

STEPHEN LEWIS SECONDARY SCHOOL

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STEPHEN LEWIS

Stephen Lewis is Co-Director of AIDS-Free World (www.aids-free-world.org), an international AIDS advocacy organization, based in the United States. He is Chair of the board of the Stephen Lewis Foundation in Canada (www.stephenlewisfoundation.org) and he is a Professor in Global Health in the Faculty of Social Sciences at McMaster University.

Stephen Lewis' work with the United Nations spanned more than two decades. He was the UN Secretary-General's Special Envoy for HIV/AIDS in Africa from June 2001 until the end of 2006. From 1995 to 1999, Mr. Lewis was Deputy Executive Director of UNICEF at the organization's global headquarters in New York. From 1984 through 1988, Stephen Lewis was Canada's Ambassador to the United Nations.

Mr. Lewis was an elected member of the Ontario Legislative Assembly from 1963 to 1978. In 1970, he became leader of the Ontario New Democratic Party, during which time he became leader of the Official Opposition.

Mr. Lewis is co-chair of the Leadership Programme Committee for the XVII International AIDS Conference, which will be held in Mexico City in August 2008. He also serves as a member of the Board of Directors of the International AIDS Vaccine Initiative.

Mr. Lewis is the author of the best-selling book, *Race Against Time*. He holds 28 honorary degrees from Canadian universities and is a Companion of the Order of Canada, Canada's highest honour for lifetime achievement. He was awarded the Pearson Peace Medal in 2004 by the United Nations Association in Canada; the award celebrates outstanding achievement in the field of international service and understanding. In 2007, the Kingdom of Lesotho (a small mountainous country in Southern Africa) invested Mr. Lewis as Knight Commander of the Most Dignified Order of Moshoeshoe. The order is named for the founder of Lesotho; the knighthood is the country's highest honour.

The Stephen Lewis Foundation raises money to help ease the pain of HIV/AIDS in Africa. The York Region District School Board has worked with the York Region Committee in Support of the Stephen Lewis Foundation by helping to raise awareness of the situation in Africa among students, staff members and school communities. Since our school opened, we have raised about \$30,000 for the foundation which was directed towards projects in Africa.

IMPORTANT DATES (All dates subject to adjustment)

- Sept. 7 - Labour Day holiday
- Sept. 8 - First day of school Grade 9 only
- Sept. 9 - Classes for all grades 9-12
- Sept. 10 - Retake day for photo ID cards
- Sept. 17 - Honour Roll Breakfast
- Sept. 21 - Grade 9 day at Camp Robin Hood
- Sept. 24 - Curriculum Night
- Sept. 25 - P.A. Day (no classes)
- Sept. 30 - Terry Fox Run (pm)
- Oct. 5 - Interim Reports week
- Oct. 12 - Thanksgiving Day holiday
- Oct. 13 - Picture retake Day
- Nov. 4 - Grade 9 Take Your Kids to Work Day
- Nov. 9 - P.A. Day (no classes)
- Nov. 10 - College/University Information Night
- Nov. 12 - Mid-Semester 1 Report Cards Issued
- Nov. 19 - Parent Teacher Interviews
- Nov. 19 - Full disclosure date (Grade 11/12)
- Nov. 30 - Dec. 8 - Grad photos
- Dec. 4 - P.A. Day (no classes)
- Dec. 21-Jan. 1 - Winter Holiday
- 2010**
- Jan. 19-20 - Gr. 9 EQAO Mathematics Test
- Jan. 22-28 - Examinations all grades
- Jan. 29 - Examination return day
- Feb. 1 - P. A. Day (no classes)
- Feb. 2 - First day semester 2
- Feb. 4 - Semester 1 final Report Cards Issued
- Feb. 15 - Family Day holiday
- Feb. 18 - Honour Roll Breakfast
- Mar. 15-19 - March Break holiday
- Mar. 22 - Interim Report week
- Apr. 2 - Good Friday holiday
- Apr. 5 - Easter Monday holiday
- Apr. 8 - EQAO Literacy Test
- Apr. 19 - Mid Semester 2 Report Cards Issued
- Apr. 22 - Parent-Teacher Interviews
- Apr. 26 - Full Disclosure date (Grade 11/12)
- May 24 - Victoria Day holiday
- June 16, 17 - Gr. 9 EQAO Mathematics Test
- June 21-25 - Final Examinations; Gr 12 exams start June 20
- June 28 - Examination return day, Graduation
- June 29, 30 - P.A. Days (no classes)

DAILY SCHEDULE

| Period | Times | |
|--------|--------------------------------------|-------------------------------------|
| 1 | 8:30 – 9:50 | |
| 2 | 9:55-11:10 | |
| 3/4 | 1 st Lunch 11:15-12:05 | 11:15-12:30 |
| | 12:10-1:25 | 2 nd Lunch 12:35-1:25 |
| 5 | 1:30-2:45 | |

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ABSENCES & LATES (ATTENDANCE)

Regular attendance and punctuality are a vital part of learning and are directly related to student success. Students will attend and participate in all of their classes regularly and be punctual. The only valid reasons for absences are:

- Illness;
- Parent/guardian authorized reason;
- Authorized school activity; or
- Religious observance

Teachers must be notified in advance when a student will be absent for appointments, field trips, etc. It is the responsibility of the student to make arrangements with individual teachers to complete missed assignments and evaluations. Students are responsible for all work missed during absences. Students will be prepared to submit assignments or complete evaluations on the day that they return from a valid absence, or at a time that is determined in discussion of the student success plan with the teacher.

If a student is absent, their parent/guardian must phone the school or provide a note with the student's name and student number, current date, date of absence(s), reason for the absence and a parent/guardian signature, written on a full sheet of paper. The note is to be submitted to the office when the student returns to school prior to 8:25 am.

If a student must leave during the day for any reason, he/she must sign out at the office with parent/guardian permission. Upon return from their appointment, the student must sign in at the office.

Lates

Students who are late must proceed directly to class and the teacher will adjust the attendance record. However, if a student first arrives to school after first period he/she must sign in at the office before proceeding to class

Students are expected to be on time for all classes. Persistent lates will be dealt with by the teacher and/or an administrator.

Extended Absence

The school does not endorse extended absences due to personal vacations. Although we recognize that several factors contribute to the decision to undertake a vacation during the school year, past experience clearly shows that such absences often compromise the learning process. We urge students and parents to carefully consider the implications of such a decision. Students cannot be exempted from examinations (see Examination section).

A student who will be absent for three or more days at the request of parents or guardians must complete a “Request for Temporary Withdrawal” form in advance of the absence and submit it to the office.

ACCIDENTS/INJURIES

All injuries must be reported to the person supervising the class or activity and to the main office where an accident report will be filed.

ALLERGENS AND SCENT-FREE ENVIRONMENT

School staff and parents are responsible for creating a safe and healthy environment for students. This is an additional challenge for schools attended by students with allergies, especially life-threatening allergies. While we take every step to create a risk-free environment, school staff and parents can take important steps to minimize potentially fatal allergic reactions. As a community that places the safety of all students as a top priority; we ask that students and parents assist by not bringing peanuts, nuts and their products to school.

Many students and staff members are also sensitive to perfumes, colognes, aftershaves and other scented products. By choosing to use unscented personal care products, we can make our school a healthier place in which to work and learn.

It is especially important that parents/guardians and students communicate a life-threatening allergy to the school as soon as they are aware of it. Please notify the administration so that the steps can be taken to create accurate records and inform staff of the established protocol.

ANTI-GAMBLING

We actively promote an academic environment and strongly encourage the use of the school’s resources to enhance learning and positive social interactions during the school day. Consequently, gambling is not permitted in the school building, on school property, or in association with school activities. Students participating in gambling activities will be subject to disciplinary action.

ALCOHOL AND DRUGS

It is the policy of the York Region District School Board that students must not be under the influence of alcohol or drugs and that alcohol, drugs, or drug paraphernalia must not be brought to school. This will result in suspension and/or expulsion for the student involved. The York Regional Police will be contacted.

ANTIRACISM AND ETHNOCULTURAL DIVERSITY

Canada is a multicultural, multiracial, multi-faith society. The York Region community and each of our individual school communities reflect that diversity.

All school members must be respectful and courteous to others, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.

In embracing antiracism and ethnocultural equity we commit ourselves to positive and equitable outcomes in all education programs and services for all of our students. We commit ourselves to a vision which helps students to become agents of change and then prepares them for a society in which diversity is recognized, respected and valued. We will assist our students to define, detect and reject all forms of discrimination which limit their potential and that of others.

ASSEMBLIES

Assemblies are valuable opportunities for purposes of distribution of information, school spirit building and recognition of achievements. An important element to the success of an assembly is attentiveness, appropriate and respectful behaviour. Students are expected to attend and remain for the duration of the assembly.

ASSESSMENT & EVALUATION

The Assessment and Evaluation Policy for Stephen Lewis Secondary School is consistent with Ministry policies and reflects the vision and practices outlined in the York Region District School Board documents “Guidelines for Assessment and Evaluation for York Region Schools” and “Assessment and Evaluation Policy 350.0”

Guiding Principles

The following principles provide a context for effective assessment and evaluation practices that focus on improved student learning:

1. The primary purpose of assessment is to improve student learning.
2. Assessment practices are fair and equitable for all students.
3. Communication about assessment is ongoing, clear and meaningful.
4. Professional development and collaboration support assessment.
5. Partners in education are involved in the assessment process.
6. Assessment practices are regularly reviewed and refined.

Course evaluation will be divided into two parts:

- 70% is based on cumulative evidence of evaluations undertaken throughout the semester; and
- 30% is based on evaluations which will take place in the final third of the course. Final evaluations may include a variety of formats, such as: exam, performance, demonstration, or essay.

At the beginning of each semester, students will receive a course outline that will include detailed assessment and evaluation information, including the breakdown of requirements for both the 70% and the 30% of each course.

Due Dates

We support and encourage students to be accountable, responsible and committed to their education. Learning to meet deadlines is an important life skill for students to develop for post secondary education and the world of work. It is essential that students review and understand the information provided by subject teachers regarding course expectations, due dates, and consequences for late or incomplete work. It is the responsibility of students to discuss any difficulties in meeting due dates with their teachers well in advance of those due dates. Students who miss deadlines will discuss the student success plan with their teachers and parents to complete the assignments.

Missed Tests, Assignments, Performance Activities

Teachers will clearly identify the summative evaluations that will be used to arrive at a final grade. It is the responsibility of students to attend classes and be responsible for assignments/evaluations missed during any absences. In order to earn a credit, students must demonstrate evidence of achievement with regard to the summative evaluations listed in the course of study. Teachers are unable to assign marks when the evidence of achievement has not been provided by the student. In order to minimize missed opportunities for demonstrations of learning, students must inform teachers, in advance, of any planned absences (field trip, sporting event) in order that alternate arrangements can be made. Students will be prepared to submit assignments or complete evaluations on the day that they return from an absence or at a time agreed to on the student success plan in discussion with the teachers.

Students cannot be exempted from examinations (see examination section).

Academic Honesty

It is the responsibility of students to be academically honest in all aspects of their school work. A student who cheats on tests or presents the work done by others as if it were his/her own, is being academically dishonest.

Plagiarism is a serious offence and shall be dealt with accordingly. In order to protect the integrity of the teaching, learning and evaluation process, students are not permitted to:

- submit the work of others for credit;
- submit work for which credit has already been given; or
- submit work without citing appropriate references, as if the work is his/her own.

The consequences for plagiarism may include: contact with the parents, an alternate assignment or a mark of zero which in some cases could result in the loss of the credit.

BICYCLES

Bicycle racks are provided for student convenience. Bicycles are not allowed in the school. Students must lock their bicycles to the racks and are left at the owner's risk.

BUS SAFETY PROCEDURES

It is expected that all students will treat the bus as an extension of the school and that all behaviour on the bus will be consistent with the school Code of Conduct and the York Region District School Board Safe and Supportive Schools policy. Bus privileges may be revoked if students do not adhere to these guidelines.

The school bus driver is responsible for the safety of students on the bus; therefore, the bus driver's instructions must always be followed.

- Remain seated while the bus is in motion.
- Eating and drinking on the bus is prohibited.
- Keep the aisle clear.
- Do not put anything out of the window.
- Inappropriate behaviour, such as shouting, horseplay and fighting is prohibited.
- Be at the bus stop 5 minutes early.
- Watch for the driver's signal before crossing the road.
- Board quickly using the handrail and go directly to a seat.
- When leaving the bus, stay off the roadway;
- If you must cross the road - walk 10 steps in front of the bus, wait for the driver's signal, look both ways, then cross the road.

CHANGE OF PERSONAL INFORMATION

When you move to a new residence, or change telephone numbers, you must report the change to the Main Office. You will fill out a change of information form. In an emergency situation the school must be able to contact your parent/guardian or emergency designate.

CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in co-curricular activities to develop new skills, meet new friends, enhance self-esteem, and achieve a balanced lifestyle. Students must also recognize that participation in non-credit co-curricular activities is a privilege, which cannot be allowed to jeopardize their academic performance. Students who are absent from class due to co-curricular commitments are responsible for all work missed. It is the responsibility of the student to inform his/her teacher of expected absences

CO-CURRICULAR SPORTS

Students have many opportunities to enhance their educational experience through school sports. Each participant on a school team is a student first and an athlete second. Participation requires an academic and attendance record that satisfies the parent, coach, subject teachers and administration. Participation on a school team or club is a privilege. Inappropriate behaviour will not be tolerated or condoned by the coach, teachers or administration. This includes criticism of officials, confrontations with other athletes, and/or the use of profanities during practices or games. Students must represent SLSS in a positive manner in order to continue to participate on school teams.

In order to help cover some of the costs of each team, an athletic fee must be paid to the school before an athlete plays in any league game.

CODE OF CONDUCT

All members of the school community have the right to a safe and respectful learning environment. The Code of Conduct and York Region District School Board policies apply to all members of the school community whether they are on school property, adjacent properties, on school buses, or at school-authorized events, activities or trips, and includes incidents that did not occur at school or while the student was engaged in a school-related activity.

All school members must be respectful and courteous to others, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability. We

must show proper care and regard for school property and the property of others; and take appropriate measures to help those in need.

Responsibilities of students are listed in the Education Act of Ontario, Regulation 298 (23). A pupil shall:

- a. be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- b. exercise self-discipline;
- c. accept such discipline as would be exercised by a kind, firm judicious parent;
- d. attend classes punctually and regularly;
- e. be courteous to fellow pupils and obedient and courteous to teachers;
- f. be clean in person and habits;
- g. take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
- h. show respect for school property.

Safe and Supportive Schools Policy

The Safe and Supportive Schools Policy is distributed to students at registration in the agenda planner. It is reviewed by homeroom teachers on the first day of class, at the assemblies at the beginning of the school year and by visits to classrooms in the fall. Students and parents are expected to read the policy on the York Region District School Board pages of this agenda, retain it for reference and return a signed statement about the policy to the school. Please see the entire Board policy in this agenda planner or on the Board website. Additional copies are available from the office.

Student, Parent and Teacher Rights and Responsibilities

Students have the right to:

- a pleasant, positive, safe school atmosphere;
- assistance in making career and program decisions;
- participate in the extracurricular activities available for S.A.C. card holders;
- be treated with respect and dignity;
- discuss decisions perceived as unfair;
- support from teachers, at mutually convenient times;

Students have the responsibility to:

- show respect and courtesy to all staff, students, and visitors;
- attend all classes, be punctual and have proper materials;
- work diligently and cooperatively to meet the requirements of courses, complete all assignments, including work missed when absent from class, and to keep a record of their progress;

- contribute positively to the learning environment and allow others to work without disruption;
- respect the property of the school and others;
- obey all school and board rules and policies and adhere to the school's code of behaviour;
- make educational choices responsibly and seriously after consultation with parents/guardians and school staff.

Parents/guardians have the right to:

- expect that their child's rights will be respected;
- examine and discuss the school's courses of study and the Ontario Child Record for their child;
- expect reasonable behaviour from their child and other students when at school, when at any school sponsored function and when on school buses;
- receive regular communication and discuss any concerns for their child;
- be informed of any behaviour or academic concerns to facilitate collaborative, supportive action;
- be informed as soon as possible in case of personal injury or other unusual occurrence

Parents/guardians have the responsibility to:

- promote regular and punctual attendance;
- provide the school with valid reasons for absence from school;
- cooperate with the school to develop positive attitudes toward learning and good behaviour;
- encourage and support their child's progress and involvement in school through discussion with their child and teachers;
- provide time and a place for school work to be done at home;
- consult with their child to make responsible educational choices;
- support the physical and emotional well being of their child;
- inform the school of circumstances that may affect their child's performance at school in a timely fashion.

Teachers have the right to:

- expect reasonable behaviour from all students in classes, on the school premises, at school functions, and on school buses;
- expect cooperation from all students;
- be treated with respect and dignity;
- receive support from the administration;
- receive information of unusual circumstances that may affect a student's performance at school in a timely fashion.

Teachers have the responsibility to:

- provide appropriate instruction and assessment/evaluation;
- assist students to learn and reinforce positive behaviours;

- enforce school and board rules and policies fairly and consistently;
- provide appropriate and timely feedback about progress and conduct to students and parents/guardians;
- refer students to appropriate school staff for support.

Improving Student Behaviour

Parents, teachers, and support staff/services will work together to support positive student behaviour. A range of options are available to reinforce and encourage acceptable behaviour and maintain order and discipline in the school. These may include:

- Counselling by teachers, guidance counsellors, administrations;
- Parent consultation by telephone or meetings;
- Detentions;
- Student behaviour contracts;
- Withdrawal of privileges, such as attendance at dances, participation in school events, and team membership;
- School service projects;
- Referral to alternative education programs;
- Referral to outside agencies;
- Payment for or replacement of stolen or damaged goods;
- Police intervention;
- Suspension from school; and/or
- Expulsion from the York Region District School Board.

Bullying and Cyber Bullying

Bullying, including cyber bullying, involves repeated acts of physical, emotional, or social behaviours that are intentionally harmful, controlling, and hurtful. Examples of bullying include, but are not limited to: hitting, name-calling, threatening, intimidating, kicking, spreading rumours, teasing, pushing, tripping, excluding someone from a group, or destroying someone's personal property. Students cannot use any form of technology in school, or off school property, to bully or harass other students or staff. Cyber bullying, or any form of bullying may lead to suspension and/or expulsion, even if it did not occur at school or while the student was engaged in a school related activity.

Remember - everyone has rights and responsibilities.

| I have the right to: | I have the responsibility to: |
|--|--|
| <ul style="list-style-type: none"> • Be treated fairly and with respect • Feel safe • Be included in groups and activities • Ask for help when I need it • Say “no” to unwanted behaviours • Make my own decisions about keeping myself safe • Be protected from bullying harassment and abuse • Make truthful statements of complaints • Be informed of statements of complaints made about me • Have both sides of an issue heard • Be informed of consequences that affect me • Have a fair appeal process • Have a supportive adult advocate for me | <ul style="list-style-type: none"> • Treat others fairly and with respect • Include and welcome others • Help protect myself from harm • Respect other peoples’ boundaries • Give help when needed • Listen when others say “no” to inappropriate behaviour • Not overpower, bully, harass or abuse anyone • Control my anger • Report mistreatment of other people • Get help when something is wrong • Respect others’ decisions to keep themselves safe • Not participate in spreading rumours • Encourage a safe and supportive environment |

How to handle bullying and harassment:

- Learn and support your school’s harassment prevention policy.
- Tell the person who is harassing you to stop if you feel safe doing so.
- Tell an adult and keep telling them until you get help.
- Write down what happened; keep a journal of events/incidents.
- Ask what will happen to resolve your complaint.
- If you feel unsafe, angry or confused, ask for assistance or other support.

Why is it important to get involved?

- to make it stop
 - to ensure the environment remains safe for you and your friends
- Bystanders can stop bullying by getting help from adults as quickly as possible. It is everyone’s responsibility to prevent bullying and harassment!

Please read the sections on our Code of Conduct and the Safe Schools Policy.

COMMUNICATION DEVICES

Staff and students have the right to work and learn in a respectful, safe and supportive environment.

Our school community understands that personal communication devices are being used by students. Examples of these devices include, but are not restricted to: **cellular/camera phones, pagers, PDAs or PSPs**. However, we recognize that the widespread use of these devices can be disruptive to the overall learning environment, various school routines, and that the audio/video and image recording and email/text messaging features can be used inappropriately. As a result, students are restricted in their use of these devices during school hours.

Personal communication devices may not be used:

- anywhere in the school building during the school day except in the hallway in front of the main office;
- where individual privacy must be protected, such as washrooms or change rooms;
- where recording features, such as audio/video or picture taking, are used in such a way as to show disrespect for or violate another's privacy.

Students are responsible for turning off personal communication devices upon entry to the school building and each classroom. Failure to do so will result in a range of disciplinary measures and/or confiscation of the communication device.

Personal music devices, such as iPod™, CD/MP3 players, radios:

- are not permitted during any assessment or evaluation activity;
- may be used with headphones in instructional areas, including the library, only with teacher permission and only for program purposes at a volume which does not disrupt the learning of others;
- may be used in the cafeteria or in front of the office with headphones.

These devices may be confiscated if used inappropriately, or disrupt the learning environment.

We strongly encourage our students to leave their valuable electronic equipment at home.

COMPUTER, NETWORK AND INTERNET APPROPRIATE USE

Computers are an important educational resource and students are encouraged to use them for school purposes. Most students already apply common sense when using computers and the intent is to keep our systems available and in good condition for all students.

1. All rules and expectations of the school's Code of Behaviour are considered to be appropriate and in effect when using the computers and related technologies.
2. All use of the Internet and computer technologies must be in support of curriculum based research and consistent with the educational purposes of Stephen Lewis Secondary School.
 - Frivolous use of the network is not permitted. This includes but is not limited to: game playing, streamed audio/video, web based E-Mail for non curriculum related items, sending jokes, greeting cards, checking sports scores and sports pools, etc.
 - The user will not use the school's computers for product advertisement, personal or private business, commercial or for-profit purposes.
3. The user is responsible for his/her school network account and Internet account.
 - The user must not allow another person to use his/her computer account under any circumstances. The sharing of accounts is strictly prohibited.
 - The user must keep his/her password confidential and shall immediately report to the Site Administrator or school principal if s/he suspects that another person has access to his/her account.
 - The user's workspace is for school related files only. No downloaded programs or personal files such as personal MP3s, games etc. are allowed.
 - Files from outside sources MUST be virus scanned before being used on the network. It is the user's responsibility to keep files of a viral nature off any school computers.
 - Stephen Lewis staff has the right to view any material stored on the computers and related technologies.
 - Since the school may periodically clean out students' personal directories without notice. The student should maintain a backup copy of any important files s/he wishes to retain.
4. The user shall not interfere with the functioning of the YRDSB or Stephen Lewis SS network, or any other network.
 - The user will not attempt to gain unauthorized access to, or cause a disruption in service to any computer system.

- The user will not use the school's computer network to develop programs that harass others or infiltrate a computer system and/or cause damage.
 - The user will not intentionally seek information about, browse or obtain copies of or modify files, passwords or data belonging to other people.
 - The user will not attempt to find or exploit any gaps in system security on the Stephen Lewis Secondary School network or any other system. If the user notices any security weaknesses or suspects anyone of tampering with system security, s/he MUST notify the Site Administrator immediately.
5. The user is responsible for the content of messages sent from their account. There is no such thing as "*private*" email: compose all email as if it could and will be read by the entire world. Sending messages over the network and the use of Internet Chat programs is prohibited.
 6. The user shall respect others and not use his/her account to access, create or distribute any material, which may be considered as obscene, pornographic, harassing, bullying, racist, inflammatory, malicious, fraudulent, or libellous.
 7. The user shall respect the intellectual and property rights and laws, including copyright, of others. The user is responsible for assessing whether or not the file (text, sound and/or image) has copyright on it and must properly reference (cite/footnote) any materials to be used in student work. Plagiarism will not be tolerated.
 8. The user will not copy, download or upload any files such as, but not limited to, executable programs, MP3, audio or video files.
 9. The user will treat all computer equipment with care and respect. Hardware or software shall not be destroyed, modified, or abused in any way. Wilfully damaging computer equipment will result in disciplinary actions, including the cost of replacing the equipment. Hardware, software and network configurations are never to be changed. Report any damage to the supervising teacher immediately. Do not attempt to repair the damage.
 10. No food, drinks or snacks are to be consumed anywhere near a computer.

CRIME STOPPERS

The York Region Crime Stoppers program is designed to assist students in taking increased ownership and management of their school environment. Crime Stoppers will apply a cash reward for information leading to an arrest in any crime. Callers are not required to identify themselves or to testify in court. Anyone having any information

regarding any crime is encouraged to make use of this confidential program by calling 1-800-222-TIPS.

DANCES

Staff supervisors volunteer their time to supervise student dances. Students who attend a dance are expected to attend classes the next day. Absences following a school dance are not legitimate and parents must ensure students can balance going to a dance and attending classes the next day.

- The school reserves the right to cancel a dance due to insufficient ticket sales or other circumstances. Ticket costs are non refundable.
- Supervision for dances will include school staff and security and/or police officers.
- All behaviour policies and expectations of SLSS are in effect at dances. Students are also reminded that the YRDSB Safe and Supportive Schools Policy is in effect during dances/performances.
- Students must present photo identification and a ticket to be admitted. Tickets are not sold at the door. The school has the right to refuse admittance to any person.
- Students will not be permitted to leave the dance and then re-enter.
- No smoking or locker access will be permitted. Coats will be checked.

A non-SLSS student must be an approved, signed-in guest.

- Guest passes must be purchased in advance, one per student host. The name of the guest, their address, phone number and date of birth, and their school will be recorded.
- Guests must be signed in and accompanied by their student host who is responsible for the guest. If the guest is asked to leave the dance, the student host will also be required to leave.
- Photo identification is required from both the guest and the host.

DRESS CODE

A school dress code promotes a safe and respectful environment for teaching and learning. Dressing in an appropriate manner is important in the development of a positive school environment. Our dress code is supported by the following York Region District School Board policies: Safe and supportive Schools, Respectful Workplace and Learning Environment, Anti-Racism and Ethnocultural Equity, and Human Rights.

Parents/guardians will be contacted and students will be asked to change or be sent home if they are dressed inappropriately.

| Appropriate | Inappropriate |
|---|--|
| Clothing must have acceptable logos and pictures. | Clothing with any writing or pictures depicting and/or promoting alcohol and/or illegal drugs cannot be worn in school. Clothing with any writing or pictures depicting and/or promoting obscenities, racist, sexist, religious or derogatory comments and violence cannot be worn in school. |
| Headwear can be worn indoors for religious and health reasons only. | Hats, bandanas, caps, do-rags, head bands, scarves, hoods, wave caps, etc. must be removed and placed in a locker or backpack in the school building. |
| Tops must meet bottoms; bottoms must meet tops. | Students must not wear clothing that exposes their abdomens. |
| All pants must be worn at the hip/waist. | Pants sagging below the waist to expose undergarments cannot be worn. Short shorts and skirts or other revealing articles of clothing are not permitted. |
| Light weight jackets may be worn indoors. | Bulky jackets or heavy winter coats must be placed in a locker. |
| Tank tops must have wide straps that cover undergarments and do not expose the abdomen. | Spaghetti straps, tube tops and low-cut tops are not allowed. |
| Shoes must be worn at all times. | Bare feet are not allowed. |
| Accessories must conform to the Safe and Supportive schools policy. | Chains, accessories with sharp spikes, bandanas, and other potentially harmful accessories are not permitted on school property. |

EXAMINATIONS

The Ministry of Education mandates that there must be a summative assessment for 30% of the final mark in all subjects. This includes a formal exam in most subjects.

Students will write their examinations at the place, time and date indicated on the exam schedule. Students cannot be exempted from examinations for activities such as camps, sports events, family holidays or employment. Students who miss an examination due to court appearance or bereavement will write a substitute examination at the end of the schedule. Students must present appropriate documentation supporting their absence from the original examination. Students who are ill and cannot be present for an examination must provide a medical note as soon as possible and a substitute examination will be scheduled. Students who miss an examination for other reasons will receive a mark of zero for the examination portion of their final mark.

When the exam schedule is distributed it is the student's responsibility to report any conflicts to the office. A conflict is defined as a student having two examinations at the same time.

FIELD TRIPS

Field trips are a vital and integral part of many courses. They provide a different and valuable learning experience for each student. All students must complete a permission form for each field trip. This form includes: location, date, and cost to the student and duration of the field trip.

Students on a field trip must behave in accordance with the school Code of Behaviour and the YRDSB Safe and Supportive Schools Policy.

Students are expected to assume responsibility for missed work and make all necessary arrangements with their teachers well in advance of the trip.

Money cannot be refunded to students who do not attend a field trip, since costs remain fixed once we have committed to the outside organization.

FIRE ALARM AND EMERGENCY PROCEDURES

There will be regularly scheduled practice drills and communication with parents/guardians regarding procedures.

At the sound of the alarm all staff and students must evacuate the building. Students are expected to follow all teachers' instructions and use the fire exit indicated on the emergency information sheet in each room. Regardless of the weather, everyone must stand at least 30 m away from the building and the fire routes. No one is to re-enter the building until the all clear signal is sounded.

FOOD AND CAFETERIA

Food is to be eaten only in the cafeteria in order to maintain a safe and healthy environment. Food and drinks may not be eaten in the halls, classrooms, stairways, and library or gym areas. Water bottles are permitted.

The cafeteria is provided for student convenience. Students are expected to use the cafeteria, its furniture and equipment in a respectful manner. Garbage and recycling must always be placed in the nearest receptacles and trays returned to the servery.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The Municipal Freedom of Information and Protection of Privacy Act affects local governments, including the York Region District School Board. The law relating to the information contained in Ontario Student Records and in suspension letters has not changed. Parents, guardians and students have access to this information until the student reaches the age of 18. Thereafter, parents and guardians have access only with the written consent of the student. The school may disclose student information, without written consent, in some circumstances, pursuant to a court order and to the following officials or institutions:

- Medical Officer of Health;
- Supervisory Officers, principals and teachers;
- The York Region District School Board;
- Ministry of Education

The principal may use the information in respect of the student to prepare reports as required under the Education Act and its regulations; for an educational institution in respect of an application for further education; and in respect of an application for employment when requested in writing by the student.

GOOD NEIGHBOURS

We have a shared responsibility with our community partners to ensure an inviting and clean environment for our neighbours and our community. Students are asked to respect the property and privacy of our neighbours.

GUIDANCE SERVICES

The Guidance Department provides a broad range of programs and services for our students, their parents/guardians and the school community. Guidance counsellors address questions and concerns regarding high school program planning and academic success, post-secondary educational alternatives and career choices. In addition, counsellors assist students with personal and social issues. Students will be assigned a counsellor according to their surname.

Appointments may be arranged in the Guidance Office or by calling 905-326-7994. For further information, including the course calendar refer to our website, www.stephenlewis.ss.yrdsb.edu.on.ca

College/University visits

| | |
|-----------------|---|
| September 23 | York University |
| September 25-27 | University Fair |
| September 29 | George Brown |
| September 30 | Seneca College |
| October 6 | American university information session |
| October 8 | Huron & King's College |
| October 13 | McMaster University |
| October 15 | University of Ontario, Institute of Technology |
| October 16 | Wilfrid Laurier University |
| October 19 | University of Toronto |
| October 20 | Carleton and Trent University |
| October 21 | Dalhousie University, Schulich School of Business |
| October 22 | Humber College |
| October 23 | Windsor University |
| October 27 | College Fair |
| October 28 | Guelph and Brock University |
| October 29 | Ryerson University |
| October 30 | Sheridan College |
| November 3 | Western University |
| November 10 | Pathway evening, Alexander Mackenzie HS |
| November 17 | Centennial College |

HALLS

Students shall not be in the halls while classes are in session. This is to prevent interruptions and disturbances to classes during instructional time. Students are expected to consume food and beverages in the cafeteria. Behaviour and language in the halls and common areas must be courteous and respectful.

LASER POINTERS

Laser pointers are not permitted at school. Such devices will be confiscated and returned only if the parent retrieves the device directly from Administration on the understanding that it not be returned to school. Because of the health risks involved, students using a laser pointer at school may be suspended from school. The police consider laser pointers to be weapons.

LIBRARY RESOURCE CENTRE

Our library has a collection of resources to help all students with studies in all subject areas. Networked computers allow students access to electronic resources for research and for presentation purposes. During the school day, classes visit the library for resource-based learning experiences created and facilitated by both classroom teachers and the teacher-librarian. As well as assisting students to develop research skills that they will need for academic advancement, our library programme actively fosters literacy and the joy of reading.

LOCKERS

Lockers are the property of the York Region District School Board and are loaned to individual students on an annual basis. Locks and lockers will be assigned to specific individuals and only the lock registered for a specific locker may be used on that locker. The use of a locker is a privilege granted solely for the purpose of temporary storage of books, clothing and school sports equipment. Lockers are to be kept neat and free from graffiti and inappropriate materials. Students must not bring valuables or large amounts of money to school. The school is not responsible for damage or loss of any personal property. Students must not share their locker and are cautioned to keep their locker locked at all times and not to reveal their lock combination to other students.

Lockers may be searched at any time by administration without notice to, or permission from any person. In addition, police may from time to time be invited onto school property to conduct their own searches. These searches may be conducted without notice or permission from any member of the school community.

PARKING

Students who wish to park on school property must complete an application form, pay the fee, and display their parking tag. Students must park in the spaces at the west end of the parking lot and display the parking tag in the front windshield. Retention of this privilege will depend upon strict adherence to conditions outlined at the time of application. Students who drive recklessly or do not adhere to school and Board rules may have their parking privileges revoked. Cars parked in the lot are at the owner's own risk.

Vehicles in the parking lot or on adjacent streets are out of bounds to students during the school day except when they are arriving or leaving. Waiting inside a vehicle is not permitted, nor may students play radios, MP3 players or CD players in their vehicles.

PERSONAL PROPERTY

Students and parents should be aware that the school does not carry insurance for any items brought to school by students or teachers.

Students must not leave money, musical instruments and valuables in lockers, classrooms or in the Physical Education change rooms.

We do, of course, take reasonable precautions, but if an item is broken, lost or stolen it is not covered by school insurance.

Bicycles and cars are not covered by Board insurance while on school property and must always be locked securely. Large sums of money or valuables must not be brought to school.

Articles found in and around the school should be brought to the office, and students may inquire at the office regarding lost articles.

SKATEBOARDS/ROLLERBLADES/SCOOTERS

Students are not allowed to use skateboards, rollerblades, scooters or other similar devices, on school property. They must be stored in the student's locker. If a student does not comply, these items may be confiscated.

SMOKING

It is Board policy that smoking or holding lit tobacco is not permitted on Board property or at school sanctioned events. Smoking or holding a lit cigarette anywhere on school property is against the law. (Tobacco Control Act of Ontario). Students who are smoking on school property are warned by the administration and a letter is sent home. Subsequent incidents will result in a suspension from school and fines assessed by the local enforcement officers.

SNOWBALLS

Students are reminded that throwing snowballs is a potentially dangerous activity that can result in personal injury and damage to property. Students are not permitted to throw snowballs on school or adjacent property.

SPECTATOR BEHAVIOUR

Good athletes compete to the best of their ability and the limits of their training. Good spectators respect the commitment of the athletes enough to cheer every good play and appreciate the effort, time and dedication contributed by the members of both competing teams. Being a spectator at school events is a privilege which may be withdrawn for inappropriate behaviour. Spectators are expected to:

- Treat the premises, students, staff and players of the host school and officials with respect and courtesy.
- Abide by the decisions of the officials whether or not they are in favour of your team.
- Respond politely to the requests of officials and staff.
- Remain in the areas designated for spectators and leave the playing surface clear at all times.
- Be polite and courteous and use only appropriate language.
- Refrain from any behaviour that might distract the athletes or officials or interfere with the progress of the game.
- Applaud good plays and never make derogatory remarks about the officials, players or coaches of the other teams.

STUDENT CARDS

It is mandatory that students purchase a Student Identification Card. The card is used as photo ID at all school events, and is the only card allowing school Library borrowing privileges. Additionally, students must have an ID card to participate on all athletic teams and clubs.

STUDENT COUNCIL

The Student Council represents all students in our school. The elected executive acts as a liaison between students and staff/administration by voicing student concerns and opinions. The council encourages students to actively participate in school life by planning activities including: charity drives, school dances, spirit days, formal events and much more. The Council meets weekly and consists of active, enthusiastic leaders from the school.

SAC Members 2009-2010

Co-Prime Ministers: Keziah Garber and Yuri Yang

Minister of Records: Alona Mazurovsky

Minister of Finance: Tony Tran

Minister of Entertainment: Nicole Zavalkovsky

Deputy of Finance: Dan Litovitz

Minister of Public Affairs: Shayla Knight

Grade 12 Spirit Rep: Christopher Choy

Grade 11 Spirit Rep: Andrew Behr

Grade 10 Spirit Rep: To be determined

Grade 9 Spirit Rep: To be determined

Student Advisor: Ami Xherro

Teacher Advisors: Ms. Piques and Mr. Chotalia

STUDENT ATHLETIC COUNCIL

President – Alexandra Lostun

V.P. Terry Fox – Jimmy Wong

V.P. Merchandise – Michelle Park

V.P. Fundraising – June Duong and Abbi Sharvendiran

V.P. Scorekeeping – Nethu Srikanthan

V.P. Finance – Kishan Dedakia

V.P. Athletic Banquet – Carmen Ly

V.P. Yearbook – Jet Benito and Jillian Pereira

Grade 12 Reps – Marina Kats, Anna Axentiev, Shindhura

Umapathisivam, Anne Bui

Grade 11 Reps – Diana Polvanov, Lisa Doan

Grade 10 Reps – Chanel McKenzie, Jacob Catalano

Grade 9 Reps – To be determined

STUDENTS REPORTING TO THE OFFICE

Students are to report directly to the office when sent from a class or when requested by a staff member to go to the office. Students are to remain there until given permission to leave.

TELEPHONES AND PHONE MESSAGES

Students have access to office telephones for emergencies only.

Personal and work-related messages for students cannot be accepted in the office. Classes cannot be interrupted to call students to the office for a message or telephone call unless the call is an emergency, and has been cleared through the Administration. Please refer to the “Communication Devices” section for more information.

TEXTBOOK POLICY/TEXTBOOK COLLECTION/LIBRARY MATERIALS

As part of resources for specific courses, the York Region District School Board supplies textbooks on a loan basis. While they are in a student's possession, the student is financially responsible for them.

At the end of the semester, it is each student's responsibility to ensure that all materials are returned to subject teachers in good condition or payment is made for lost materials.

VALUABLES

Students and parents should be aware that the school does not carry insurance for any items brought to school by students or teachers.

Students must not leave money, musical instruments and valuables in lockers, classrooms or in the Physical Education change rooms.

VIDEO SURVEILLANCE

Video surveillance cameras are located throughout the school. The school premises are monitored on a regular basis.

VISITORS

Anyone not registered at the school is a visitor. Visitors, including parents, must report to the main office upon entry. Unauthorized visitors are subject to charges under the Trespass to Property Act. Normally, only visitors conducting school business are permitted; therefore, friends from other schools are to wait off school property.

Goal Setting

Getting Better Grades:

- Fix in your mind what grades you desire. It is not enough to say, “I want good grades.”
- Determine what you will give in return for getting higher grades. Write down what you will do for it.
- Establish a definite time when the improved grades are to show up; e.g. next chapter test, next assignment, or next project.
- Write down your “plan of action” and start now, whether you are ready or not.
- In capital letters print a statement about the grade you desire and when you expect to acquire it; state what action is required to get the result and how you will do it. Post it in a spot where you will see it often.
- Periodically read your written statement aloud. Concentrate as you read it and think of yourself already possessing this grade.
- Keep checking to see whether in fact you are reaching the goal you set!

Setting Attainable Goals:

The monthly calendar in your School Agenda presents you with an effective and efficient format for “goal setting” and keeping track of “goals achieved.”

- Be realistic; your goals must be attainable.
- List your goals in order of priority.
- Be specific about how success can be attained.
- Draw up a one-step-at-a-time plan of action.
- Set time limits.
- Go for it! Keep at it!
- Share with others your goals, plan of action, and progress made.
- Reward yourself upon completion.

Annual Education Plan

Goal setting and planning are the skills that enable us to get where we want to go in life. If you want to get higher marks or learn a new skill or open the door to the career of your choice, you have to have a plan.

- Use this form to record the results of the planning activities and reviews that you conduct throughout the school year with the help of your teacher-adviser. Use the information on your report card and your IEP (if you have one) to help you set goals and develop action plans.
- By working on your annual education plan, you will learn both how to set goals that suit your strengths, interests, and needs and how to go about achieving them. You will review and revise your plans regularly as you evaluate your progress, gain experience, and learn more about yourself.
- Your plan will help you focus on your academic achievement, as well as on career and educational opportunities, extracurricular activities, and community involvement activities. What you learn in these areas will help you decide on and work towards your postsecondary destination.
- Your parents or guardians will review and comment on your annual education plan twice a year. You should consult with them about your annual education plan and your IEP (if you have one) as often as you need to.

Remember that learning how to plan will help you achieve your goals in all areas of your life.

My Annual Education Plan for Grade _____

Step 1 – Set Goals and Plan for Action – Semester 1 midterm

At the start of the school year, set your goals and make a plan that will help you achieve them. Set goals in the areas of academic achievement, career and education exploration, extracurricular activities, and, starting in Grade 9, community involvement. If you have an IEP, consider its directions when you set your goals and make your plans.

Goals

Action Plan

Student Signature Parent Signature

