15 a.m. Voicemail is checked first thing each morning and periodically throughout the day. If a call is not made to the school for students who are absent, the parents/guardians will be contacted to ensure the student's safety. Parents are asked to please contact the school to confirm their child's absence or on the day a student returns, students must bring a note, dated and signed by a parent/guardian. Students who are 18 years of age may provide their own notes justifying their absence. However, being 18 does not mean that you can come and go at will. It simply means that you, not your parent, must account for the absence. Regular attendance is required by law and if a student fails to meet the attendance expectations set by the Ministry of Education, a report will be sent to the attendance counselor.

Once parents/guardians have registered for My Family Room, reporting of your children's absences can be done online at www.myfamilyroom.ca.

Students absent from a secondary examination must be supported by a medical note. In this situation, alternate arrangements will be made with the student and the parents.

Each credit earned by a high school student represents 110 hours of classroom instruction/participation. Students whose attendance falls considerably below this level are in jeopardy of not earning a credit. Repeated absences from a course put a student's credit attainment at risk. Parents/guardians will be kept informed of their son/daughter's attendance and if necessary the Special Services Counselor will be notified to help create a plan of action.

EMERGENCY CODES

“Lockdown” – There is an imminent threat to staff and students inside the school

- All Staff and students should go to the nearest classroom/room.
- Staff and students are to remain away from doors and windows and out of the line of sight from the windows and doors
- If staff and students are outside the school, they should run for cover behind the nearest solid structure or seek safety and security in a spot off of school grounds – they should NOT re-enter the building unless absolutely necessary for protection
- Classroom doors and windows are to be locked
- REMAIN QUIET!!! - Make the classroom look, feel and sound empty.
- No contact with office unless information about suspect/incident/bomb/fire.
- No cell phone usage within the classroom.
- Ignore the fire alarm unless there is clear evidence of a fire and an immediate threat to student safety
- Washroom: If a student is in a washroom and can't go to another room immediately and safely during a lockdown they should enter a stall, lock the stall door and climb up on the toilet so their feet cannot be seen while remaining quiet.
- ALL staff and students should remain in their safe location until they are removed by the police.

“Hold and Secure” – the potential threat is outside the school

- All exterior doors are to be secured
- Staff and students should remain with their class in whatever location their class is located and secure themselves within the room.
- If staff and students are outside of their classroom (outdoors, hallway) they should go into the nearest classroom/office.
- Classroom activities can resume within reason.
- If students are in the washroom or hallway they should return to their class immediately.
- No one is allowed in or out of the room until the code is cancelled.

Before School - All students report to first period immediately

At Breaks/Lunch - All students report to their next class immediately

After School - all students re-enter the school and report to their last class of the day immediately.

“Shelter in Place” – this is a non-violent threat in the community or a weather situation that could place students at risk.

- Students should remain with their class in whatever location their class is located
- If students are in the washroom or hallway they should return to their class immediately.
- If students are in the office, guidance or cafeteria they should remain there unless instructed otherwise
If students are outside they should re-enter the building with their teacher and go into a classroom.

Before School - All students report to their first period class immediately.

At Breaks/Lunch - All students report to their next class immediately.

After School - all students re-enter the school and report to their last class of the day immediately.

TRANSPORTATION

The Student Transportation of Eastern Ontario provides guidelines for parents and guardians regarding the transportation of students. An information booklet is given to every student at the beginning of the school year, and it is posted on the STEO website www.steo.ca. Parents/guardians should be aware that school bus drivers can only pick up and drop off riders at one authorized regular daily stop. Drivers cannot make changes to stops without authorization from the Transportation Department. Transportation for all non-school related functions is the responsibility of parents/guardians. Transportation cannot be provided for sleepovers, a homework project, to complete community service hours or for an after-school job. These requests cannot be permitted for safety reasons.

BUS CONDUCT

Students are expected to behave properly while riding on school buses. They should remain seated, speak in quiet tones, refrain from littering, and using socially unacceptable language or behaviour. Parents will be contacted by the school administration in the event of misconduct on the bus. According to regulations of the School Board, students may lose their privilege to ride on a school bus if their conduct is deemed unsatisfactory.

STEO office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday

P.O. Box 1179 104 Commerce Dr.

Prescott, Ontario K0E 1T0

Tel : (613) 925-0022 or 1-855-925-0022

Fax: (613) 925-0024

Email: transportation@steo.ca

BUS CANCELLATION

School bus cancellation due to inclement weather can

be found on the School Board website www.steo.ca (click on the school bus icon on the right hand side). You may also call 1-866-895-8480 to hear a recorded message of cancellations. This information is usually available by 6:15 a.m.

DRESS CODE

Char-Lan does not have a school uniform. However, there is a dress code that will be enforced. The proper dress by students adds to the good moral tone of the school. Students are required to come to school dressed appropriately, and in such a way that they present a respectful appearance.

- Clothing, accessories or items which promote or represent violence, tobacco, alcohol, drugs or any other form of prejudice, offensive language or sexual innuendo are not permitted;
- Please note a specific dress code pertaining to footwear, jewellery, or clothing may be required in certain areas such as the shops, gym and/or science labs for safety reasons;
- Sunglasses are not permitted in any classroom.

Students who are inappropriately dressed may be asked to phone home to request a change of clothing or to put on a piece of clothing that is available at the school.

LEAVING SCHOOL PROPERTY

Elementary students are NOT permitted to leave the school grounds at any time during the school day unless they are signed out and accompanied by a parent/guardian. Secondary students may leave the school property during their lunch break with signed parent permission.

COMPUTER POLICY

The use of school computers is governed by the UCDSB Acceptable Use Policy. At the beginning of each school year all new students and their parents will be expected to sign the personal acceptance of this policy.

PHOTOGRAPHS and RECORDING AUDIO/VIDEO

On Char-Lan property, no one is allowed to record audio/video or take pictures of staff or students at any time or anywhere unless they have the permission of the Principal/Vice-Principal and/or the permission of the people in the photograph, video or sound recording. Taking a picture or recording of someone without their permission could be an invasion of privacy and might lead to suspension, expulsion, criminal charges or a civil lawsuit. If a student violates any policy listed above, the device could be confiscated and the possible consequences may follow.

USE OF PERSONAL ELECTRONIC DEVICES IN THE CLASSROOM AND SCHOOL

In recognition of their differing interests, abilities, personalities and learning preferences, the Upper Canada District School Board encourages its students to select and use the supplies, equipment, devices and other resources they need to learn effectively at school and at home.

As directed by the Ministry of Education – Personal electronic devices will not be permitted in the classroom with the following exemptions:

- For educational purposes, as directed by an educator;
- For health and medical purposes;
- To support special education needs

Teachers will post the UCDSB placards in the designated area for their classrooms prior to class beginning so that students are aware of the expectation for that class. The unauthorized use of a cell phone or an electronic device in class may result in the teacher asking the student to put the device in their locker, keep the device at home or ask for it to be given to the teacher for safe keeping. This item may be sent to the office and returned to the student at the end of the day.

ALL-TERRAIN VEHICLES / SNOWMOBILES

Students driving all-terrain vehicles/snowmobiles to school must follow all licensing and traffic laws (4-wheeler, gator, dirt bikes, snowmobiles) and must respect the safety of all students, staff and themselves. Students must wear an approved helmet while riding to and from school. Students are to park their all-terrain vehicle/snowmobile on the west side of the school for the duration of the school day (9:20am.- 3:20pm). Students will safely drive their all-terrain vehicle/snowmobile ONLY AFTER the busses have left the parking lot or with permission from administration during other times in the day.

BICYCLES

Students who ride their bicycles to school must not ride them in the school yard before or during school hours. Students who live within biking distance of the school are welcome to bring their bike to school. As a safety precaution, students are reminded that

wearing a certified bike helmet is mandatory for all riders under the age of 16 and is a great piece of safety equipment to minimize the risk of head injury for all students. Students are required to wear a bike helmet if they are riding their bike on school property or taking part in a school related cycling activity. The school and UCDSB are not responsible for stolen or damaged personal property. A lock is highly recommended to prevent theft.

HELMETS

Due to the close proximity to the Char-Lan Recreation Centre and the Williamstown outdoor rink, a variety of ice activities will be offered throughout the winter months. CSA approved hockey helmets are mandatory for all students, staff and volunteers, when participating in these activities. Helmets will be provided if students do not have one for academic activities and we will make every effort to provide a helmet to students who don't have one for extra-curricular activities.

SKATEBOARDS / INLINE-SKATES

Students are not permitted to use skateboards, in-line skates or wheelie shoes on school property.

FOOD AND BEVERAGE

We would like to remind you that our school has students and/or staff with peanut and nut allergies. We kindly ask that you do not send products that contain peanuts or nuts. There are food suppliers who are marketing peanut and nut free products that look, taste, and smell like peanut and nut butter. These peanut/nut butter substitute products can cause confusion and create an unsafe environment for our students and staff that are peanut or nut anaphylactic. Therefore, due to the difficulty in differentiating between peanut/nut butter and a peanut/nut butter substitute, we do not allow these products in our school. We thank you for your support in keeping a safe environment for all.

All Crusaders will respect their school and keep the hallways, lockers and cafeteria free from garbage. Students are permitted to eat snacks at their locker during the morning and afternoon breaks.

SMOKING, TOBACCO and VAPING

Having or using tobacco industry products is defined as inhaling, exhaling, burning, vaping, chewing or spitting or carrying a lit or unlit cigarette, cigar, pipe, hookah, e-cigarette, vape smokeless tobacco and/or any other related or similar apparatus or product.

Smoke and chew tobacco products, 'e' & vapor products are not permitted anywhere on Upper Canada District School Board property including parking lot. Use in a vehicle parked on UCDSB property is also in violation of the Tobacco Control Act. The school grounds are monitored by by-law enforcement officers who may impose a fine should a student be found in violation of the TCA. A fine of \$300.00+ for smoking/chewing/vaping on school property and/or a fine of \$300.00+ for selling or sharing cigarettes/chew tobacco, or e-cigarettes/vapes.

DRUGS AND ALCOHOL

Possession and/or consumption of alcoholic beverages and possession and/or use of non-medical cannabis and restricted or illegal drugs is forbidden at Char-Lan D.H.S. and at any school sponsored activity. If there is reasonable and probable grounds to believe that a student is under the influence or in possession of non-medical cannabis, restricted or illegal drugs and/or alcoholic beverages on school property or at a school sponsored activity beyond the school, school officials will notify the parents and will apply the appropriate disciplinary measures described by the Upper Canada District School Board and the Safe School Act.

HEALTH SERVICES

A representative of the Eastern Ontario Health Unit is available to Char-Lan students. Students may request a consultation with the nurse. Appointments may be made in the Guidance office.

TAKING MEDICATION AT SCHOOL

The Upper Canada District School Board will not administer prescribed medication for students without the authorization of a licensed physician and the medication must be received within a properly labelled pharmacy bottle.

The administration of prescription and/or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s). Treatment regimes should, where possible, be adjusted to avoid administration of medication (prescription/non-prescription) during school hours.

The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours. Students are not permitted to self-administer without the appropriate supervision and authorization on file. In order for students to take medication or have medication administered at school the following steps must be followed: The Authorization for the Administration of Medication form must be completed and signed by a licensed physician and/or the parent(s)/guardian(s). This form will need to be completed for every new school year and/or for each medication which requires administration by the school. Should there be a dosage change for any medication a new form must be submitted.

1. All prescribed medication must be received within a pharmacy bottle and the label on the bottle must provide instruction on how to administer such medication. The pharmacist medication information sheet must also be provided with the Authorization for Administration of Medication form. Non-prescribed medication must be in its original packaging.
2. The Authorization for the Administration of Medication Form can be picked up from the main office.

NOTE: Students are not permitted to transport or keep medication with them for safety reasons. The exception here is an epi-pen or asthma inhaler if students have a signed permission form to carry their epi-pen or asthma inhaler in school. For more information in regards to medication please contact the main office.

WEAPONS, FIRECRACKERS, MATCHES, LIGHTERS and LASER POINTERS

The possession and/or display of weapons and firecrackers on school property are strictly forbidden. The public display or use of lighters or matches on school property is prohibited. In the interest of student and staff safety, water pistols, toy guns and laser pointers are not permitted on school property or school buses. Students found in possession of such devices will be subject to progressive discipline.

TEXTBOOKS

Students are responsible for the care of their textbooks. If lost, damaged or defaced a fee will be charged.

YEARBOOK

All students will have the opportunity to purchase a yearbook package for a set price, which will be determined on a yearly basis.

SCHOOL ACTIVITY FEES

Some school activities, enhanced programming and materials, and optional programs may require a fee for participation.

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as sports teams and extra-curricular field trips. The cost of these fees will be determined by the costs involved in running these activities. PLEASE NOTE: No student will be excluded from a school sports team, activity or club due to financial difficulty in paying the fee. Please speak to your coach, teacher, Principal or Vice-Principal about this.

LATE TO SCHOOL / CLASSES

Students are expected to be in their classes at the sound of the bell. Students are to come prepared for class and are permitted to leave class with the teacher's permission.

Students who are late for school must report to the office to receive an admit slip prior to reporting to class. Students who are late for class are to report to class and take direction from their teacher. Students who are persistently late will be referred to administration. Interventions for persistent lateness or absences may include but are not limited to:

- Meeting with Principal/Vice-Principal
- Phone calls home
- Parent/student meeting
- Detentions
- In-school exclusion
- Letters sent home

SIGNING IN/OUT PROCEDURES

ALL students who arrive after 9:20 a.m. must sign in at the office before reporting to class. Office staff will issue an admit slip to students.

A student who wishes to leave during school hours must:

- a) have parental permission provided to the office prior to leaving
- b) Sign out at the office before leaving the school. This includes students who are 18 years or older.

Regardless of the reason for being absent, the student is responsible for all missed work.

ACCIDENT OR ILLNESS

Any accident that occurs on school property should be reported immediately to the main office. In the case of a serious accident, parents will be contacted and emergency services provided. If students become ill during the school day, they must report to the main office so that care can be provided and parent(s)/guardian(s) notified. Parents are to ensure that their son and/or daughter's emergency contact (a name and number other than yourself) is accurate.

LOCKERS / LOCKS / VALUABLES

No lockers will be assigned during the 2020-2021 school year. Student will be required to keep all their belongs on them during the entire school day.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

All students are encouraged to participate in co-curricular activities at Char-Lan District High School (CDHS).

Participation in co-curricular activities (clubs, organizations, sports, etc.) is an excellent way to represent your school and community, promotes a health and balanced lifestyle, and create a sense of belonging. Participation in these activities

often results in greater levels of success at school and other aspects of a student's life.

A number of activities will be offered throughout the year. All elementary students will have the opportunity to participate in sporting events through our Family of Schools League. Secondary students will compete in the S, D & G Athletic Association. Other extra-curricular opportunities for students include: Yearbook, Student Council, Envirothon, Free the Children, Celtic Club, Band for Credit, Art Club amongst others.

STUDENT INVOLVEMENT IN CO-CURRICULAR ACTIVITIES

Participating in/representing CDHS through co-curricular activities is a privilege. A student must be in good standing and represent themselves appropriately within the school and school community to be an eligible participant/representative of CDHS. Students who respect, uphold, and adhere to the Char-Lan District High School Code of Conduct and the Upper Canada District School Board Code of Conduct, are most likely to be eligible to participate in co-curricular activities. All school policies governing behavior apply to co-curricular activities.

Eligibility in co-curricular activities requires that students demonstrate the following traits:

- Respect, honesty, and integrity by being on time to classes and attending all classes on a daily basis
- Perseverance and resilience by completing/submitting class work, assignments, and projects on time, to the best of their ability, and seeking help to further their studies when they are absent, or experiencing difficulties
- Responsibility, caring, and empathy through positive classroom interactions with their schoolmates, teachers, EAs, etc. knowing that individuals have different learning needs, abilities, and requirements
- Adhere to teacher/supervisor/coach expectations during auditions/tryouts, rehearsals/practices, performances/games, etc.

Eligibility in co-curricular activities also requires that students meet the following requirements:

- have written permission from a parent/guardian (if under 18 years of age)
- be punctual and attend classes the day of the activity unless an otherwise acceptable lateness or absence has been received/verified
- full-time enrolled (3 classes per semester, and equaling to minimum 30 credits)
- display and maintain the eligibility traits listed above at all times

Co-curricular eligibility comes into question when students are not demonstrating the above eligibility traits and requirements. Eligibility in co-curricular activities is a privilege which can be removed at any time and for various lengths of time, up to and including the permanent loss of eligibility for one activity or for all activities depending upon the severity of the situation. A student's participation in co-curricular activities will be limited or denied if the student does not meet the above traits and requirements.

PARENT VOLUNTEERS

We strongly encourage parents and guardians to become involved in the day-to-day operation of the school either on a regular or one-time basis. School groups that will require your assistance at various times throughout the year are the Student Council, the School Council, your child's classroom teacher, and a number of sports' teams and clubs. Please contact the school if it is your first time volunteering regarding procedures for obtaining a Police Record Check/Criminal Background Check. An Offence Declaration is collected annually from individuals who continue to volunteer in subsequent years.

SCHOOL COUNCIL

We have an excellent School Council which provides a great deal of support to the school. The Council comprises parents, staff, students and the community at large. All Council meetings are open meetings. All Council meetings are open meetings. Meeting dates will be posted on the school website, our Facebook page and included in our newsletters.

ASSESSMENT & EVALUATION

Char-Lan District High School staff is committed to supporting all students in reaching their educational potential. We believe students must have opportunities to achieve success according to their interests, abilities and goals.

Our fundamental goal of assessment and evaluation is to improve student learning. The Ontario Curriculum and *Growing Success* are the basis from which teachers develop courses, assess and evaluate each student's demonstration of learning.

On-going assessment and evaluation of student progress is done by tests, assignments, day-to-day work, projects, presentations, observation, conversation and culminating activities. The primary purpose of assessment and evaluation is to improve student achievement. We want our students to learn to be accountable to themselves and others, and to become prepared for the demands of employers and post-secondary institutions. When students hand in work on time it enables them to receive feedback in a timely fashion. This feedback then allows for them to seek assistance for areas that need improvement which in turn better prepares them for future summative assessments. In addition, a community of learners and a full pyramid of interventions are in place that will assist and encourage our students to be punctual with their submission of all assessments.

PLAGIARISM

Students are expected to submit work that reflects their own hard work and efforts and not work that has been copied from a friend, a book or the Internet or any unacknowledged source. Also, work cannot be duplicated or used toward credit in more than one class.

Depending on the severity of the incident, the consequences will reflect a continuum of behavioural and academic responses, based on at least the following four factors:

1. The grade level of the student,
2. The maturity of the student,
3. The number and frequency of incidents, and
4. The individual circumstances of the student.

Consequences could include: repeating the assignment, mark reduction, mark of zero, and/or suspension.

COURSE LOAD

- Students in Grade 9 and 10 must carry a full timetable of eight credits per year.
- Students in Grades 11 and 12 must carry a minimum of six credits per year.
- Returning/diploma students must carry 3 courses per semester.
- Students are required to have earned 24 credits before a study period is permitted in their timetable. A study

period is intended for study, review and research. The Learning Commons, Student Services and cafeteria are available for these purposes. Students must not be in the halls or at their lockers during this time.

REPORTING

Elementary reporting is done formally to parents three times during the school year. The first progress report is in November. The second report is the provincial report card in March followed by the final provincial report card in June. Contact between teachers and a parent is crucial to student success. We strongly encourage parents to check-in with teachers regularly and not to hesitate if they have questions or concerns.

Secondary reporting is done four times during the school year.

- Quadmester 1: September 11 to November 16, 2020
 - Final Report Cards November 26, 2020
- Quadmester 2: November 17, 2020 to February 4, 2021
 - Final Report Cards February 12, 2021
- Quadmester 3: February 5, 2021 to April 20, 2021
 - Final Report Cards April 27, 2021
- Quadmester 4: April 21, 2021 to June 28, 2021
 - Final Report Cards July 6, 2021

Char-Lan Intermediate 2020-2021 Daily Schedule

<i>Time</i>	<i>Activity</i>	<i>Group 1</i>	<i>Group 2</i>
9:20	Instruction	60 minutes	75 minutes
10:20	Break - 7 Core, 7/8 Imm, 7 Imm	15 minutes	
10:35	Break - 8 Core, 8 Imm		15 minutes
10:50	Instruction	120 minutes	105 minutes
12:35	Lunch		
12:35-12:55	Caf - 7 Core, 7 Imm, 7/8 Imm	20 minutes	
12:55 - 1:15	Outside	20 minutes	
12:35-12:55	Outside - 8 Core, 8 Imm		20 minutes
12:55-1:15	Cafeteria		20 minutes
1:15	Instruction	120 minutes	120 minutes
3:15	Break	10 minutes	10 minutes
3:20	Dismissal		

Char-Lan District High School 2020-2021 Daily Schedule

<i>Time</i>	<i>POD A</i>	<i>Duration</i>	<i>Time</i>	<i>POD B</i>	<i>Duration</i>
9:20	Instruction	70 minutes	9:20	Instruction	80 minutes
10:30	Break	10 minutes	10:40	Break	10 minutes
10:40	Instruction	80 minutes	10:50	Instruction	70 minutes
12:00	Lunch	40 minutes	12:00	Lunch	40 minutes
12:40	Instruction	70 minutes	12:40	Instruction	85 minutes
1:50	Break	10 minutes	2:00	Break	10 minutes
2:00	Instruction	80 minutes	2:10	Instruction	65 minutes
3:20	Dismissal		3:20	Dismissal	