

## London South Collegiate Institute



### STUDENT HANDBOOK 2019 – 2020

371 Tecumseh Avenue East  
London, Ontario  
N6C 1T4

Telephone: (519) 452-2860  
Fax: (519) 452-2879  
Web site: [www.tvdsb.on.ca/south](http://www.tvdsb.on.ca/south)  
E-Mail: [South@tvdsb.on.ca](mailto:South@tvdsb.on.ca)  
Principal:  
Vice-Principal M. Embree

## OUR MISSION

South Collegiate Institute is a kind, caring, learning community, committed to a collaborative system of support for student success. In developing the full potential of all students, we maintain high standards and expectations. We value integrity, respect, safety, diversity, civic responsibility, persistence and the pursuit of excellence.

## OUR BACKGROUND

South Collegiate Institute opened in 1922 at a site near Victoria Public School on Askin Street. The first Principal was Mr. Everton Miller, and the school consisted of 290 students, 10 teachers and one secretary. It was under the direction of the second Principal, Mr. T.S.H. Graham that London South Collegiate Institute moved to our current location and had its official opening in 1928. Since the school's inception, students and staff have been dedicated to creating and maintaining South's strong tradition of excellence. The first students could be heard making their daily pledge, **"We're here to win the day for the Garnet & Gray, and to London South we pledge allegiance now"**. The South environment is energetic and friendly, caring and creative, and challenging and co-operative. Every student is expected to develop a sense of service and self-discipline, a healthy respect for the rights of others and a positive attitude towards learning and growth. The relationship between students and staff, and between the school and parents, is professional, congenial and based on mutual respect.

## DAILY SCHEDULE

DAILY SCHEDULES		
Period	Regular Day	Assembly Day
1	8:10 - 9:28	8:10 - 9:20
2	9:35 - 10:50	<u>Assembly 1</u> 9:20 - 10:20 <u>Assembly 2</u> 10:30 - 11:30
lunch	10:55 - 11:45	11:35 - 12:15
3	11:50 - 1:05	12:20 - 1:20
4	1:10 - 2:25	1:25 - 2:25

Please Note: The times indicated for each period are the beginning and ending times. Bells will announce the beginning and end of all classes.

## ATTENDANCE/LATE PROCEDURES

Credits are granted for the successful completion of a course that is 110 hours in length. The school makes every effort to maintain good communication with parents/guardians about student attendance through calls home from teachers or administration, or through the Synrevoice message system. As a parent/guardian, you are able to track student attendance through the Parent Portal. An information sheet about the Parent Portal and how to sign on comes home when students pick up their timetables

at the beginning of the year. The following guidelines outline the attendance/late procedures used at South Collegiate Institute:

### LATES

If you arrive late, it is expected that you will go directly to class and **sign in on the late arrival sheet**. The teacher will later change your absence to a late. **The 'late arrival sheet' will be used by administration to track and discipline students who are persistently late.**

### ABSENCES

A parent/guardian must contact the school at 519 452-2860 or have a note given to the Attendance Secretary. If there is no communication with the school, then the student is considered truant. Truancy on the date of a test or assignment will result in a grade of zero.

Up to 5 absences:           teacher calls home; conference with student  
At 5 + absences:           teacher makes VP/TEAM referral  
At 15 absences:           referral to Social Worker and removal from course if 15 consecutive absences

School related absences (e.g. Field Trips) will not be counted in this total. Extended illnesses or medical conditions documented by medical certificates are expected for absences related to these reasons. Students will be removed from a course only after parental contact and a careful review of the absences.

### SIGNING OUT

Students are expected to be in class. If a parent signs them out for an appointment, they are expected to leave school property for that appointment with their parent/guardian or on their own, as appropriate. Parents cannot sign students out of class to access time to study or use other school facilities. This is considered truancy if it occurs without teacher/administrator involvement. Parents cannot permit student truancy. Only administration or teachers can redirect a student's location if a unique situation arises. Students over the age of 18 who sign themselves out of class, similarly, will be off property once signed out.

### SOUTH COLLEGIATE INSTITUTE CODE OF CONDUCT

#### CODE OF CONDUCT

*A safe school is conducive to learning and teaching within an environment that promotes responsibility, respect and academic excellence. (Ministry of Education, 2001)*

*All students, parents, 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. The TVDSB Code of Conduct and our school code of conduct include the provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards. The standards of behaviour apply not only to students, but also to all school members, parents/guardians, volunteers, teachers and other staff members - whether they are on school property, on buses or at school-authorized events or activities. Students can also be held accountable for violations of the Code of Conduct that take place off school property.*

Expected Behaviours	Reasons
<p><b>Assemblies</b></p> <ul style="list-style-type: none"> <li>• students are expected to attend assemblies with their teacher and class and sit in assigned areas</li> <li>• regardless of the type of program, courtesy demands that all students be respectful and appreciative. Talking, whispering, booing, using electronic devices etc. are not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies are an extension of the learning experience at South and are designed to be educational as well as entertaining.</li> <li>• all students are expected to share and benefit from these experiences</li> </ul>
<p><b>Attendance and Punctuality</b></p> <ul style="list-style-type: none"> <li>• students are expected to attend all classes and be on time</li> </ul>	<ul style="list-style-type: none"> <li>• regular attendance is a required component for course completion and success</li> </ul>
<p><b>Buses</b></p> <ul style="list-style-type: none"> <li>• observe rules posted on each bus and demonstrate respectful behaviour towards the driver</li> <li>• follow school rules while on bus</li> </ul>	<ul style="list-style-type: none"> <li>• students and employees have the right to a safe, positive, non- threatening environment while traveling to and from school.</li> </ul>
<p><b>Dress Code “Business Casual”</b></p> <ul style="list-style-type: none"> <li>• students are expected to dress in a neat and respectable manner</li> <li>• clothing that depicts vulgarity, sexism, racism, profanity, alcohol, illegal drugs and/or violence is prohibited</li> <li>• gang wear (i.e. bandanas) is not to be worn or seen in the school</li> <li>• undergarments should not be exposed, and micro-shorts/skirts, clothing with plunging necklines, sheer clothing, bare midribs or backs is not to be worn</li> <li>• students will be asked to change any clothing or accessory which is revealing, inappropriate or may become a safety issue within the school environment</li> <li>• specific program areas may require that backpacks and skateboards are not be brought into the classroom</li> <li>• students involved in the phys. ed. program are to wear approved attire when participating in classes or intramural programs</li> </ul>	<ul style="list-style-type: none"> <li>• appearance and behaviour reflect good judgement and respect for oneself and others</li> <li>• acceptable standards of dress found in the workplace will be practiced in the classroom</li> <li>• to follow safe schools policy</li> <li>• decisions about the dress code, when questions are raised, will be made by the administration in consultation with the classroom teacher</li> </ul>

<p><b>Cell Phones</b></p> <ul style="list-style-type: none"> <li>• Cell phones are to be used for <b>educational purposes only in the classroom.</b></li> <li>• Each teacher will clearly outline their rules/expectations for cell phone use in the classroom.</li> <li>• If students do not follow the teacher’s expectations, <b>students will be sent to the VP, where the cell phone will be taken away for the remainder of the day and parents/guardians will be contacted.</b></li> <li>• For students who are repeat offenders, parents will be contacted and the number of days their cell phone privileges are taken away will progressively increase.</li> </ul>	<p><b>Ministry of Education Cell Phone Policy as of November 4, 2019.</b></p> <p><i>All members of the school community must:</i></p> <p><i>Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cell phones and other personal mobile devices are used only during instructional time (as directed by an educator), for health and medical purposes and/or to support special education needs.</i></p>
<p><b>Drugs, Tobacco, Vaping and Alcohol</b></p> <ul style="list-style-type: none"> <li>• the possession, distribution and/or use of alcohol marijuana, or illicit drugs is NOT permitted, unless the pupil is a medical cannabis user, cannabis (sections 306 and Section 310 of the Education Act).</li> <li>• the possession of drug paraphernalia is NOT permitted</li> <li>• smoking and/or the use of tobacco-related products such as chewing tobacco are not allowed on school property</li> <li>• vaping is not allow on school property</li> <li>• Students caught in the act of vaping and/or exchange of vapes on school property will be fined by the Middlesex-London Health Unit.</li> </ul>	<ul style="list-style-type: none"> <li>• to discourage the use of illegal drugs which are dangerous to health and can lead to behaviour that is detrimental to the tone and safety of the school</li> <li>• to promote healthy living</li> <li>• The <b>Smoke-Free Ontario Act, 2017</b> prohibits smoking and vaping by anybody in public and private schools, including the grounds associated with the school, and public areas with 20 metres of any point on the perimeter of the grounds of the school. Offenders may be charged under the act by the Tobacco Enforcement Officer</li> </ul>
<p><b>Eating/Drinking &amp; Cafeteria/Atrium Etiquette</b></p> <ul style="list-style-type: none"> <li>• Students may consume food and drink in the cafeteria, the hallway, atrium or outside the school &amp; garbage deposited in garbage cans/recycling bins</li> <li>• inappropriate behaviour may result in the assignment of a cafeteria duty or loss of cafeteria and/or atrium privileges</li> </ul>	<ul style="list-style-type: none"> <li>• to encourage a clean and tidy environment in all areas of the school inside and outside</li> </ul>

**ACCIDENTS**

Must be reported to the Principal within 48 hours using an **Incident Report** form (available in the Main Office). The **Student Insurance Plan** (distributed on opening day) provides supplemental coverage to OHIP and is recommended for all students, especially those who participate in competitive sports. Claims must be sent to the insurance company.

**ANNOUNCEMENTS**

Announcements will be made over the P.A. at the end of 1<sup>st</sup> period each day. Are to be made over the P.A. during homeroom must be approved/signed by the appropriate advisor/coach, and submitted in legible writing to the main office prior to 8:00 a.m. Students must listen carefully to the morning announcements - if late for class, students must stand quietly in the hallway until announcements are over.

**Note:** Announcements or posters advertising non-school events are not allowed without an administrator's initials which authorize such advertisements.

**ATHLETIC AWARDS SYSTEM**

Participants on all major sports receive 6 points per team.

Junior Athletic Letter - 30 points

Senior Athletic Letter - 48 points

Award of Excellence - 66 points

Points are also awarded for minor sports, managers, timers and scorers.

**AWARDS**

Numerous awards are available and recognized in two separate ceremonies held in the fall: Awards Night for undergraduates and Commencement for graduates.

**a) Subject Awards**

- All subject awards are determined by highest student achievement.

**b) Staff Honours Awards**

- Grade 9: 8 courses with an average of 80%
- Grade 10: 8 courses with an average of 80%
- Grade 11: 7 courses with an average of 80%
- Grade 12: 6 courses with an average of 80%
- Summa Cum Laude: Staff Honours in all 4 years

Please Note: In all cases, the courses must have been completed at South in the previous year or eLearning, must have been at grade level or above and must have been the first time the courses were taken.

**c) Additional Awards**

These are determined from nominations submitted by teachers, advisors and peers and recognize achievement in extracurricular activities, citizenship, improvement and overcoming difficulties. Information is available through Student Services.

**CAFETERIA**

- Hours are from 7:30 a.m. until 11:50 am. All garbage must be placed in the proper disposal units.

**COMPUTER USE**

The use of South computers, network and licensed software as well as access to the Internet using Board equipment must be in support of education and educational research, and be consistent with the educational objectives of the Thames Valley District School Board. Each student, parent or guardian must acknowledge the **Computer Use Agreement** form which is available on the parent portal before a student will gain access to a South Collegiate computer. Students must adhere to the terms outlined in this agreement.

**DANCE RULES**

- students **must complete a dance contract**, signed by the student and parent
- only students who have paid their student fees can attend school dances
- a South student is allowed to bring one guest, and must be responsible for that guest during the entire evening. A guest pass must be purchased and the guest list signed **before** the dance. Guest passes will be sold during the lunch periods until two days prior to the dance by the Students' Council. Guests approved by the Vice-Principal **must** show identification (ex. student card/driver's licence.)
- students are responsible for their own conduct while at the dances. **Students who are suspected of being under the influence of alcohol or drugs can expect to be suspended from school and will be barred from future dances for the remainder of the school year.** Parents will be called if drugs or alcohol are detected, and the police may also be contacted
- students are not allowed to return to the dance once they have left
- students are allowed in the main foyer, washrooms, gymnasium and, on occasion, the Atrium. The front door is the only door of entry and exit. Lockers are out of bounds
- dances will be from 7:00 p.m. until 10:00 p.m.
- the doors will be locked at 8:00 p.m. and only those students who have received approval to be late from Admin. will be allowed late entry
- students are **expected to show their student activity** card in order to be admitted to the dance
- a mandatory coat and purse check will be provided

**NOTE: South Collegiate Institute and the Students' Council are not liable for anything lost or stolen at the dance.**

**EVALUATION**

- The TVDSB is currently revising the Assessment and Evaluation policy under which all students at South will be evaluated. This policy aligns directly with the 'Growing Success' Ministry of Education document. Please see the accompanying link for further detail on [Growing Success](#).
- **Moratorium:** no formal testing will take place 5 days prior to the first scheduled exam.

### EXTRA-CURRICULAR EXPECTATIONS

These expectations pertain to any student who is involved in activities outside of the regular program of studies. It is the firm belief of the entire staff that a student's **prime** purpose, while at South, is to achieve his/her potential in the selected courses of study. At the same time, staff members acknowledge that students can certainly enhance their athletic, artistic, persistence and, organizational skills through additional involvement in both co- and extra-curricular activities. All students are advised to keep the following guidelines in mind **before** selecting their activities.

- Select an activity which can complement course work.
- Select an activity which appeals to you based on past experience and future potential.
- Select activities which do not conflict with each other in terms of commitments. Staff advisors expect 100% attendance at the activity; anything less is detrimental to you and your group or team. Students who participate in activities which occasionally do conflict are expected to work out scheduling difficulties with the staff advisors well in advance.
- **NOTE: Students who choose to miss an activity without notifying the advisor ahead of time, must expect to accept the consequences of that decision.**
- Attend on time! Lates are an annoyance and disruption to others, as are early departures before the activity has concluded.
- Advise your staff advisor/coach of absences in advance if possible – with the exception of sudden emergencies

### EXTRA-CURRICULAR EXPECTATIONS – ATHLETICS

In order to participate and remain eligible for school teams, a student must:

- Be registered in a **minimum of three classes and maintain good standing** in these classes during the semester of the sport.
- Display conduct and behaviour that represents the ideals of South Collegiate Institute's code of student behaviour.
- Be in attendance on the day of an athlete contest.
- Must pay all athletic/student/varsity/uniform fees before playing their first regular season game.
- Regular attendance is expected in all classes to practice with, and play on, a school team. **Failure to so can lead to a game suspension or removal from the team.**
- maintain satisfactory academic standards
- become familiar with the rules of the game
- be generous in winning and graceful in losing
- realize that to win at any cost is unacceptable
- demonstrate such qualities of sportsmanship as fair play, self-discipline, pride, team spirit and leadership
- be respectful towards coaches and officials at all times
- be physically fit for any game, and report any injury to the coach at an appropriate time
- realize that the field of play is an extension of the classroom, and that as a result, fighting and swearing are unacceptable in athletic competition
- understand that the use of drugs and alcohol are illegal and will not only result in suspension from school, but exclusion from representing the school on a school team for an indefinite period of time
- understand that student athletes are expected to "play clean" and that all performances enhancing substances are forbidden



- realize that student athletes are expected to not smoke while participating on school teams
- realize that you represent our school when you play at other venues

### Transfer Students

All students who have transferred to South from another secondary school are ***ineligible to play high school sports until they have completed an application for eligibility and been accepted by a transfer committee.*** These forms are available from the Athletic Director

### EXTRA-CURRICULAR CLUBS/ ORGANIZATIONS

Clubs & Organizations	Months	Who May Join
Band	All year	Interested students
Cancer Campaign	April	Any student
Diversity & Multicultural Club	All year	Any student
Drama Council	All year	Any student
Garnet Club	All year	Interested students
Geography Contests	All year	Any student
Mental Health Committee	All year	Any student
Math Buddies	All year	Any student
Math Contests	Oct. to Apr.	Any student
Peer Helpers	All year	Selected senior students
Pride Alliance	All year	Any student
Reach for the Top	Sept. to Apr.	Selected senior students
Relay for Life	March to June	Selected senior students
Robotics	All year	Any student
Safe Schools Committee	All year	Any student
School Show	Sept. to Apr.	Auditions
Science Olympics	Apr. & May	Any student
Stage Crew	All year	When vacancy occurs
Students' Council	All year	All appointed positions

### EXTRA-CURRICULAR SPORTS

Teams & Organizations	Active Months	Who May Participate
Basketball: Sr. Girls	Sept. to Nov.	Females under 20 as of Sept. 1
Basketball Jr. Girls	Sept. to Nov.	Females under 16 as of Sept. 1
Cross-Country	Sept. to Nov.	All students
Football Junior	Sept. to Nov.	Students under 16 as of Sept.1
Football Senior	Sept. to Nov.	Students under 20 as of Sept. 1
Golf	Sept. & may	Any student
Volleyball: Sr. Boys	Sept. to Nov.	Males under 20 as of Sept.1
Volleyball: Jr. Boys	Sept. to Nov.	Males under 16 as of Sept. 1
Badminton Club	Oct. to May	Any student
Basketball: Sr. Boys	Nov. to Feb.	Males under 20 as of Sept. 1
Basketball: Jr. Boys	Nov. to Feb.	Males under 16 as of Sept. 1
Curling – Boys & girls	Nov. to Mar.	Any student
Hockey – Boys	Nov. to Mar.	Any student
Hockey – Girls	Nov. to Mar.	Any student
Volleyball: Sr. Girls	Dec. to Feb.	Females under 20 as of Sept. 1
Volleyball: Jr. Girls	Dec. to Feb.	Females under 16 as of Sept. 1
Swimming	Dec. to Feb.	All swimmers
Badminton: Jr. & Sr.	Feb. to May	Any student
Track & Field	Mar. to May	Any student
Soccer (Sr.) Boys & Girls	Apr. to May	Any student
Tennis	Apr. to May	Any student

## FEES

- There will be no fees or cost charged to students to participate in the regular day school program. Fees may be charged when the student chooses to upgrade the material or when the purchase of material is optional. It is recognized there may be optional resources that students may purchase to enhance their program e.g., field trips, workbooks, upgrading materials in courses such as construction technology and visual arts.
- Students are expected to bring materials with them for their own personal note taking (e.g., pencils, pens, paper, binder). Students are expected, if they are taking Physical Education, to wear appropriate attire.
- **Students are encouraged to purchase a student card by paying the Student Activity fee which is \$25.00.** This fee includes the cost of the Student Activity Card, school wide special events put on by student council, orientation activities and student recognition.
- Students will be issued a Student Activity Card as soon as they are received from the photographer. A Student Card is also required to participate in co-curricular activities. Students involved in co-instructional teams, groups and clubs will be made aware of any additional fund-raising obligations or participation fees prior to making a commitment to participate.
- **It is the expectation that all students and families make payments to the school for all fees, including field trips, materials, uniforms, team fees, etc..., via cash online.**

## GUESTS

According to The Trespass to Property Act, offences are committed when a person who has no legal right to do so enters on school property, and when a person does not leave the school immediately after being directed to do so. Permission from the Principal or Vice-principal gives legal right. We must know at all times who is in our school and why. ***Remember, this law applies when you visit another school.***

## HOMEWORK

Homework is assigned work, usually completed outside of class time. Homework is assigned to apply and reinforce skills developed in the classroom, to prepare for tests and examinations, and to develop good work habits. **The amount of homework assigned will follow the TVDSB homework policy.**

## LIBRARY/LEARNING COMMONS

South's Learning Commons is open for either two or three of the four teaching periods during the day as well as the lunch time slot, and is available for classes and individual study during this time. Classes will take priority over individual study; from time to time the library will be closed for class specific instruction only.

Most books are available for loan for three weeks and can be renewed. Reference material does not circulate and some material is on overnight loan only. There are no fees for taking out books; however, there is a 15 cent a day fine per book, per day, if the book is not returned on time. Students have a date due card in the back of the book and this will be their only reminder of the day the borrowed book is to be returned to the library. To ensure effective use, the following policies apply:

- the area is open each school day 8:00 a.m. to 3:00 p.m.
- books may be signed out for a two-week period. A.V. resources, vertical file material and back issues of magazines may be borrowed for one day; materials may be renewed once, provided they are returned on time
- when borrowing materials, students must provide identification; a student card is the best way to provide identification as well as facilitate the processing of computerized library materials
- since students use this area to work, study or read, a quiet atmosphere is expected and encouraged. Study carrels are available for individual use.
- computers located in the Resource Centre are subject to the rules listed within the Computer use Agreement

## LOCKERS

Lockers are assigned on the first day of school by homeroom teachers. Dudley locks can be purchased at the school for \$5.00. The lock combination must be kept on file at the main office; however, for your own protection, do not disclose your lock combination to anyone else. You must use the locker to which you are assigned.

## LOST AND FOUND

The school cannot assume responsibility for lost articles. Students should have their names on books and gym equipment, and bicycles should be locked securely. All **lost and found** items should be brought to the main office.

## ONTARIO STUDENT RECORDS (OSR)

Both the Municipal Freedom of Information and Protection of Privacy Act, which applies to schools operated by school boards, and the Freedom of Information and Protection of Privacy Act, which applies to Provincial and Demonstration Schools, prohibit institutions from releasing personal information in their custody or under their control to anyone other than the person to whom the information relates, except in certain circumstances. These circumstances are defined in the legislation, and it is up to the head of an institution to decide whether or not to grant access to personal information in such circumstances. School boards should therefore consult with their freedom of information coordinators to determine whether they should develop policies on access to OSRs. Any such policies must be developed in accordance with the legislation. Boards should develop their own consent forms which they must use where the consent of the parent(s) or adult student is required for the release of information from the OSR. It is not acceptable to use Form 14 for this purpose; Form 14 should only be used for the release of clinical records under the Mental Health Act. (from the document: **ONTARIO STUDENT RECORD (OSR) GUIDELINE 2000 AND TVDSB PROCEDURES**)

### **STUDENTS:**

Every student has the right to have access to his or her OSR.

**PARENTS:**

The parents of a student have the right to have access to the student's OSR, until the student becomes an adult (age eighteen). Under both the Children's Law Reform Act and the Divorce Act, 1985, the legal right of a non-custodial parent to have access to a child includes the right to make inquiries and to be given information concerning the child's health, education, and welfare.

Parents/Guardians/Students (Over 18) are required to make an appointment with the Vice-Principal in order to access the OSR.

**SCHOOL FACILITIES**

When not scheduled for use, may be used by students, but students **must have staff supervision**.

**SOUTH COLLEGIATE INSTITUTE SCHOOL COUNCIL**

Operates according to the standard by-laws of governance developed by the Board. The purpose of the Council is to provide advice to the principal on such matters as the calendar of events, code of conduct, program priorities, co-curricular activities, and communication strategies. Visit the South School Council web site for more information: <http://www.southschoolcouncil.ca/>

**STUDENT CARDS**

Students who pay their activity fee and have their photo taken will receive an identification card . The card provides the following: access the automated library system at South; admission to events at South.

**STUDENT SERVICE PROGRAMS**

Programs to assist students with their educational and career plans are offered by both the Guidance and Special Education departments located in the Student Services area adjacent to the office.

**GUIDANCE DEPARTMENT SERVICES**

- individual/group counseling to meet educational, career and personal needs
- interest testing / career portfolio system
- group presentations re post-secondary education and career planning
- assistance with secondary and post-secondary registrations
- provide scholarship, OSAP and financial information
- provide volunteer and community service information
- referrals for alternative education programs
- referrals for specific difficulties
- maintenance of a Career Centre
- maintenance of each student's O.S.R. (Ontario School Record); i.e., reports, course changes, transcripts and certificates of transfer
- references for employment and testimonials (via the principal's office) *for bursaries and scholarships*

**SPECIAL EDUCATION DEPARTMENT SERVICES**

- assistance to students so that they are able to learn more effectively; techniques such as providing information on reading, writing, study skills, memory aids, math skills, handwriting and organization strategies will be used.

### **MINIMUM COURSE LOAD**

Students in grades 9 and 10 will take 8 credits per year; 4 credits per semester. Students in grade 11 and 12 will take a minimum of 6 credits per year; 3 credits per semester. Exceptions to this policy will occur in consultation with your Guidance Counselor and verified by the Vice-Principal.

## **ASSESSMENT & EVALUATION**

### **GUIDING PRINCIPLES**

- **the primary purpose of assessment and evaluation is to improve student learning**
- assessment and evaluation should address both the process and products of student work with ongoing feedback

**STUDENT RESPONSIBILITIES** – the student will:

- provide evidence of learning through completion and submission of all assigned tasks
- be expected to submit all assignments by the established due date
- in extenuating circumstances, request an extension from the teacher before the due date
- be responsible to discuss resolutions with the teacher when an assignment has been missed
- when an assignment or test was missed due to a legitimate absence, the **student must account for the absence with a parent note/call the day he/she returns to school**, and be prepared to write the missed assessment upon return

**The student should understand that failure to provide sufficient evidence of achievement of expectations will jeopardize the grade and/or course credit.**

### **ASSESSMENT “FOR”, “OF”, AND “AS” LEARNING:**

Teachers view “assessment” as the process of gathering information that accurately reflects how well a student is achieving the expectations of a particular subject or course. Assessment has three roles:

- providing students with feedback about their work (known as assessment **for** learning)
- helping students to set learning goals and monitor their own progress (known as assessment **as** learning)
- evaluation and reporting of progress in the form of grades or marks (known as assessment **of** learning)

Both ‘assessment **for** and **as** learning’ provide students with day-to-day feedback on their work, and are far more valuable to the learning process than a final mark on a report card (an example of assessment of learning.)

### **LEARNING SKILLS**

The development of learning skills and work habits is an integral part of a student’s learning. To the extent possible, however, the evaluation of learning skills and work habits, apart from any that may be included as part of a curriculum expectation in a subject or course, should not be considered in the

determination of a student's grade. (Growing Success) Learning skills and work habits are grouped under the following headings:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-regulation

### ***ACHIEVEMENT CHART***

Assessment and evaluation will be based on the provincial curriculum expectations and the achievement levels outlined in the curriculum policy documents for each discipline. All courses will provide a balanced approach to assessment and evaluation, providing multiple opportunities for students to practice and demonstrate knowledge and skills over time. The four categories of knowledge and skills are:

- Knowledge/Understanding
- Thinking
- Communication
- Application

### ***LATE AND MISSED ASSIGNMENTS***

South C.I. will follow the revised TVDSB Assessment and Evaluation policy (fall of 2019). **This policy will be based on the Growing Success Ministry document.**

### ***ACADEMIC DISHONESTY – CHEATING AND PLAGIARISM (TVDSB A & E Policy)***

Cheating is defined as “any effort to defraud, deceive, or elude someone else”. Examples may include: taking a test or an examination in a dishonest way through improper access to answers, or giving or obtaining assistance without acknowledgement ([www.dictionary.com](http://www.dictionary.com)).

Plagiarism is defined as “an act of theft known by many names: cheating, borrowing, stealing or copying. Plagiarism is intentionally, or unintentionally, using another person's works or ideas and presenting these as [one's] own. It is a serious offence that may result in serious academic consequences.” (On Your Own 2010, p. 41)

Plagiarism usually takes one of four forms:

1. Using a quotation or sentence verbatim (word for word) without citing the source;
2. Paraphrasing another's ideas, style or language or restating those ideas in your own words, style and language without acknowledging the original source;
3. Submitting any work by another student and claiming it as your own (where both students are contributing to the act of plagiarism);
4. Using without acknowledging the original source: diagrams, charts, internet graphics, questionnaires, etc. (On Your Own 2010, p.41)

Consequences and Action Taken in cases of Cheating and/or Plagiarism:

- Parents/Guardians will be contacted.
- The Department Head and Administration will be informed
- The incident will be documented and progressive discipline (potential suspension) will apply to future infractions.
- Students may be asked to redo part/all of the assignment.
- Students may be asked to complete an alternate assignment.
- Students may lose marks or receive a mark of zero.

### **COMMUNICATION**

One of the most crucial aspects of the assessment and evaluation process is the communication of student achievement to students and parents on an ongoing basis. Teachers and parents are encouraged to maintain frequent and regular communication throughout the school year.

Effective communication of student achievement:

- involves a variety of formal and informal communications that are ongoing, clear, and meaningful
- provides clear learning expectations and assessment criteria
- describes student progress towards achieving the expectation of the Ontario Curriculum and provides specific suggestions for students, teachers and parents to plan for the improvement of learning
- includes student input and self-assessment
- publicly reports district national, and international test results as applicable and as directed by the EQAO and the Board
- enhances the teaching and the learning process

Refer to the Calendar of Events for specific dates regarding Parent/Teacher interviews, Progress Reports, and the issuing of Report Cards.

**PRE-ARRANGED ABSENCES** - Students who know they will be absent for a scheduled evaluation must make alternate arrangements in advance (i.e. for field trips, sporting events, appointments, etc.). A parent (or student, if 18) should contact the school if an evaluation is to be missed.

### **REPORTING TO PARENTS**

- **If a student withdraws from a course after five (5) instructional days following the issue of the mid-semester report card, the withdrawal is recorded on the Ontario Student Transcript.**

### **EXAMINATIONS**

- Schedules are distributed to students three weeks in advance and posted on the school website. It is the student's responsibility to know when and where their exams are being held.
- **Attendance for an exam is compulsory.** Family vacations, appointments and work duties should not be scheduled during this time. If a student is unable to attend due to illness or extenuating circumstances, then the parent/guardian, or the student (if 18 or older), is expected to phone the Vice-Principal prior to the exam. A medical certificate or other documentation will be required by the school in certain cases (e.g., a student who has been ill and missed all of his/her exams). Such documentation shall be submitted to the Vice-principal within 48 hours of the exam(s).
- students who arrive late for an exam must report to the main office
- cheating on an exam will result in a mark of 0.

- students who would like to review their final examination paper are encouraged to do so under the supervision of the teacher concerned.
- a formal appeal of a final mark must be submitted in writing to the Principal no later than three weeks from the end of the semester in which the exam was written.

## **ONTARIO SECONDARY SCHOOL DIPLOMA REQUIREMENT**

### ***Compulsory Credits (total of 18)***

**Students must earn the following compulsory credits in order to obtain the Ontario Secondary School Diploma:**

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- 1 credit in French as a second language
- .5 credit in Civics
- .5 credit in Career Studies

### **Plus one credit from each of the following groups:**

1 additional credit (group 1):

An additional credit in English, or French as a second language\*, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education\*

1 additional credit (group 2):

An additional credit in health and physical education, or the arts, or business studies, or French as a second language\*, or cooperative education\*

1 additional credit (group 3):

An additional credit in science (Grade 11 or 12), or technological education, or French as a second language\*, or computer studies, or cooperative education\*

### **In addition to the compulsory credits, students must complete:**

- 12 optional credits
- 40 hours of community involvement activities
- successful completion of the Ontario Literacy Test (OSSLT) or the Ontario Literacy Course

### **Community and School Resources**

**Middlesex-London health Unit – Public Health Nurse at South**



Did you know there is a Public Health Nurse in most high schools? The Public Health nurse can provide free individual and confidential health advice on various health topics including Sexual Health, Relationships, Substance abuse, Healthy Eating, Physical Activity and Mental Health Promotion. To find out who the Public Health Nurse is in your school visit: <https://www.healthunit.com/public-health-at-your-school>

### Secondary School Resource Officer at South

TVDSB and the London Police Service have established an initiative known as the London Secondary Resource Officer program. The main function of the program is to foster a safe learning environment, an environment where students can focus on the task of learning and not have to worry about safety.

The constable's duties are:

- enforce the law as required
- patrol the school and meet students and staff
- be available as a resource to administrators, students, teachers, and parents
- teach the Drug and Alcohol Program (DAP)
- attend various classes to speak on current and relevant related to the law/police work.
- assist with emergency planning

### Community Resources

Abused Women's Help Line	519-642-3000
Aids & Sexual Health & Drug Help Info Line	1-800-686-7544
Alateen & Alanon	519-457-9393
Alcoholic & Drug Services (Thames Valley)	519-673-3242
Bethesda Centre (pregnant teens)	519-438-8371
Distress & Suicide Hotline	519-667-6711
Drug Help Line & Aids & Sexual Health info	1-800-686-7544
Gay Lesbian Bisexual Youth Line	1-800-268-9688
Kid's Help Phone	1-800-668-6868
Narcotics Anonymous Help Line	519-661-0119
Sexual Assault Treatment Centre	519-646-6100
Sexual Assault Crisis & Support Line	519-438-2272
Telehealth Ontario	1-866-797-0000
The Clinic (STD/Family Planning)	519-663-5446
Western Area Youth Services (WAYS)	519-432-2209
Youth Action Centre	519-434-6500

**RESPONSE PLAN INFORMATION FOR STUDENTS****LOCKDOWN – CODE RED**

Lockdown is initiated only when there is an imminent and major danger to school safety  
 Note: during Lockdown, the school becomes an emergency site under the authority of the local police service

**Initiating Lockdown:** The main office must be notified at the first indication of a major incident of school violence. Lockdown commences immediately.

- **In all instances,**
  - Follow directions of staff
  - Turn off cell phones or place on mute. Give cell phone to staff if directed to do so. Do not send text or other messages.
  - If safe to do, staff will gather students from immediate vicinity into the classroom or secure area
  - Provide staff with your name if asked to do so.
  - Remain in a secure location until termination of the drill or lockdown.
- **If in classroom,** follow the direction of your classroom teacher.
- **If in the hallways or atrium,** enter the closest classroom before the teacher locks the door. If you are unable to get into a classroom go to the washroom.
- **If in washroom,** evacuate washrooms if safe to do so and move to nearest classroom. Otherwise, secure washroom door, enter stall, lock door, and climb on top of toilet
- **If on a spare,** move to the nearest secure area. Move to the location quickly. If you are in the cafeteria, follow the direction of the cafeteria staff. If you are unable to find a secure location, seek shelter where you can.
- **If during lunch,** seek shelter in any secure area or hide behind objects
- **If during lunch and in cafeteria,** follow directions of cafeteria staff. If the servery is closed, seek shelter in any secure area or hide behind objects.
- **If outside,** move quickly away from building to identified off site evacuation location (Wortley Public School) or another safe location.
- In all instances, **QUIET QUIET!!! Make the school look empty**

**HOLD AND SECURE – CODE YELLOW**

Hold and Secure is initiated when a threat is proximate to, but not in, the school building or portables. The threat poses no immediate danger to students or staff unless they leave the building. Examples may include: Police activity on school grounds, a crime in progress, or police searching for an offender.

- **In all instances,**
  - Follow directions of staff
  - Turn off cell phones or place on mute. Give cell phone to staff if so directed. Do not send text or other messages.
- Be prepared for changes in your daily routines
- **In classroom,** follow the direction of your classroom teacher.
- **If in washroom or hallway,** return to your classroom immediately
- **If on a spare,** move to the library, Student Success or Resource and remain under the supervision of the staff.
- **If during lunch,** follow the directions given on the PA and seek shelter in any secure area
- **If outside,** move into the building with your class or go to the library

**FIRE EVACUATION**

Activated in the event of a fire within the building.

If you hear the alarm leave the building. Look for the yellow sign in each classroom for Exit instructions. Stay with your classroom teacher as attendance will be taken outside on Belgrave Avenue. If you are on a spare go to the next period classroom teachers group for attendance.

**TORNADO/Severe Weather**

Activated when weather stations are warning of severe weather.

If in classroom, follow the direction of your classroom teacher.

Students move to the specific location identified on the Tornado Drill signs located in each classroom.

Stay away from windows.