**Char-Lan District High School**

 **STUDENT/PARENT HANDBOOK**

**2018-2019**



*“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 7:30 a.m. to 4:00 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 Donna MacGillis**

**Principal Vice-Principal**

***Small Enough to Know You - Large Enough to Serve You***

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| UCDSB_Jul2117_black | 225 Central Avenue WestBrockville, Ontario K6V 5X1613-342-0371or 1-800-267-7131www.ucdsb.on.ca | **SCHOOL YEAR CALENDAR****2018-2019** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SEPTEMBER 2018** |  | **OCTOBER 2018** |  | **NOVEMBER 2018** |  | **DECEMBER 2018** |
| **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** |
| **3** | **4** | **5** | **6** | **7** | **1** | **2** | **3** | **4** | **5** |  |  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **H** | **1** | **2** | **3** | **4** | **4** | **5** | **1** | **2** | **3** |  |  |  | **5** | **1** | **1** | **2** | **3** | **4** | **5** |
| **10**  | **11** | **12** | **13** | **14** | **8** | **9** | **10** | **11** | **12** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **5** | **1** | **2** | **3** | **PA** | **H** | **4** | **5** | **1** | **2** | **2** | **3** | **4** | **5** | **1** | **1** | **2** | **3** | **4** | **5** |
| **17**  | **18** | **19** | **20** | **21** | **15** | **16** | **17** | **18** | **19** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| **4** | **5** | **1** | **2** | **3** | **3** | **4** | **5** | **1** | **2** | **2** | **3** | **4** | **5** | **1** | **1** | **2** | **3** | **4** | **5** |
| **24**  | **25** | **26** | **27** | **28** | **22** | **23** | **24** | **25** | **26** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| **4** | **5** | **1** | **2** | **3** | **3** | **4** | **5** | **1** | **PA** | **2** | **3** | **4** | **5** | **PA** | **H** | **H** | **H** | **H** | **H** |
|  |  |  |  |  | **29** | **30** | **31** |  |  | **26** | **27** | **28** | **29** | **30** | **31** |  |  |  |  |
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| **JANUARY 2019** |  | **FEBRUARY 2019** |  | **MARCH 2019** |  | **APRIL 2019** |
| **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** |
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|  | **H** | **H** | **H** | **H** |  |  |  |  | **4** |  |  |  |  | **3** | **4** | **5** | **1** | **2** | **PA** |
| **7** | **8** | **9** | **10** | **11** | **4** | **5** | **6** | **7** | **8** | **4** | **5** | **6** | **7** | **8** | **8** | **9** | **10** | **11** | **12** |
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| **14** | **15** | **16** | **17** | **18** | **11** | **12** | **13** | **14** | **15** | **11** | **12** | **13** | **14** | **15** | **15** | **16** | **17** | **18** | **19** |
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| **21** | **22** | **23** | **24** | **25** | **18** | **19** | **20** | **21** | **22** | **18** | **19** | **20** | **21** | **22** | **22** | **23** | **24** | **25** | **26** |
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| **1** | **2** | **3** | **PA** |  | **4** | **5** | **1** | **2** |  | **4** | **5** | **1** | **2** | **3** | **1** | **2** |  |  |  |
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| **MAY 2019** |  | **JUNE 2019** |  | **JULY 2019** |  | **AUGUST 2019** |
| **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** | **M** | **T** | **W** | **T** | **F** |
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| **13** | **14** | **15** | **16** | **17** | **17** | **18** | **19** | **20** | **21** | **15** | **16** | **17** | **18** | **19** | **12** | **13** | **14** | **15** | **16** |
| **1** | **2** | **3** | **4** | **5** | **4** | **5** | **1** | **2** | **3** |  |  |  |  |  |  |  |  |  |  |
| **20** | **21** | **22** | **23** | **24** | **24** | **25** | **26** | **27** | **28** | **22** | **23** | **24** | **25** | **26** | **19** | **20** | **21** | **22** | **23** |
| **H** | **1** | **2** | **3** | **4** | **4** | **5** | **1** | **2** | **PA** |  |  |  |  |  |  |  |  |  |  |
| **27** | **28** | **29** | **30** | **31** |  |  |  |  |  | **29** | **30** | **31** |  |  | **26** | **27** | **28** | **29** | **30** |
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| **Instructional Days:** First Day of School: September 4, 2018First Day of School for Students: September 4, 2018Last Day of School: June 28, 2019Last Day of School for Students: June 27, 2019Secondary: Sem. 1: September 4, 2018 – January 31, 2019Sem. 2: February 1, 2019 – June 28, 2019 **Examination Days:** Sem. 1: Jan 24 – Jan 30 (5 days)  Sem. 2: Jun 21 – Jun 27 (5 days) Designated on calendar as **‘E’** | **Christmas Break:** December 24, 2018 – January 4, 2019**March Break:**March 11 – 15, 2019**Statutory Holidays:**September 3, 2018 - Labour DayOctober 8, 2018 - ThanksgivingFebruary 18, 2019 - Family DayApril19, 2019 - Good FridayApril 22, 2019 - Easter MondayMay 20, 2019 - Victoria Day**Designated on calendar as ‘H’** | **Professional Activity (PA) Days:**  **Designated on calendar as ‘PA’**September 14, 2018October 26, 2018November 23, 2018January 31, 2019April 5, 2019May 31, 2019June 28, 2019 |

 Board Approval: March 28, 2018 Ministry Approval: May 17, 2018

**CHAR-LAN DISTRICT HIGH SCHOOL**

**IMPORTANT DATES**

**2018-2019**

 September 3 Labour Day

 September 4 First day of school

 September 10 School Photos

 September 13 Terry Fox Run

 September 14 PA Day

 September 27 Bus Evacuation Drill

 October 1 School Photo Retakes

 October 8 Thanksgiving Monday

 October 15 Secondary Preliminary Reports Issued

 October 18 Parent/Teacher Secondary Interviews 3:30-6:00

 October 26 PA Day

 November 2 End of First Term

 November 11 Remembrance Day

 November 14 Take Your Kids to Work (Grade 9)

 November 22 Secondary Midterm Report Cards Sent Home

 November 23 PA Day

 December 3 & 4 Grad Photos

 December 24 – January 4 Christmas Holidays

 January 14 – 25 EQAO Math Grade 9

 January 17 Grad Photo Retakes

 January 24 – January 30 Final Exams (1st Semester)

 January 31 PA Day

 February 1 Semester 2 begins

 February 11 Secondary Final First Semester Reports Sent Home

March 7 Secondary Preliminary Progress Reports Sent Home

 March 11-15 March Break

 March 21 Parent/Teacher Secondary Interviews 3:30-6:00

 March 27 Ontario Secondary School Literacy Test - Grade 10

 April 5 PA Day

 April 19 Good Friday

 April 22 Easter Monday

 April 12 End of First Term

April 26 Secondary Midterm Report Cards Sent Home

 May 20 Victoria Day

 May 31 PA Day

 June 5-18 EQAO, Grade 9 Math

 June 21-27 Final Exams (2nd Semester)

 June Graduation

 June 27 Last Day of School

 June 28 PA Day

 July 1 Canada Day

 July 5 Secondary Final Second Semester Reports Available

**CHAR-LAN INTERMEDIATE SCHOOL**

**IMPORTANT DATES**

**2018 - 2019**

September 3 Labour Day

 September 4 First Day of School

 September 10 School Photos

 September 13 Terry Fox Run

 September 14 PA Day

 September 27 Bus Evacuation Drill

 October 1 School Photo Retakes

 October 8 Thanksgiving Monday

 October 26 PA Day

 November Elementary Progress Reports Sent Home

 November 11 Remembrance Day

 November 23 PA Day

 December 3 Grad Photos

 December 24 – January 4 Christmas Holidays

 January 17 Grad Photo Retakes

 January 31 PA Day

 February 19 Elementary Provincial Report Cards Sent Home

 February 18 Family Day Holiday

 March 11-15 March Break

 April 5 PA Day

 April 19 Good Friday

 April 22 Easter Monday

 May 20 Victoria Day Holiday

 May 31 PA Day

 June Graduation

 June 27 Elementary Provincial Report Cards Sent Home

 June 27 Last Day of School

 June 28 P.A. Day

 July 1 Canada Day

**CODE OF CONDUCT**

At Char-Lan District High School we base our code of conduct on the foundation of the Upper Canada District School Board’s **Character Always** initiative. It is our belief that school is a place that promotes *Perseverance, Resilience, Respect, Diversity, Honesty, Caring, Empathy, Responsibility, Fairness, Courage and Generosity* and academic excellence in a safe learning and teaching environment.

All students, parents, guardians, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

***All school members must:***

* treat one another with dignity and respect at all times, and especially when there is disagreement;
* respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, or disability;
* show proper care and regard for school property and the property of others;
* take appropriate measures to help those in need;
* respect persons who are in a position of authority;
* respect the need of others to work in an environment of learning and teaching;

***All school members must NOT:***

* swear at a teacher or at another person in a position of authority;
* be in possession of any weapon, including but not limited to firearms;
* use any object to threaten, intimidate or physically harm another person;
* be in possession of, or 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 bullying behaviours including, but not limited to cyber bullying.

**INTERVENTION STRATEGIES**

The administration and staff are guided by the regulations set out by the Education Act, 2007 (Progressive Discipline and School Safety). Typically, the following strategies will be used:

* each incident must be examined on an individual basis;
* disciplinary action and consequences will reflect consideration of a number of factors, including mitigating and extenuating circumstances, specific to the student involved in the misbehavior;
* previous inappropriate behaviour, consequences and results will be taken into consideration before consequences for new inappropriate behaviour are determined;
* in most situations, disciplinary action should reflect both a consequence and an opportunity to be successfully engaged in activities to develop appropriate behaviour;
* there may be some first offence incidents that upon investigation warrant severe consequences. The consequences will ultimately be determined by the severity of the infraction.

**STRATEGIES**

The administration and staff are guided by the regulations set out by the Education Act, 2007 (Progressive Discipline and School Safety). Typically, the following strategies have been used:

* teacher, educational assistant or staff member speaks to student about behaviour;
* in-class time out or detention(s);
* contact with family through the agenda, a note home, email or a telephone call;
* referral to vice-principal or principal;
* withdrawal of in-school privileges for a set period of time;
* further contact with parent;
* consultation with school board support staff;
* behavioural contracts;
* meeting with parents;
* in-school exclusion;
* individual counseling;
* out of school suspension;
* long-term suspension program;
* expulsion program

**SAFE SCHOOL ACT**

The provincial Code of Conduct and Safe School Act set clear standards of behaviour for all students. While most inappropriate behaviour will be dealt with utilizing the school’s progressive discipline model, **suspension may be stipulated for students who:**

* utter a threat to inflict serious bodily harm on another person;
* possess alcohol or illegal drugs;
* are under the influence of alcohol or illegal drugs;
* swear at a teacher or another person in a position of authority;
* commit an act of vandalism that causes extensive damage to school property
* engage in another activity that, under the policy of the Board, is one for which suspension is mandatory

**Mandatory Expulsions** (limited and full removal from school) **are stipulated for students who:**

* possess a weapon or use a weapon to cause or threaten bodily harm;
* commit serious physical assault or sexual assault;
* traffic in weapons or illegal drugs;
* commit robbery;
* give alcohol to a minor;
* engage in another activity that, under the policy of the Board, is one for which expulsion is mandatory;

**SCHOOL INFORMATION**

**SCHOOL VISITORS**

Visitors to Char-Lan DHS are welcome. All visitors to the school, including former students, must report to the main office to sign in and obtain permission from the administration to remain in the school. 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](http://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.

**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**](http://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.**

**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;
* Winter jackets and backpacks are not permitted in classrooms or the Learning Commons after the start of the school day;
* 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.

**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.

The Upper Canada District School Board supports its students by providing an environment that allows students to bring supplies, equipment, devices and other resources of their own into the school and classroom in a way consistent with Upper Canada District School Board policies and values.

Smart phones, cell phones, and other electronic devices are to be used in class at the discretion of the teacher and school principal. 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.- 3:25pm).** 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 AND TOBACCO**

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 on school property and/or a fine of $300.00+ for selling or sharing cigarettes/chew tobacco.

**DRUGS AND ALCOHOL**

Possession and/or consumption of alcoholic beverages and possession and/or use of 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 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 visits the school on a regular basis. 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.

**YEARB****OOK**

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**

All students will be assigned a locker for the school year. Any locker changes must be approved by administration. Lockers, however, remain the property of the school. The Principal or Vice-Principal has the right to access any student’s locker.

The locker is to be kept clean and in good condition. Students are reminded that they are not to share their locker or combination with other students. Char-Lan DHS and the Upper Canada DSB are NOT responsible for lost or stolen articles. Locks will be provided to grade 7 students free of charge. All other students may purchase a lock from the office for $5.00. However, if a lock is lost or damaged, a replacement cost of $5.00 will be collected.

**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.

**USE OF THE TELEPHONE**

Students may only use the telephone in an emergency. They may then only use the telephone with the permission of their teachers, the office administrator, or the principal.

**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 cafetorium 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 three times each semester. The first one is a preliminary report issued six weeks into the semester. Parent/Teacher interviews occur immediately following the preliminary reports to increase student credit success. The second is a mid-term report issued at the half way mark in the semester and the third is a final report at the end of the semester. **We strongly encourage parents to check-in with teachers regularly and not to hesitate if they have questions or concerns.**

**5 DAY CYCLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day 1 & 5(1)** | **Day 2** **& 5(2)** | **Day 3****& 5(3)** | **Day 4****& 5(4)** |
| **Per.1** | **Per.2** | **Per.3** | **Per.4** |
| **Per.2** | **Per.1** | **Per.4** | **Per.3** |
| **Per.2** | **Per.1** | **Per.4** | **Per.3** |
| **Per.3** | **Per.4** | **Per.1** | **Per.2** |
| **Per.4** | **Per.3** | **Per.2** | **Per.1** |

**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**](http://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.**

**GRADE 7/8 DAILY SCHEDULE**

|  |  |
| --- | --- |
| **Time** |  |
| **9:20-10:10** | **Period 1** |
| **10:10-11:00** | **Period 2** |
| **11:00-11:15** | **Break** |
| **11:15-12:05** | **Period 3** |
| **12:05-12:45** | **Lunch** |
| **12:45-1:35** | **Period 4** |
| **1:35-2:25** | **Period 5** |
| **2:25-3:15** | **Period 6** |
| **3:15-3:25** | **Break** |

***Secondary Schedule***

***How do my classes tumble today?***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Day 1*** | ***Day 2*** | ***Day 3*** | ***Day 4*** | ***Day 5(1)*** | ***Day 5(2)*** | ***Day 5(3)*** | ***Day 5(4)*** |
| ***9:20-10:20*** | Period 1 | Period 2 | Period 3 | Period 4 | Period 1 | Period 2 | Period 3 | Period 4 |
| ***10:20-10:28*** | Break | Break | Break | Break | Break | Break | Break | Break |
| ***10:28-11:28*** | Period 2 | Period 1 | Period 4 | Period 3 | Period 2 | Period 1 | Period 4 | Period 3 |
| ***11:28-11:33*** | Break | Break | Break | Break | Break | Break | Break | Break |
| ***11:33-12:33*** | Repeat Period 2 | Repeat Period 1 | Repeat Period 4 | Repeat Period 3 | Repeat Period 2 | Repeat Period 1 | Repeat Period 4 | Repeat Period 3 |
| ***12:33-1:18*** | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |
| ***1:18-2:18*** | Period 3 | Period 4 | Period 1 | Period 2 | Period 3 | Period 4 | Period 1 | Period 2 |
| ***2:18-2:25*** | Break | Break | Break | Break | Break | Break | Break | Break |
| ***2:25-3:25*** | Period 4 | Period 3 | Period 2 | Period 1 | Period 4 | Period 3 | Period 2 | Period 1 |