



# **Pierre Elliott Trudeau High School**

**Student Handbook  
2019 – 2020**

**Address: Pierre Elliott Trudeau High School  
90 Bur Oak Avenue  
Markham, Ontario  
L6C 2E6**

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**Website: [www.yrdsb.ca/schools/trudeau.hs](http://www.yrdsb.ca/schools/trudeau.hs)**

**Principal: Ms. L. Wargo**

**Vice Principals: Ms. C. Civello (Student last names from I-Q)  
Ms. C. Sampson (Student last names from R-Z)  
Mr. R. Zoratto (Student last names from A-H)**

**Schedule 2019/2020**

**Homeroom 8:15 – 8:19**

**Period 1 8:19 – 9:34**

**Period 2 9:38 – 10:53**

**Period 3 10:57 – 12:12**

**Period 4 12:16 – 1:31**

**Period 5 1:35 – 2:50**

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## School Improvement Focus

**Overall Goal:** to Build a sense of *community* and *belonging* for all PETHS staff and students

- Educate Staff about the impact of colonialism on FNMI communities (Truth and Reconciliation Calls to Action)
- Help all staff understand social identities and their impact on student learning and build a sense of belonging for all
- Use Professional Learning Teams model (PLTs) to support student learning and engagement
- Model modern learning strategies to build capacity within the school
- Modern Learner Pilot E4ML project (STEM project)
- Inclusive Design – Engaging Parent/Family/Elders/Comm.
- Foster well-being in our school community
- Build a comprehensive math program that reflect students' social identities
- Develop an understanding of our underserved and underperforming students

## Student Activity Council

Student Activity Council is dedicated to making the school environment pleasant and enjoyable. The Council is committed to supporting community events and donating to charities. Every year, events are planned to enhance school spirit.

The Student Activity Fee covers or subsidizes costs of events and activities that build school spirit and generates money that supports a variety of groups in our school, such as Music Council, Athletic Council, Arts Council, Trudeau Theatrics Society, Student Council and other clubs.

<b>Student Activities Council for 2019 – 2020</b>	
<b>President</b>	Dylan Kang
<b>Vice President</b>	Harrison Gao
<b>Secretary</b>	Diya Patel
<b>Senior Treasurer</b>	Serena Yu
<b>Junior Treasurer</b>	Allison Levy
<b>Publicity Chair</b>	Ethan Kang
<b>Communications Chair</b>	Akilesh Sathyakumar
<b>External Affairs Chair</b>	Dhruv Bhatt
<b>Activities Chair</b>	Claire Liu
<b>Media Publicity Chair</b>	Jason Lee
<b>Technology Chair</b>	Julian Cimer
<b>Equity Chair</b>	Chloe Chen
<b>Grade 12 Representatives</b>	Mengyu Gao & Ethan Sooklal
<b>Grade 11 Representatives</b>	Rachel Chan & Kieron Von Buchstab
<b>Grade 10 Representatives</b>	Sabrina Sam & Yoyo Zhuang
<b>Grade 9 Representatives</b>	TBD
<b>ELL Representatives</b>	Laura Chen & Peggy Fang

## School Council

PETHS has an active School Council comprised of parents, community members, students, and staff who provide advice on matters pertaining to the school. All parents are welcome to attend the meetings to

discuss issues, exchange information, or pose questions. The first meeting for 2019-2020 will be held in the Library on Thursday, September 19, 2019 beginning at 7:00 p.m. where elections will be held.

## **General School Guidelines**

### **Accidents at School**

All injuries must be reported immediately to the person supervising the class or activity and to the Main Office. Since accidents can result in additional expenses for parents, Student Accident Insurance may be purchased at a moderate cost at the beginning of each year.

### **Cafeteria**

The cafeteria has been designed as an environmentally friendly facility. All students work together to maintain a clean and healthy environment. Use the garbage and recycling boxes appropriately. Deposit recyclable items in the receptacles provided.

### **Cell phones and Other Electronic Devices**

Cell phones and other personal communication devices are to be turned off and kept out of sight during all instructional periods, except with the teacher's permission. will be dealt with, as student discipline, under the Board's Caring and Safe Schools Policy.

### **Continuing Education**

Courses are available at summer school, night school and through E-Learning. Contact Guidance Services for further information.

### **Daily Announcements**

Announcements are a vital way of communicating information about daily school life to all staff and students. If you wish to make an announcement, pick up an Announcement Form in the Main Office, have a staff member sign it and return it to the Main Office. Students with a study hall are responsible for the information read over the announcements and can be read on our televisions as well as our @trudueauhs on Twitter.

### **Elevator Keys**

If you require an elevator key, you must talk to an administrator. A \$10.00 deposit is required for each key. This will be reimbursed when keys are returned to the Main Office.

### **Emergency**

Emergencies can happen at school for many different reasons. In some emergencies students and staff are asked to leave the building (e.g. fire) and for other emergencies students and staff are asked to stay in the building in a secure location.

If a fire alarm is heard (continuous ringing bell) students and staff must proceed quickly to the fire exit indicated on the emergency information sheet in each room. Once outside the building everyone must stand well away from the building and fire routes. Three short rings of the bell indicate that students and staff may re-enter the school.

If a "hold and secure" is announced, students and staff are to move into the main building. Entry in and out of the school will be limited by an administrator. Students are to follow the "hold and secure" procedure until an administrator makes an "all-clear" announcement.

If a “lockdown” is announced, students and staff are to go the nearest secure area, remain quiet, turn off all electronic devices, and are not to answer the door. Students are to follow the “lockdown” procedure until an administrator makes an “all-clear” announcement.

An explanation of these emergency codes and practice of the response occurs every semester.

### **Laser Pointers**

Laser pointers can damage eyesight when used inappropriately. Laser pointers are prohibited and will be confiscated.

### **Lockers**

School lockers are the property of the York Region District School Board. Lockers are on loan to students and can be opened and searched by school personnel at any time. Lockers are loaned to students to store textbooks and personal belongings.

Students will be issued a locker. You are expected to:

- maintain it in a clean and orderly fashion;
- keep it locked using a Dudley combination lock or other appropriate combination lock;
- provide the school with the combination for your lock;
- be aware that the school cannot assume responsibility for lost or stolen articles;
- leave valuable items at home.

### **Lunch Guidelines:**

- To provide students with an alternate space to the cafeteria to eat and socialize with friends
- To minimize disruptions when classes are in session
- To ensure that the school is kept clean and litter free
- To help keep the school safe, especially during an emergency
- Eating inside the pods during lunches is not permitted. Lunches can be eaten on the first floor main hallway areas. Be respectful and clean up.
- Furniture (tables and chairs) are not permitted to be moved from the cafeteria to any hallway
- Students selling tickets / bake sales / fundraisers are permitted a table in front of the cafeteria across from the vending machines (a table and chairs can be used but must be returned to the cafeteria)
- Students must not sit on the stairs.

### **Parking**

The east parking lot is for **staff parking ONLY**. The west parking lot has been designated for student parking.

### **Personal Property**

Students are cautioned against leaving money and valuables in lockers or in change rooms. The school is not responsible for lost or stolen articles.

### **Skateboards, rollerblades and scooters**

Students may not rollerblade, skateboard or use a scooter on school property. If a student does not comply, these items may be confiscated.

### **Student Safety**

Students may only be in instructional areas including classrooms, shops, laboratories or gymnasiums under the supervision of a teacher.

### **Student Wellness**

**Need help? Try speaking to your parents\guardians or any adult at school. Here are some other supportive places you can try:**

**Kids Help Phone:** 1-800-668-6868 [www.kidshelpphone.ca](http://www.kidshelpphone.ca)

**Community Response Service:** 1-855-310-COPE (2673) or 1-905-953-5412 (by cell) or 1-905-898-6455

**York Support Services Network:** 1-866-257-9776 or 1-905-898-6455 [www.yssn.ca](http://www.yssn.ca)

**Canadian Mental Health Association:** 905-201-7302 [www.cmha-yr.on.ca](http://www.cmha-yr.on.ca)

**York Region Health Connection:** 1-800-361-5653

**Eating Disorders of York Region:** 1-905-886-6632 [www.edoyr.com](http://www.edoyr.com)

### **Telephones**

Students have access to office telephones for emergencies. To avoid interruption of classes messages from family members will be passed onto students during lunch or at the end of the school day unless it is an emergency. Personal and work-related messages for students cannot be accepted in the office.

### **Textbooks**

Textbooks are the property of the YRDSB. All students must return all textbooks and materials in good condition or pay the replacement cost.

### **Timetable Changes**

Students must attend all classes indicated on their timetable. Grade 9, 10 and 11 students will be enrolled in eight classes per year and be expected to maintain full time status except under extraordinary circumstances.

Changes to a student's timetable must be made through a Guidance Counsellor or Administrator. All requests for changes must be approved by the parent/guardian.

A request for a timetable change will be considered under the following conditions:

- summer school course successfully completed;
- failure in a course;
- incomplete timetable.

### **Visitors to the School**

Parents/guardians, speakers, and others with school business are always welcome to visit. All visitors to the school are required to report to the Main Office to sign in.

Bringing friends or siblings to the school or inviting friends to visit is not allowed and will not be accommodated. Unauthorized visitors are subject to charges under the Trespass to Property Act.

## **Code of Student Behaviour**

### **Context**

Students have the right to attend school and to learn in an environment that is dynamic, purposeful, inviting, and secure. Behaving as a contributing member of the school community will enhance a student's sense of self-worth and develop the self-discipline required of responsible members of society as a whole.

The Code of Student Behaviour for PETHS is based on the YRDSB Discipline and Safe Schools Policies. The Board's policies are based on the standards and consequences as established in the provincial Code of Conduct. The Code of Student Behaviour exists to:

1. create and maintain the best learning environment possible;
2. ensure that the rights of every member of the school community are protected and that harmony and respect exist amongst all of these members;
3. build self-worth, self-respect and self-discipline;
4. identify and develop the habits and qualities that define a multidimensional global citizen; and
5. maintain a safe learning environment.

The Code of Student Behaviour provides a structure that will result in the mature and sincere understanding of those key character attributes: respect, responsibility, and initiative.

### **Respect**

- We respect ourselves and treat others with the same courtesy with which we would like to be treated.
- We behave in a sincere, trustworthy and truthful manner.
- We respect the property of others.
- We strive to be sensitive and appreciate others.

### **Responsibility**

- We are accountable for our actions and honour our commitments.
- We interact with others without stereotyping, prejudice or discrimination.
- We stand up for human rights.
- We are persistent and energetic in our efforts to advocate for what we believe in.

### **Initiative**

- We act without being prompted by others.
- We persevere and work hard even in the face of obstacles and challenges.
- We are active participants in our school, our community, our country and our world.
- We have hope for the future.

### **Improving Student Behaviour**

Any of the following actions or a combination of these actions may be employed to direct students to improve their behaviour:

- counselling by teachers, guidance counsellors, vice-principal or the principal;
- parent consultation by telephone or through meetings at the school;
- exclusion from class for a specified time;
- community work within the school property boundaries;
- referral to outside agencies;
- payment for or replacement of stolen or damaged goods;
- student contract;
- withdrawal of privileges such as attendance at dances, participation in school events, and team membership;
- suspension from school;
- expulsion from the York Region District School Board.

# School Policies

## Dress Code

- All tops must have straps and cover the majority of the torso
- The breasts, buttocks, genitals must remain covered by opaque fabric
- All pants, shorts, skirts shall be secured at the waist/hips, and must be long enough so that the buttocks are fully covered
- Language or graphics on clothing will not display, obscene, gang affiliation, bandanas affiliated with a gang, sexist, violent or racist slogans, or refer to drugs, alcohol, smoking, vaping or sex. Clothing which contravenes the Human Rights Code in any way is unacceptable
- Students must wear footwear at all times
- Safety comes first - teachers reserved the right to ensure students are dressed appropriately for a program - ie foods class, tech and science lab

### Students cannot:

- wear clothing that reveals visible undergarments (waistbands and straps are allowed)
- wear swimsuits (except as required in class or athletic practice)
- Wear any item that obscures the face (except as a religious observance)

### Enforcement

To ensure effective and equitable enforcement of this dress code, teachers shall enforce the dress code consistently. Students in violation of the Dress Code will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school.
- Students will be provided with temporary school clothing.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear.

### Assessment, Evaluation and Communication

#### Purpose

Pierre Elliott Trudeau High School is committed to providing an engaging and dynamic learning experience for our students and we are dedicated to ensuring the success of every student. Trudeau strives to recognize and respect the whole student while endeavoring to foster commitment and responsibility and develop strong time management skills.

The primary purpose of assessment is to help students learn. assessment practices are intended to be fair and equitable. Our communication about assessment will be ongoing and meaningful. will learn most effectively when they believe that they can achieve high levels of success and when they participate actively in assessment activities.

The Pierre Elliott Trudeau High School Assessment and Evaluation Policy follows the principles of *Growing Success* and is derived from the YRDSB Policy & Procedures 305.0, 305.1, 305.2, and 305.3

### **Principles**

Assessment, evaluation and communication practices are valid and reliable when they:

- are fair, transparent, and equitable for each student;
- support each student, including those with special educational needs, English Language Learners, and those who are First Nations, Metis, or Inuit;
- are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of each student;
- are communicated clearly to students and parents at the beginning of each course and at other appropriate points throughout the school year;
- are ongoing, varied in nature, administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful and timely to support improved learning and achievement; and
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals, plan next steps and advocate for their learning.

### **Student's Responsibilities:**

- To provide evidence of achievement of the course expectations within established timelines (it is not possible for teachers to assign marks when students do not provide evidence of achievement of the course expectations);
- Present written documentation which indicates that parents/guardians are aware of the missed in-class assessment;
- Attend all classes and provide appropriate documentation for absences;
- Submit work at checkpoints for feedback;
- Indicate any difficulty with assignments in advance of the due dates;
- Request assistance from course, Student Services, ELL, Student Success teachers, and Guidance counselors;
- Inform teachers of any expected authorized absences in advance of the due dates (e.g. medical appointments, field trips, athletic events);
- Participate and contribute to group assignments, projects, presentations;
- Submit/perform individual portions of group tasks/assignments, presentations on due date;
- Bring individual copy and/or group copy of presentations/materials on due date (a backup plan is highly recommended);
- Produce and submit your own work.

### **Parents'/Guardians' Responsibilities:**

- Be informed about course requirements, assessment/evaluation due dates and school calendar;
- Communicate with teachers (note, e-mail, phone call) to indicate that parent/guardian is aware that student has been absent on the day of an evaluation;
- Review attendance procedures and other school/Board policies;
- Communicate with school personnel;
- Ask students questions about progress throughout the semester;
- Ask teachers/administrators for assistance with accessing information or discussing concerns;
- Know the dates that report cards are sent home and the dates of examinations.

### **Teachers' Responsibilities:**

- Implement effective assessment, evaluation, and communication of student learning, achievement and expectations in accordance with Board policies and procedures;
- Communicate with students/parents about assessment processes and results;
- Ensure that mark deductions (including zeros) for work not submitted in a timely manner will not result in a percentage mark that, in the professional judgement of the teacher, misrepresents the student's actual achievement.

### **Definitions of Assessment**

#### *Assessment as learning*

Assessment as learning is the process of developing and supporting student metacognition. Students are actively engaged in this assessment process: that is they monitor their own learning; use assessment feedback from teacher, self, and peers to determine the next steps; and set individual learning goals. Assessment as learning requires students to have a clear understanding of the learning goals and the success criteria. Assessment as learning focuses on the role of the student as the critical connector between assessment and learning (*Growing Success*).

#### *Assessment for learning*

The ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there. The information gathered is used by teachers to provide feedback and adjust instruction and by students to focus their learning. Assessment for learning is a high-yield instructional strategy that takes place while the student is still learning and serves to promote learning (*Growing Success*).

#### *Assessment of learning*

The process of collecting and interpreting evidence for the purpose of summarizing learning at a given point in time, to make judgments about the quality of student learning on the basis of established criteria, and to assign a value to represent that quality. The information gathered may be used to communicate the student's achievement to parents, other teachers, students themselves, and others. It occurs at or near the end of a cycle of learning (*Growing Success*).

### **A Successful Student**

A successful student at Trudeau can do the following things:

- arrive to class on time
- demonstrate learning by completing all assessments to the best of their ability
- review feedback provided by teachers in order to improve and achieve greater success
- participate in classroom activities
- challenge themselves to meet the learning goals of the curriculum
- respect their teachers, their peers and their community
- achieve to high expectations given sufficient time and support
- support the school and community by actively participating in school life inside and outside of the classroom.

### **Late and Missed Assessments**

“... students ... are **responsible** not only for their **behaviour** in the classroom and the school, but also for **providing evidence** of their achievement of the overall expectations within the time frame specified by the teacher.” (*Growing Success, 2010*)

If students do not complete a summative task or assignment by the required date, they must **meet with the teacher** to discuss reasons for the incomplete assignment. Late assignments will receive a deduction of **two percent per day to a maximum of ten percent**.

Teachers will use their professional judgment for extenuating circumstances and to negotiate possible alternatives, outcomes and/or consequences for late or missed assessments.

If a student misses a pre-scheduled test, quiz, or performance task, they must attempt to contact their teacher by the day of the assessment.

A student may receive a **mark of zero** only after multiple opportunities have been provided.

### **Academic Honesty**

It is the responsibility of students to be academically honest in all aspects of their schoolwork. A student who cheats on tests, fabricates data, or presents the work done by others as if it were his/her own (plagiarism), is being academically dishonest. occurs when ideas are used or quoted from a source without referencing or if a significant portion of the work is quoted or adapted from another source, even if it is cited.

Depending on the severity of the infraction, consequences may include contact with parents, an alternative assignment, and/or a mark of zero.

Teachers will share the required citation format with examples. Students may use the library website to find examples of the different citation formats.

### **Final Evaluations**

Students are required to participate in all final evaluations which constitute 30% of the final grade. Final evaluations may include written exams, oral and/or written presentations, and practical tests/exams. If a final evaluation is missed or not completed, a zero may be assigned for the evaluation(s) missed and this will be used in the determination of the final grade. In cases where there are extenuating circumstances, which may impact a student’s ability to participate in all or some of this final evaluation, the administration in consultation with the teacher, will decide the most appropriate method of determining the student’s final standing in the course.

### **Determining a Report Card Grade**

The percentage mark on the report card communicates the student’s *most consistent* level of achievement, with special consideration given to *more recent* evidence including tests and assignments that demonstrate the attainment of the overall expectations for the course/grade.

The achievement chart in *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools* will guide assessment.



All teachers will assess, evaluate and report student achievement using the 4 categories of the achievement chart: Knowledge and Understanding, Thinking, Communication, and Application.

Teachers must consider all evidence: observation, conversation and student product.

Teachers will provide a course outline for specific course assessments and a mark breakdown at the start of each course.

For grades 9 and 10, teachers may find it appropriate to use “I” when evidence of a student’s achievement is insufficient because the student has enrolled in the school very recently.

### **Learning Skills**

The development of learning skills (Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation) is crucial to a student’s success. To facilitate the development, teachers will provide on-going feedback on student performance at various points in the semester. The actual learning skills will not be considered in the determination of a letter grade or percentage mark for the subject or course.

### **Homework, Extra Help and Student Success**

Homework is an important part of assessment and is assigned for a variety of purposes. Work is frequently checked, discussed and used to give feedback to prepare for next steps in the course or to reinforce concepts. From time to time, students may fall behind for various reasons; however, we encourage students to use the resources available to ensure the successful completion of the course. These resources include extra help sessions with subject teachers, homework clubs and/or a peer tutors. Additional supports are available through Student Services, Guidance, English as a Second Language, Student Success, Alternative Education and Administration.

**Although students must accept responsibility, advocate and take initiative for their own learning, teachers will work to provide the support needed to strive for excellence by being an active participant in the learning process.**

## **Athletic Participation**

Students participating in extracurricular activities at Pierre Elliott Trudeau High School represent the school and act as our ambassadors. They must meet academic, behavioural and attendance standards, and present a positive image of our school.

To participate in athletic extracurricular activities, students must be registered as full-time students at PETHS. Students must demonstrate exemplary attendance and positive behaviour in accordance with the school's attendance and behaviour policies. Eligibility to participate will be based on the most recent Provincial Report Card.

Should an incident occur where an athlete has acted in a manner that breaks the attendance policy or the Code of Student Behaviour, consequences will be addressed on an individual athlete basis.

**Individuals who are aware of inappropriate behaviour by an athlete will notify the Coach and the Athletic Designate. Consequences will be determined on an individual basis. The Coach, Athletic Designate or Staff Advisor can initiate an appeal of the consequences.** Appeals will be heard by a committee consisting of the Athletic Designate, the President of the Athletic Council, a Teacher Representative, and if needed, an Administrator.

## **Attendance**

There is a positive relationship between regular attendance and success in school. Students at PETHS are required to attend regularly, to be punctual, and to participate in all scheduled classes.

### **Full Day Absence:**

- A parent/guardian will phone the school with a valid reason. A secretary notes the call on the student's attendance.
- If a parent does not phone the school, a note with a valid reason for the absence **must** be presented to the Attendance Desk upon return.
- The student receives an admit slip. The admit slip is to be shown to each teacher.

### **Absent for at Least One Class:**

- A parent/guardian phones with a valid reason or provides the student with a note.
- If the student is late arriving, go to the Attendance Desk to sign in and get an admit slip. The admit slip should be shown to the subject teachers of missed classes.
- If a student has missed a class and the school has not been notified, a parent or guardian will be called to ensure that he/she has arrived safely to school.

### **Leaving Before the End of the Day:**

- The student signs out in the Attendance Desk with a note from a parent/guardian. In the case of an emergency, the office will phone the parent/guardian.
- An admit slip is shown to the subject teachers of missed classes the following day.

### **Late for Class (Arriving After the Bell):**

- If a student is less than fifteen minutes late, the student will go directly to class. The subject teacher will discuss the tardiness with the student. The student may be asked to make up the time missed with the subject teacher, perform community service, and/or complete a written assignment.

### **Reasons for Absence**

Valid absences include illness, bereavement or family emergency. Authorized absences include dentist/doctor appointments, driver's test, and court appearances.

Students who have excused absences such as field trips, sports events and suspensions will be considered to be "in attendance" at school, although they may not be physically in the building.

**Extended absences, four school days or more, requires the completion of an “Extended Student Absence” form at least one week in advance of the leave. This form may be obtained from the Main Office. A parent/guardian signature is required. It is the student’s responsibility to catch up on all work missed. Do not plan absences or family vacations during exam periods – exams cannot be rescheduled.**

## **Information Technology Acceptable Use**

### **Rationale**

It is the intent of Pierre Elliott Trudeau High School to provide electronic educational resources and services, including access to the Internet, to all students and staff. The following rules and procedures will ensure that network security and integrity are maintained and that all users understand the responsibility that accompanies the privilege of computer use. The policy is designed to allow users to explore and utilize our school network and the Internet without adversely affecting other people or implicating themselves or the school in any illegal or socially unacceptable activities.

**Before receiving their computer password, all students and parents will be required to read, sign and return the Information Technology Acceptable Use Agreement.**

At times, students will be accessing our computer network and Internet services with minimal supervision by teachers and staff. Each user has a personal responsibility to adhere to the intent, spirit, and rules as set out in this policy.

Contravening this policy may result in penalties that include, but are not restricted to: marks deducted on an assignment; withdrawal, temporarily or permanently, of access to or privileges relating to school computer facilities; loss of credit and withdrawal from certain courses mandating the use of computers; parent/guardian contact, suspension and/or criminal prosecution.

**All use of the Information Technology resources is for educational use only.**

### **Specific Rules for Information Technology Use:**

1. All rules and expectations of the school’s Code of Behaviour are considered to be in effect when using the computers at Pierre Elliott Trudeau High School.
2. All use of the Internet and the school's computer network must be in support of curriculum based research and consistent with the educational purposes of Pierre Elliott Trudeau High School:
  - Frivolous use of the network is not permitted. This includes but is not limited to: game playing, streamed audio/video, web based E-Mail for non curriculum related items, sending greeting cards, checking sports scores and sports pools, etc.
  - The user will not use the school’s computers for product advertisement, personal or private business, commercial or for-profit purposes.
3. The user is responsible for his/her school network account and Internet account:
  - The user must not allow another person to use his/her computer account under any circumstances. The sharing of accounts is strictly prohibited.
  - The user must keep his/her password confidential and shall immediately report to the Site Administrator or school principal if s/he suspects that another person has access to his/her account.
  - The user’s workspace is for school related files only. No programs or personal files such

- as personal MP3s are allowed.
  - Files from outside sources (home, Internet, etc.) **MUST** be virus scanned before being used on the network. It is the user's responsibility to keep files of a viral nature of any school computers.
  - PETHS staff has the right to view any material stored in a student's personal directory.
  - The school may periodically clean out students' personal directories without notice; students should maintain a backup copy of any important files.
4. The user shall not interfere with the functioning of PETHS' network, or any other network:
    - The user will not attempt to gain unauthorized access to or cause a disruption in service to any computer system.
    - The user will not use the school's computer network to develop programs that harass others or infiltrate a computer system and/or cause damage.
    - The user will not intentionally seek information about, browse or obtain copies of or modify files, passwords or data belonging to other people.
    - The user will not attempt to find or exploit any gaps in system security on the PETHS network or any other system.
    - If the user notices any security weaknesses or suspects anyone of tampering with system security, s/he **MUST** notify the Site Administrator immediately.
  5. The user is responsible for the content of messages sent from their account:
    - There is no such thing as "*private*" email: compose all email as if it could and will be read by the entire world.
    - Sending messages over the network and the use of Internet Chat programs is prohibited.
  6. The user shall not use his/her account to access, create or distribute any material, which may be considered as obscene, pornographic, harassing, racist, inflammatory, malicious, fraudulent, or libellous:
    - YRDSB or the principal of the school and/or the access provider shall be the arbiters in the determination of what materials or activity may fall into these categories.
  7. The user shall respect the intellectual and property rights and laws, including copyright, of others:
    - The user is responsible for assessing whether or not the file (text, sound and/or image) has copyright on it and must properly reference (cite/footnote) any materials to be used in student work.
    - Plagiarism will not be tolerated. Ignorance will not be accepted as a defence.
  8. The user will not download or upload any executable (program), MP3, audio or video files from the Internet, without the express permission of the Site Administrator. The Site Administrator may choose to bestow such authority upon other computer teachers:
    - Installing programs onto the network or on workstations is **NOT** allowed without permission from the Site Administrator.
    - No programs on the school's computers shall be copied without the express permission of the Site Administrator.
  9. Treat all computer equipment with care and respect. Hardware or software shall not be destroyed, modified, or abused in any way:
    - Hardware, software and network configurations are never to be changed.
    - Report any damage to the supervising teacher immediately. Do not attempt to repair

- the damage.
- Students are not to move, disconnect or remove any computer or any of its components from its original location without express permission from the Site Administrator.
- No food, drink, or snacks are to be consumed anywhere near a computer.

### **School Dances**

School dances provide an opportunity for students to socialize under supervised conditions. The majority of PETHS dances will take place in the evening. The following rules apply:

1. All persons in attendance must adhere to the expectations for behaviour outlined under the PETHS Code of Student Behaviour, the YRDSB Safe Schools Policy, and the provincial Code of Conduct.
2. Dances held on school property will end at 10:30 p.m.
3. Dances held off school property, such as a semi-formal or prom, will end on or before 11:00 p.m.
4. The dance will be supervised by paid duty police officers, teachers and by the Principal and/or Vice Principals.
5. No person suspected to be under the influence of alcohol or drugs shall be admitted to the dance.
6. Any person who displays inappropriate behaviour will be removed from the dance. Parents and/or police will be contacted.
7. Once admitted to the dance, students may not leave and re-enter.
8. All participants are required to check their coat/jacket at the coat check provided.
9. Access to lockers is prohibited.
10. No smoking is permitted at school functions.
11. Admittance will be granted to students with tickets.
12. Guests will only be admitted to the semi-formal and the prom. Guest tickets may be purchased in advance ONLY. Each guest must complete the Guest Information Form in advance of the event. Guests must present a photo ID at the door before being admitted to the dance.

### **Field Trips**

School field trips are excursions organized by staff members for students. Field trips are used to enhance the curriculum by providing enrichment activities for students.

1. Students on school field trips are subject to the same expectations that apply at school. It is expected that students will behave appropriately on all field trips.
2. Teacher supervisors are responsible for the safety and welfare of students; therefore, students must follow their instructions at all times.
3. A student going on a school trip must have returned a signed parent consent form prior to the date of the trip.
4. Whenever a bus is arranged for a field trip, all students must go on the bus and return on the bus.
5. While riding on the bus, students are expected to act in a manner which allows the driver to give full attention to the driving of the bus and the safety of the passengers.
6. Students who misbehave on school field trips will forfeit the privilege of participating in other school trips for a specified period of time.
7. It is the responsibility of the student to complete the work missed in other classes as a result of participating in the trip.
8. Each student must notify all of his/her teachers at least two days in advance of a trip.

## **Homework**

The Homework Policy has been revised in accordance with the board's commitment to both achievement and well-being for all students. The policy has been broadened beyond literacy context and places increased attention on the importance of personalization and home-school balance in support of student learning and well-being.

There will be further communication regarding this policy distributed at a later date.

Definition of 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." Homework is part of assessment *for* learning and may not be included in the determination of the grade. (adapted from Growing Success: Assessment, Evaluation and Reporting in Ontario Schools)

Teachers will make every effort to distribute homework fairly, and be mindful of significant faith days as identified by the YRDSB in the Faith Days and Observances Calendar.

Students are expected to:

- make every effort to complete homework or, if none has been assigned, review notes or previous lessons.
- request clarification or assistance when necessary.
- record homework assignments and due dates in their student agenda books and use them as a time management tool.
- complete homework missed while absent.
- The development of a regular routine of home study and review is a significant factor in student success in secondary school.

Parents are expected to:

- provide a quiet area for study.
- allot a specific time for homework nightly.
- assist and support as appropriate.
- inquire regularly about the homework assigned and monitor completion.

## **Spectator Behaviour**

Athletic events are tests of skill, fitness, teamwork and training. They provide challenging encounters for athletes and exciting entertainment for fans. Being a spectator at school events is a privilege, not a right, which may be withdrawn for inappropriate behaviour:

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

Good athletes compete fiercely to the best of their ability and the limits of their training. Good spectators respect the commitment of the athletes enough to cheer every good play and appreciate the effort, time, and dedication contributed by the members of both competing teams. Enjoy the game, no matter who wins!