



Stephen Lewis Secondary School

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Student Handbook 2018-2019

Stephen Lewis Secondary School

Table of Contents

Please use this document with the York Region District School Board *Guide to the 2018-2019 School Year for Students and Parents*.

| | | | |
|--|----|---|----|
| Welcome | 3 | Bullying, Cyberbullying, and Intimidation | 16 |
| Mission | 3 | Busing (Transportation) | 17 |
| Vision | 3 | Co-Curricular Activities/Sports | 17 |
| Stephen Lewis Biography | 4 | CLUBS | 17 |
| Message to Parents | 4 | SPORTS | 17 |
| Information Package and Form Checklist | 5 | Community Involvement Hours | 18 |
| Our School Timetable | 6 | Concussions | 18 |
| Regular Daily Timetable: | 6 | Course Load and Selection | 18 |
| Office hours during the school year: | 6 | Crime Stoppers | 19 |
| Agenda | 6 | Dances and School Events | 19 |
| Allergies/Medical Conditions | 6 | Electronic Devices - Appropriate Use | 19 |
| Arrivals and Departures | 7 | Emergency Preparedness | 20 |
| Code of Student Conduct | 7 | Examinations/Final Evaluations | 21 |
| Caring and Safe Schools Policy..... | 8 | Fees and Enhancements | 21 |
| Communication between School and Home | 8 | Field Trips | 21 |
| Canada's Anti-Spam Legislation (CASL)..... | 8 | Food and Cafeteria | 21 |
| Email | 9 | Full Disclosure | 21 |
| Stay Connected Online..... | 9 | Fundraising Activities | 22 |
| Consent for Information Sharing – Students at the Age of Majority | 9 | Gambling | 22 |
| Dress Code | 9 | Good Neighbours | 22 |
| Electronic Devices | 10 | Halls | 22 |
| Emergency Information | 11 | Inclement Weather | 22 |
| Excursions, Field Trips and Community | | Laser Pointers | 22 |
| Walkabouts | 11 | Library Resource Centre | 22 |
| Guidance Services | 11 | Locks, Lockers and Valuables | 23 |
| Homework | 12 | Lost and Found | 23 |
| School Council | 12 | Parent/Guardian-Teacher Interview Night | 23 |
| Student Personal Information | 12 | Posters, Flyers and Other Notices | 24 |
| Visitors | 13 | School Materials, Textbooks and Library Materials | 24 |
| Volunteering in the School | 13 | Smoking | 24 |
| | | Snowballs | 24 |
| Absences and Lates (Attendance) | 13 | Spectator Behaviour | 25 |
| Academic Honesty and Plagiarism | 15 | Student Council | 25 |
| Accidents, Injuries and Insurance | 15 | Summer School/Night School | 25 |
| Alcohol and Drugs | 15 | Surveillance | 25 |
| Assemblies | 15 | Telephones and Phone Messages | 25 |
| Assessment, Evaluation and Reporting | 15 | Withdrawal from School | 26 |
| | | For More Information | 26 |



Stephen Lewis Secondary School

Welcome

Welcome to Stephen Lewis Secondary School (SLSS). We serve a large urban community including students who have many interests and abilities. Our goals are to support all of our students' learning, maximize their opportunities to pursue their future goals, and provide programming to help prepare them for their chosen career paths. We offer students a wide range of courses and specialty programs to support their success in any post-secondary pathway, including: college, university, Specialist High Skills Major programs, and apprenticeships.

Our dedicated staff is committed to student well-being and achievement. We strive to provide a safe and positive learning environment where everyone's contributions are affirmed. We encourage students to choose courses and specialty programs that offer a balanced approach to academics and post-secondary plans. In addition to modern learning activities in class, students have opportunities to become involved in a variety of activities in athletics, clubs, and the arts, leadership and student government. We hope students will be involved in these activities so that they will make new friends, become part of a team, develop and use their leadership skills, achieve success and have lots of fun while they are learning!

This package includes important information about our school to prepare students and parents for an exciting and productive year. It contains information about school procedures and expectations of students. All students and parents are asked to read this package and use it with the York Region District School Board *Guide to the 2018-2019 School Year for Students and Parents* for information and planning purposes.

We work closely with parents/guardians to support and encourage students in their academic pursuits and believe that we are partners in every student's education. We look forward to speaking and working with you in the months ahead. Please contact the school if you need any information or assistance with regard to programs or student progress.

Best wishes for a safe, happy and successful school year.

P. Burzese
Principal

P. Belmonte
Vice-Principal

A. Grieco
Vice-Principal

Mission

The Stephen Lewis Secondary School community supports all students in achieving success, realizing personal goals and preparing for life in the 21st century.

Vision

Stephen Lewis Secondary School is a safe and inclusive learning environment that values and promotes:

- academic excellence;
- critical thinking and problem solving;
- technology for life-long learning;
- positive character development;
- equity, respect and responsibility;
- appreciation and celebration of our diversity;
- social justice, civic action and global awareness;
- school spirit and participation in co-curricular activities.

Stephen Lewis Secondary School

Stephen Lewis Biography

Stephen Lewis is the board chair of the Stephen Lewis Foundation. He is a Distinguished Visiting Professor at Ryerson University in Toronto, and he is co-founder and co-director of AIDS-Free World in the United States.

Mr. Lewis is a Senior Fellow of the Enough Project. He is an immediate past member of the Board of Directors of the Clinton Health Access Initiative, and Emeritus Board Member of the International AIDS Vaccine Initiative. He served as a Commissioner on the newly formed Global Commission on HIV and the Law; the Commission's landmark report was released in July 2012.

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, he was Canada's Ambassador to the United Nations.

From 1970–1978, Mr. Lewis was leader of the Ontario New Democratic Party, during which time he became leader of the Official Opposition.

In 2003, Stephen Lewis was appointed a Companion of the Order of Canada, Canada's highest honour for lifetime achievement. In 2007, King Letsie III, monarch of 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. In 2012, Mr. Lewis was an inaugural recipient of Canada's Queen Elizabeth II Diamond Jubilee Medal.

Mr. Lewis is the author of the best-selling book *Race Against Time*. He holds 37 honorary degrees from Canadian universities, as well as honorary degrees from Dartmouth College and Johns Hopkins University in the United States

Message to Parents

Working together, parents, students and staff can help students do their best. Parents can assist in these ways:

1. Insist that your son/daughter attend all classes, on time. The procedures for absences and lateness are included in this booklet.
2. Ensure that the required course supplies (binders, pens, paper, gym clothes, etc.) are brought to class daily by your child. Textbooks are loaned out for the course and must be returned in excellent condition to the teachers by the last day of the exams.
3. Limit your child's out of school activities and working hours during each school week. This includes reducing excessive working hours, or excessive time spent texting, phoning, gaming or socializing on-line.
4. Encourage the development and practice of effective study habits. Your child will have homework, material to review, or assignments many nights of the week.
5. Consult the school when you have concerns about your child's progress at any time. An interview can be arranged with individual teachers, guidance counselor, or Vice-Principals.

Stephen Lewis Secondary School

Parent-Teacher Interview night provides another opportunity to speak with your child's teachers.

6. Notify the school about changes in home and e-mail addresses, phone numbers and/or major health concerns relating to your child.
7. Familiarize yourself with this student handbook as well as the *Guide to the 2018-2019 School Year for Students and Parents*. Together they provide information about various school and Board policies and procedures such as our Code of Conduct, Dress Code and Assessment, Evaluation and Communication of School Achievement.
8. Get involved with our School Council. Dates and minutes from previous meetings are on our website, <http://stephenlewis.ss.yrdsb.ca>

Information Package and Form Checklist

The package includes important information about the school, and a number of forms that you need to complete for each child.

Return the completed forms to your child's homeroom teacher by, September 15, 2018.

Required Forms

These forms **must** be completed.

- School Start-Up Permission Form
- Student Information Consent Form

Additional Forms

These forms **must** be completed **if** you or your child wishes to participate and are available at www.yrdsb.ca

- Consent for Information Sharing – Students at the Age of Majority Form
- School Council Nomination Form
- Student Accident Insurance Enrolment Form
- Volunteers in our schools

This information and form is available separately and must be completed if you or your child wish to participate

- Student Insurance Agreement (suggested if on school sports teams)

Stephen Lewis Secondary School

Our School Timetable

Regular Daily Timetable:

| Period | Times |
|-----------------------|----------------|
| Period 1 and Homeroom | 8:25 a.m.-9:40 |
| Period 2 | 9:45-11:00 |
| Period 3 | 11:05-12:20 |
| Period 4 | 12:25-1:40 |
| Period 5 | 1:45-3:00 p.m. |

Office hours during the school year:
8:00 a.m. to 4:00 p.m.

Special timetables for guest speakers and events will be posted prior to the event.

Agenda

We encourage all students to use an agenda (paper or electronic) on a daily basis. An agenda:

- may be a tool for students to record homework, important dates and notes; and,
- is a useful way for teachers and parents to communicate.

Parents/guardians, please check your child's agenda daily. If you wish to purchase an agenda, contact the school office.

Allergies/Medical Conditions

There are students and staff in our schools that have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods or articles, they may have an anaphylactic reaction – a potentially life-threatening condition. Medication must be administered by injection within minutes to those individuals in order to keep them safe.

To help create an allergen-safe environment, do not bring nuts or nut products to school. School rules (e.g. “no food in classrooms”) have been designed, in part, to protect students from being exposed to allergens such as nut products. While efforts are made to ensure that students are not exposed to allergens, it is up to the individual student at risk to exercise care in monitoring his or her situation and in taking precautions to avoid triggers. Students should show consideration for others in their use of cologne/perfume, aerosol deodorant, food, and other potential triggers.

To ensure the health and safety of all our students, parents must let the school know if their child has a life-threatening allergy or medical condition as soon as they are aware of it. Please notify the office and complete the Health Care Plan.

IMPORTANT NOTE TO STUDENTS WITH SEVERE ALLERGIES: If you require epinephrine because of the nature of your allergy, carry the appropriate injection tool with you at all times *and* store a spare one in the school office along with your Anaphylactic Reactions Protocol form.

Students should have a basic awareness of their health history. Parents are required to inform the school (in writing) of any special health needs or concerns of their child(ren) – particularly for emergency situations – about which the school should be knowledgeable. The school must also be provided with the name and current phone number of an emergency contact for each student.

Stephen Lewis Secondary School

Arrivals and Departures

Students who use **bicycles, rollerblades, skateboards or scooters** to travel to/from school:

- must use them safely and wear a helmet;
- must walk while on school property;
- must store rollerblades, skateboards, or scooters in their locker or backpack – the use of these items in the school and/or on school grounds is not permitted.; and
- must lock their bicycles to the racks.
- Bicycle racks are provided for student convenience and are left at the owner's risk. . Bicycles are not allowed in the school. Bicycles must not be left in the racks overnight or during the weekends.

The school is not responsible for any lost or damaged personal items.

For students who take the bus to/from school, check your route and pick-up/drop-off time information at www.schoolbuscity.com. Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

Those who **drive to/from school** are reminded to drive carefully and slowly in the school vicinity and parking lot to ensure the safety of other drivers and pedestrians. **Parents/guardians** are asked to drop off your child at the south end of the parking lot near the fence so that students with special needs who require transportation by special buses or taxis will have easy access to the front doors of the school.

Students with a valid Ontario Driver's License who wish to **park on school property** must annually complete an application form and display their parking pass. The parking pass is only for the driver (and car) to whom it is issued. Students must park in the spaces at the far 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. Loitering and waiting inside a vehicle is not permitted, nor may students play radios or other media players in their vehicles. Vehicles are off limits during emergency drills. All school and Board policies are enforced on school grounds both in and outside of the building.

Restricted parking spots include those places assigned for Visitors, Handicapped Spaces, gridded-out spaces and or the routes for buses and/or emergency vehicles. Do not park in these areas at any time for any reason.

Code of Student Conduct

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. These expectations are indicated in our School Code of Student Conduct. Students are expected to follow these rules of behavior on school property and during Board or school-sponsored events and activities.

All members of the school community have the right to a safe and respectful learning environment. The Code of Student 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

Stephen Lewis Secondary School

the student was engaged in a school-related activity. This includes inappropriate incidents that occur online or on any electronic device that negatively impact on school climate and members of the school community.

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.

Caring and Safe Schools Policy

The Caring and Safe Schools Policy is reviewed 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 in the *Guide to the 2018-2019 School Year for Students and Parents* and retain it for reference. Please see the entire Board policy on the Board website, www.yrdsb.ca.

Please refer to the Safety Information pages in the *Guide to the 2018-2019 School Year for Students and Parents*.

Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, parents/guardians should visit the school website <http://stephenlewis.ss.yrdsb.ca> and, using the link provided, submit a valid email address.



Stephen Lewis Secondary School

Email

To improve communication between home and school and reduce paper use, we use an email system to inform you of daily attendance and other school information. Our emailing list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted. Please ensure that we have accurate email information. You may email us at stephen.lewis.ss@yrdsb.ca

Stay Connected Online

You can also stay connected online through our school website, <http://stephenlewis.ss.yrdsb.ca> or our Twitter feed @SLSSYRDSB. Some classrooms also have blogs, Twitter feeds or Moodle or Google websites to help you stay connected. Your child’s teacher will provide more information.

In addition, you can follow School Board news and updates at www.yrdsb.ca or on Twitter @YRDSB, the YouTube channel YRDSBMedia and the Board app, YRDSB Mobile.

Consent for Information Sharing – Students at the Age of Majority

Once a student reaches the age of majority (18) all communications regarding their school matters (e.g., absences, etc.) will cease to go to the parents/guardians as the student is deemed an adult for the purposes of the Education Act [S.1 (2)]. A student may complete the **Consent for Information Sharing – Students at the Age of Majority Form** to provide express approval for the school to contact parent(s)/guardian(s). This form is available at the end of this package.

Dress Code

Our 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: Student Dress Code, Caring and Safe Schools, Respectful Workplace and Learning Environment, and Equity and Inclusivity.

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 that are acceptable in an inclusive and diverse learning environment. | Clothing and accessories with any writing or pictures depicting and/or promoting alcohol and/or illegal drugs, weapons, violence, bullying, obscenities or any form of discrimination (e.g. racist, sexist) cannot be worn in school. Clothing with any writing or pictures depicting and/or promoting any political or religious position that may be offensive or hurtful to others 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. |

Stephen Lewis Secondary School

| Appropriate | Inappropriate |
|--|--|
| Students are to dress appropriately for school. For example, tops must meet bottoms; bottoms must meet tops. | Students must not wear clothing that exposes their chest, abdomen, midriff, back or undergarments. |
| All pants and skirts must be worn at the hip/waist. | Pants sagging below the waist to expose undergarments are not appropriate. 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 cover undergarments and must not expose the abdomen. | Low-cut tops and strapless tops; shirts with plunging necklines – exposing cleavage/chest; visible bra straps; are not allowed. |
| Footwear must be worn at all times. Some courses require specific footwear for safety reasons. | Bare feet are not allowed. |
| Accessories must conform to the Caring and Safe Schools policy. Jewelry or accessories should have low sentimental or monetary value | Accessories such as: chains, items with sharp spikes, and other potentially harmful accessories are not permitted. Jewelry or accessories that can cause physical harm; or that contains offensive words or symbols, or that promote drugs, alcohol, or weapons (i.e. a belt with a marijuana leaf pattern) are not permitted. |
| Clothes which are clean, intact, and odour free | Torn or dirty clothes; gym clothes/team uniforms worn without laundering them between uses |

Electronic 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. Discussions will take place throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. **Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the principal or teacher.** Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.

Students are not permitted to disrupt the learning environment by using any personal electronic devices.

1. Personal electronic devices such as Cell phones, tablets etc., are to be turned off and kept out of sight during all instructional periods, except with the clear permission of the classroom teacher. They cannot be used 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.
2. Students need a clear understanding that inappropriate use of technology can result in consequences should the behaviour directly impact the learning environment. For example, posting inappropriate comments regarding the school, school staff or students on systems including but not

Stephen Lewis Secondary School

limited to *Facebook, Instagram, Snapchat, Kik, Twitter* or *Skype*, to engage in conversations that affect the physical and/or social/emotional safety of staff and students may result in consequences.

3. Students are responsible for the care and security of their own personal devices. The school is not responsible for any damage, loss or theft. Students should leave these items at home or in their locker or phys ed. locker in the change room. Students are provided with a lock for their school locker and should bring a personal lock for the phys ed. change room lockers.

Emergency Information

Office staff should be notified as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g. allergies, medications)

Excursions, Field Trips and Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips.

Field trips provide valuable learning for each student and are aligned with curriculum expectations. All students must complete a permission form for each in-school or out-of-school trip/event in which they are involved. These forms must be signed by the parents/guardians if the student is under 18 years of age. All school rules and Board policies apply for the duration of the excursion or field trip, even if it extends beyond the regular school hours. Students must remain with the staff supervisors at all times.

Guidance Services

The guidance department offers a number of services, including support for academic, vocational and personal concerns. Counselling is arranged on a one-to-one basis, with counsellors available to assist students for planning and working toward their educational and career goals, and to help them resolve personal and social difficulties. Students will be assigned a counsellor according to their surname. Students, as well as parents/guardians are encouraged to make appointments in the Guidance Office or by calling 905-326-7994 ext. 103.

Counsellors also provide communication and resource links to our local elementary schools, to community social services agencies, to employment and volunteer opportunities and to post-secondary programs and facilities. During the year, we will offer small-group instruction and/or seminars related to educational and career planning, study and examination skills and orientation to secondary and post-secondary institutions. Each student will be required to renew/revise their Individual Pathway Plan (IPP) twice each school year.

For further information about courses, credits and graduation requirements, please refer to the Secondary School section in the *Guide to the 2018-2019 School Year for Students and Parents* or the school website, <http://stephenlewis.ss.yrdsb.ca>

Stephen Lewis Secondary School

Homework

The Ministry of Education defines homework as “work that students do at home to practise skills, consolidate knowledge and skills, and /or prepare for the next class.”

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and Board Policy and Procedure #320.0, Homework.

Work done at home is an integral part of the curriculum. Homework positively influences the student’s performance by reinforcing and extending the content and skills introduced in class. It demonstrates that learning is an activity that is not just restricted to the classroom or school. Homework is intended to:

- help develop positive and enthusiastic attitudes towards independent study and lifelong learning
- foster responsibility and self-direction through effort and initiative
- acquaint parents with what their children are learning in school and to invite their help
- encourage learning and the pursuit of academic excellence
- provide time for remediation, to develop organizational and study skills

The following approaches may vary depending on the developmental level, ability, and learning needs of the individual student.

- Homework will be assigned and checked regularly
- Teachers will report to parents/guardians if students regularly do not meet homework requirements
- Homework be given judiciously on weekends with due respect to family values, interests & practices. Homework will not be assigned over holidays or significant faith days.

School Council

As parents/guardians, there are many ways you can be engaged in your child’s learning at home and at school. This includes getting involved with the school council. School Council Nomination forms are due by September 17, 2018. Please contact the school 905-326-7994 or visit the school council tab of the website <http://stephenlewis.ss.yrdsb.ca> for more information.

Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever personal information is collected, its use will be explained to you.

Please see the section on Student Personal Information in the *Guide to the 2018-2019 School Year for Students and Parents* for a list of examples for when permission will be sought. Parents must sign the Student Information Consent Form, acknowledging that they have read and understood this information.

Stephen Lewis Secondary School

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.

If you have any questions about privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 x2015.

Visitors

Anyone not registered at the school is a visitor. Visitors are allowed only for official school business. All visitors, including parents/guardians, must:

- Use the main entrance of the school.
- Check in at the school's main office when they arrive and obtain a visitor or volunteer pass to wear while in the school.

The office staff will deliver important messages and materials to your child.

Unauthorized visitors are subject to charges under the *Trespass to Property Act*. Students must not invite friends who are not registered at SLSS into the school building or onto the school property at any time of the day including the lunch hour. Students' friends, including those arriving in vehicles, are to wait off school property.

Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Policy and Procedure #280.0 Volunteers in Our Schools. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office.

Stephen Lewis Secondary School Procedures A-Z

Absences and 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.

Lates

Students who are late cause disruption to the class and affect everyone's learning. We ask everyone to be considerate and arrive to class on time, ready to learn. Students who are late must proceed directly to class and the teacher will adjust the attendance record. Please note that fifteen minutes after the class begins attendance records are sent to the office and students who arrive after this time will be marked absent unless they present an admit slip from the office and the student will need to consult with their teacher for corrections to be made. 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.

Stephen Lewis Secondary School

Absences

The only valid reasons for absences are:

- illness;
- parent/guardian authorized reason;
- authorized school activity; or
- religious observance OR other unavoidable reasons approved by the administration of the school or by parents/guardians.

Our automated phone/e-mail system reports unexplained absences to each student's home. Parents should ensure that the school has current phone numbers, and e-mail at all times.

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 must 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 in completing the student success plan with the teacher.

If a student, who is under 18, is absent, their parent/guardian must phone the school or provide a note with the student's name, date of absence(s), the reason for the absence and a parent/guardian signature. The note is to be submitted to the office when the student returns to school prior to 8:25 am. Students who are 18 or over are also accountable for their attendance and excessive absences will result in consequences. Students who are 18 or over must obtain notes/appointment cards from doctors, dentists, courts, etc. that they visit while absent from school and are expected to bring the note or card to the Attendance Office on their return to school.

Signing in/out

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.

NOTE TO ALL STUDENTS: It is YOUR responsibility to make up work missed due to lateness and/or absence. Being present and on time for ALL classes and related activities is essential to your academic success. An excuse such as "I slept in" is NOT an acceptable reason for being late for school. If you are dealing with an issue that is causing you to repeatedly be late or absent, please seek the help of your classroom teachers, guidance counselor, student success teacher, and/or Vice-Principal.

Extended Absence

The school does not endorse extended absences due to personal vacations or trips. 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 will write their exams at the place, time and date indicated on the exam schedule. Students cannot be exempted from exams for activities such as: camps, sports events, family holiday or employment (see section on Examinations).

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.

Stephen Lewis Secondary School

Academic Honesty and Plagiarism

It is the responsibility of students to be academically honest in all aspects of their school work. A student who plagiarizes or cheats is being academically dishonest.

Please refer to the Academic Honesty and Plagiarism section in the *Guide to the 2018-2019 School Year for Students and Parents*.

Accidents, Injuries and Insurance

All injuries at school or on school activities, no matter how minor, must be reported to the person supervising the class or activity and to the Main Office.

Student accident insurance provides coverage for injuries due to accidents not covered by government or private health plans (e.g. the cost of expensive dental work as a result of an accident). It is suggested that parents of students involved in athletics purchase this insurance. It covers a child in the event of an accident at school or anywhere since coverage applies 365 days a year, even during non-school activities. Applications are sent home in early September and are also available through the school office. All completed applications should be sent directly to the insurance company.

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 or school events. This will result in consequences for the student involved. The York Regional Police will be contacted. Please refer to the Safety Information section in the *Guide to the 2018-2019 School Year for Students and Parents*.

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 and Reporting

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" "Assessment and Evaluation Policy 350.0", and the Ministry document "Growing Success".

Please refer to the Assessment, Evaluation and Reporting section in the *Guide to the 2018-2019 School Year for Students and Parents*.

Teachers will use a variety of assessment tools throughout the semester to determine a student's grade. These may include diagnostic and formative assessments, and summative evaluations. It is critical that students complete all of these assessments and evaluations in order to receive feedback and support that improves and enhances achievement.

Stephen Lewis Secondary School

Course evaluation is based on two parts:

- 70% is based on evidence gathered from evaluations throughout the course;
- 30% is based on a final evaluation which will take place towards the end of the course. This will include a combination of formats, such as: culminating projects, presentations, essays, demonstrations, and an exam.
- 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

Students are responsible for providing evidence of their learning within established timelines. They are accountable and responsible for submitting work on time, attending all classes, and completing assessments and evaluations on due dates. Due date refers to the designated date and class period when the assignment/assessment is due/scheduled. Students are expected to inform teachers well in advance of a due date if they feel they are unable to complete assignments/assessments by the due date. Students must make alternate arrangements with teachers well in advance if they will be absent for a field trip or school event on a due date for an assignment or assessment. A mark deduction may be applied for late assignments/assessments whether or not a student has made arrangements ahead of time. If a student misses two or more summatives he/she will be referred to administration.

Overall:

- Students must demonstrate evidence of meeting the course expectations in order to earn a credit.
- Students must identify any issues or problems with completing assignments/assessments/evaluations to their teachers well in advance of the due date.
- Students are required to complete work assigned and evaluated during any absences.
- It is not always possible for students who miss a deadline to complete the same assignment, assessment or evaluation after it has been administered to the class. It is not possible for teachers to assign marks when students do not provide evidence of achievement of the course expectations.

Students who do not submit assignments, complete course expectations and do not complete assessments/evaluations may have a zero assigned for the incomplete items. Students must complete all culminating activities and examinations in order to earn a credit. Students must complete their exams on the date and time indicated on the exam schedule and cannot be exempted from exams for activities, such as: camps, sports events, family holidays or employment. Students who miss an exam due to illness, court appearance or bereavement must produce appropriate documentation (medical note, court documents), and will complete an alternate examination in order to earn the credit. Students who miss an exam will receive a mark of zero for that portion of their final mark in the course.

Bullying, Cyberbullying, and Intimidation

Every student has a right to learn in a safe, caring and supportive environment. Our students are engaged in anti-bullying activities, including bullying awareness intervention and prevention.

Please read the Bullying, Cyberbullying and Intimidation and School Safety section in the *Guide to the 2018-2019 School Year for Students and Parents*.

Stephen Lewis Secondary School

Busing (Transportation)

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 Caring and Safe Schools policy. Bus privileges may be revoked if students do not adhere to these guidelines. Please refer to the information in the *Guide to the 2018-2019 School Year for Students and Parents*.

For information on bus routes, stop locations, times, late arrivals, cancellation, eligibility, registering a complaint, safety and general information, please visit www.schoolbuscity.com or contact the York Region Student Transportation Services School Bus Information Line at 1-877-330-3001, accessible 24 hours a day.

Co-Curricular Activities/Sports

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.

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, games or other activities. Students must represent SLSS in a positive manner in order to continue to participate on school teams and clubs. The student engagement fee supports transportation, clubs, teams and other school activities

CLUBS

The many clubs at SLSS form an integral part of the co-curricular program. Students are encouraged to join clubs, committees and teams to enhance their high school experience. Some clubs available include DECA (Business club), GSA (Gay-straight alliance), chess, student ambassadors and the student newspaper. New clubs may be added as students and staff expresses an interest

SPORTS

Students have many opportunities to enhance their educational experience through school sports. Some teams that students and staff have participated in the past include: badminton, cross-country, rugby, track and field, slo-pitch, volleyball, Basketball, cricket, soccer, ultimate, baseball and hockey. Students should watch the information bulletin board near the gyms for try-out information and schedules.

Each participant on a school team is a student first and an athlete second. Participation is also determined by academic achievement and regular class attendance and is subject to review by the coach, subject teachers and administration. According to the York Region Athletic Association (YRAA) Constitution, students who have fewer than 22 credits must be registered in a minimum of 3 day-school courses in the semester in which they participate on a school team. Students with over 22 credits must be registered in at least 2 day school credit courses per semester. Any students new to SLSS (other than Grade 9) who anticipate playing on a school team should see Mr. Cochrane or Mr. Alijanpour to review their eligibility.

Stephen Lewis Secondary School

If for any reason a student quits a team without communicating their legitimate intentions to the coach, the student will not be allowed to join another team for that current year.

Community Involvement Hours

Ontario high school students must complete a minimum of 40 hours of community service as a graduation requirement. Refer to the information on the *Notification and Completion of Community Involvement* form available from the guidance office. The types of activities that are allowed are shown on the website, www.yrdsb.ca/communityinvolvement, or see Board Policy #620 Community Involvement Hours. Students who are graduating in June are expected to submit their forms well before June 1.

Concussions

Recognizing the serious effects that concussions can have on student learning, achievement and wellbeing, we are committed to working with parents/ guardians and community partners to provide appropriate support to prevent and minimize the risk of concussions. Parents/guardians should inform the school if their child has a concussion or is experiencing symptoms of a concussion. For more information, see Board Policy and Procedure #627.0, Concussion Management

Course Load and Selection

At Stephen Lewis Secondary School, all students must maintain full-time status for the entire school year. Those students who maintain a full schedule of courses on their school timetable tend to be our most successful students. Full-time status is defined as:

- Eight courses for Grade 9 and 10 students
- Eight courses for Grade 11 students, with fewer than 24 credits
- A minimum of seven credits for Grade 11 students, with 24 credits or more
- A minimum of six credits for Grade 12 students with 24 credits or more (3 each semester)

Students are expected to maintain full-time status at Stephen Lewis Secondary School, in order to graduate from SLSS and to be eligible for the honour roll and school awards.

Normally, students will have four courses each semester until they have achieved 24 credits (end of Grade 11). After this, students may take three courses in a semester with parent/guardian approval. Taking only three courses in a semester is not recommended. Taking four courses allows for a “back-up” credit should a student start experiencing difficulty and wish to drop a course.

When choosing courses, pay close attention to all pre-requisites, as well as to the graduation requirements outlined under the heading, “Credit Totals” located at the bottom of every student’s Credit Counselling Summary. Guidance Counsellors and teachers are available to support the course selection process with students and parents/guardians. Remember, the courses that run each semester are entirely dependent on courses students submit electronically at course selection time. If only a few students select a course, a course will not run. Research and choose courses carefully the first time because it is not always possible to make changes. For more information please visit the school’s website or the student section of the YRDSB website, <http://www.yrdsb.ca>

Stephen Lewis Secondary School

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 and School Events

Staff supervisors volunteer their time to supervise school events. Students who attend a school event are expected to attend classes the next day. Everyone must abide by the Code of Student Conduct and Dress Code.

- The school reserves the right to cancel a school event due to insufficient ticket sales or other circumstances. Ticket costs are non refundable.
- Supervision for school events will include school staff and security and/or police officers.
- All behaviour policies and expectations of SLSS are in effect at all school events. Students are also reminded that the YRDSB Caring and Safe Schools Policy is in effect during all school events.
- Students must present photo identification and a ticket to be admitted. Tickets are not sold at the door. Tickets are not transferable to other students. The school has the right to refuse admission to any person.
- Students must not be under the influence or in possession of drugs, drug paraphernalia, and/or alcohol. See Alcohol/Drug Policy in this Student Handbook.
- Students will not be permitted to leave the venue and then re-enter.
- No locker access will be permitted. Coats will be checked.

Events are designed for SLSS Students. Any non-SLSS students must be an approved, signed-in guest.

- There will be a limited number of guests permitted at selected events.
- Guest passes must be purchased in advance, one per host student. Guests must complete an application to attend and the host student must submit it by the due date. Applications will be verified by the SLSS administration.
- Guests must be signed in at the start of the dance and be accompanied by their host student. If the guest is asked to leave the dance, the host student may also be required to leave.
- Photo identification is required from both the guest and the host student.

Electronic Devices - 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 our network services (e.g. Wi-Fi) and the intent is to keep our systems available and in good condition for all students. All rules and expectations of the school's Code of Student Conduct are considered to be appropriate and in effect when using the computers and related technologies.

At times, students will be accessing the school and board computer network services with minimal supervision by teachers or staff. Each user has a personal responsibility to adhere to the intent, spirit and rules as set out in the YRDSB Acceptable Use Agreement. It is the clear intent of the YRDSB policy

Stephen Lewis Secondary School

that all use of computer and network resources are for educational purposes only. Please refer to the Technology Use section in the *Guide to the 2018-2019 School Year for Students and Parents*.

Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire, two lockdown and one hold and secure drill annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

Fire Drill/Emergency Alarm and/or Announcement

The alarm signal indicating that staff and students must vacate the building for a fire drill/emergency will be the continuous sounding of the fire bell. At the sound of the alarm all staff and students must proceed quickly, in an orderly manner, via the designated exit. Students are expected to follow all teachers' instructions and use the fire exit indicated on the emergency information sheet in each room. Students will not be allowed to go to their lockers. Once outside, regardless of the weather, everyone must stand at least 30 m away from the building and the fire routes. Parked vehicles are off limits. In an actual emergency evacuation, Evacuation Chairs to assist those who are unable to walk down stairs are located in the north and south-east stairwells.

Students are expected to remain with their teacher and classmates outside at the pre-determined meeting spot throughout the duration of the drill/emergency. Students who are on lunch or a spare when the alarm sounds are to proceed to the western end of our main parking lot (near the community tennis courts) so that attendance may be taken. No one is to re-enter the building until the all clear signal (three rings of the school bell) is sounded. There will be three practice fire drills each semester.

Hold and Secure

A 'Hold and Secure' will be announced when deemed appropriate by the principal and/or emergency personnel such as York Region Police. All external doors are locked and no one can enter or leave the school. The school will continue on with daily procedures and learning. Between periods or during lunch, no one can enter or leave the school. Notification to end the Hold and Secure will come from administration as directed by the emergency personnel. This will occur regardless of weather.

Lockdown

When the announcement "Attention. Attention. Attention. We are in a lockdown. Follow lockdown procedures." is made, everyone must quickly take shelter in their classroom or the nearest secure place (e.g. the server of the cafeteria). Students and staff must hide evidence that the room is occupied and sit silently. It is expected that students / staff remain calm, stay quiet, together and students must follow all directions given by administration and teachers until police take control. Do NOT respond to knocks on the door or bells and IGNORE any fire alarms. All other directions should be ignored. Everyone is to refrain from using electronic devices. Cell phones must remain off since their use will impede the work of emergency personnel. At the conclusion of the Lockdown response, the all clear signal, "The building is secure", will be given. There will be one lockdown practice drill each semester.

Stephen Lewis Secondary School

Examinations/Final Evaluations

Please refer to the Final Evaluations/Examinations section in the *Guide to the 2018-2019 School Year for Students and Parents*.

Fees and Enhancements

Please refer to the School Fees section in the *Guide to the 2018-2019 School Year for Students and Parents*.

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 in-school or out-of-school trip/event in which they are involved. This form includes: location, date, and cost to the student and duration of the field trip and must be signed by parents/guardians if the student is under 18 years of age.

Students on a field trip, even if it extends beyond regular school hours, must behave in accordance with the school Code of Student Conduct and the YRDSB Safe and Supportive Schools Policy and must remain with SLSS staff supervisors at all times. 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.

Please refer to the Field Trips section in the *Guide to the 2018-2019 School Year for Students and Parents*.

Food and Cafeteria

Food is to be eaten only in the cafeteria and the main hall on the first floor in order to maintain a safe and healthy environment. Food and drinks may not be eaten in the pod halls, 2nd and 3rd floor halls, classrooms, stairways, and library or gym areas. Water bottles are permitted in classes. No other food or drink is permitted in classrooms. During the lunch period, students are to eat in the cafeteria.

The cafeteria is provided for student convenience. Students are expected to use the cafeteria, its furniture and equipment in a respectful manner. For example, sit on the chairs, not the tables. Garbage and recycling must always be placed in the nearest receptacles and trays returned to the servery.

Full Disclosure

Normally, only students with 24 credits or more, with parent/guardian approval, may request to drop a course. Requests to drop a Grade 11 or Grade 12 course must be made within 5 days of the mid-semester report card being issued in order for the mark to be omitted from the student's transcript. No course may be dropped after the established deadline.

Stephen Lewis Secondary School

Fundraising Activities

Students who wish to raise funds for clubs, activities, special causes or course requirements must obtain approval from their teacher advisor, the Student Council and meet with a school administrator. Normally, food and beverage items are not sold for fundraising purposes.

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 (including card and dice games) is not permitted in the school building, on or adjacent to school property, or at or in association with school activities. Students participating in gambling activities will be subject to disciplinary action.

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.

Halls

Students are not to be in the halls while classes are in session to prevent interruptions and disturbances during instructional time. Students cannot consume food and beverages in the hallways. Behaviour and language in the halls and common areas must be courteous and respectful. Students with a spare are to be in the cafeteria or when space permits, in the library.

Inclement Weather

On days with poor weather conditions, it is important to listen to local radio or television programs for bus cancellation or school closure announcements. Unless otherwise stated, schools will remain open. Please refer to the Busing information in the *Guide to the 2018-2019 School Year for Students and Parents*.

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. Computers allow students access to resources for research and for presentation purposes. Some of these resources are available from home through remote access. 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.

Stephen Lewis Secondary School

Students may borrow resources with their SLSS photo identification card and are responsible for all resources borrowed. Students are reminded to leave valuables at home or locked in a locker rather than being left outside the library. The school is not responsible for items left outside the library or unattended.

Locks, Lockers and Valuables

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 locks provided remain with the locker. Students are not to change the locks provided since they are also property of the school.

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. Locker cleanout occurs at least once each semester and the locker must be emptied before the final exams in June. 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 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.

With respect to Physical Education classes, students should only bring the required clothing to the change room. Students may use a lock in the change room for that period only. The school and Board cannot be held responsible for lost or stolen items. Parents should consult their personal home insurance policies.

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 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.

Lost and Found

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

Parent/Guardian-Teacher Interview Night

Parents/Guardians are our most important partners in the education of their children and are encouraged to contact the school at any time regarding information on their child's progress. Parents/Guardians are encouraged to attend Parent-Teacher Interview Nights which are held after the mid-semester report cards are issued. In addition, parents/guardians and teachers are encouraged to keep open lines of communication regarding student progress.

Stephen Lewis Secondary School

Posters, Flyers and Other Notices

In general, only notices pertaining to school activities may be displayed in the school. All flyers or posters must be signed and dated by the administration. A maximum of fifteen copies of approved notices may be posted at designated areas in the school. The club and/or group sponsoring the activity/information are responsible for the removal of these notices within 24 hours after the event has occurred. Please use Fun-Tak (blue mounting putty) when posting materials on concrete walls. Please do not use tape of any kind on painted surfaces or glass. Nothing may be posted on the murals, showcases or outside the school. Please consider using the internal electronic notice boards instead of paper posters.

Requests for Religious Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations form** available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students. For more information, see Board Procedure #261.8, Equity and Inclusivity: Religious Accommodation.

School Materials, Textbooks and 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 and textbooks are returned to subject teachers in good condition or payment is made for lost materials. New materials may not be issued to students who have outstanding items.

Smoking

All York Region District School Board buildings and properties are smoke-free. Anyone who smokes on the property is subject to a fine from the by-law officers. Sharing cigarettes with youth under 19 increases the fine. Please refer to the Health Information section in the *Guide to the 2018-2019 School Year for Students and Parents* for further information, or call York Region Health Connection at 1-800-361-5653 or visit www.york.ca/tobacco.

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.

Stephen Lewis Secondary School

Spectator Behaviour

Good spectators respect the commitment of the participants enough to cheer every good play and appreciate the effort, time and dedication contributed by the members of all teams and clubs. Being a spectator at school events is a privilege which may be withdrawn for inappropriate behaviour.

Spectators are expected to:

- Be polite and courteous and use only appropriate language.
- Treat the premises, students, staff and players of the host school, visitors, guests and sports officials with respect and courtesy.
- Abide by the decisions of the staff supervisors or sports officials.
- Respond politely to the requests of all staff supervisors or sports officials.
- Remain in the areas designated for spectators and leave the performance and playing areas clear at all times.
- Refrain from any behaviour that might distract the athletes, performers or officials or interfere with the progress of the game or performance.
- Applaud performances, good plays and never make derogatory remarks about the performers, officials, players or staff supervisors.

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. Elections for executive and grade representatives are held in May.

Summer School/Night School

Registration and information for all night school and summer school credit courses is available on the Board website, www.yrdsb.ca Guidance counsellors can help students and their parents/guardians with the final registration steps.

Surveillance

Please be aware that surveillance cameras are positioned in many areas of the school to enhance security both inside and outside of the building.

Telephones and Phone Messages

Students have access to office telephones for emergencies only. Classes cannot be interrupted to call students to the office for a message or telephone call unless the call is an emergency. Personal and work-related messages for students cannot be accepted in the office. Please refer to the “Electronic Devices” section for more information.



Stephen Lewis Secondary School

Withdrawal from School

Students who may be considering leaving school must see their guidance counselor and Vice-Principal. There are many options to consider in order to complete graduation requirements. A program change or re-entry plan may be developed to meet students' individual needs.

For More Information

You can find more information on these and other topics in the ***Guide to the 2018-2019 School Year for Students and Parents*** distributed to students or on the York Region District School Board website at www.yrdsb.ca.