

TECUMSEH VISTA ACADEMY SECONDARY SCHOOL



Home of the Vortex
Together We Are Better
Ensemble Nous Sommes Meilleurs

**STUDENT HANDBOOK
2023-2024**

**11555 Shields Street
Tecumseh, Ontario
N8N 0C1**

**Telephone: (519) 739-2189
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Attendance Line (24 Hour): (519) 739-2189, Ext. 31779**

IMPORTANT DATES

Labour Day	September 4
First Day of School	September 5
Professional Activity Day	September 22
Thanksgiving	October 9
Parent-Teacher Interviews	October 11
Night of Excellence	TBD
OSSLT Opportunity 1.....	November 1 to November 30
Remembrance Day.....	November 11
Professional Activity Day	November 17
Christmas Holiday	December 25 to January 5
Gr. 9 EQAO Math Assessment.....	January 10 to February 2
Semester 1 Exams	January 26 to February 1
Professional Activity Day	February 2
Start of Semester 2	February 5
Professional Activity Day	February 16
Family Day Holiday.....	February 19
OSSLT Opportunity 2.....	March 20 to April 24
Parent Teacher Interviews.....	March 6
March Break	March 11 to March 15
Good Friday	March 29
Easter Monday	April 1
Professional Activity Day	April 26
Senior Prom	TBD
Victoria Day.....	May 20
Gr. 9 EQAO Math Assessment.....	May 29 to June 26
Athletic Banquet	Mid-June
Semester 2 Exams	June 21 to June 27
Gr. 12 Graduation Ceremony.....	TBD
Professional Activity Day	June 28

GENERAL INFORMATION, REGULATIONS AND PROCEDURES

AUTOMOBILES AND PARKING: Students may bring their car to school and park with permission from school administration. The student parking lot is located along the west side of the school, adjacent to Banwell Road. Elementary, Secondary and STEPS buses will be parked in the driveways before and after school. All drivers must proceed slowly and cautiously, as students enter and leave the buses. The student parking lot is not a social area for students. Students are not to loiter in the parking lot or in their cars during the school day. The school assumes no responsibility for damage or loss to vehicles or their contents. Any violation of these rules, or any rules of good driving, can result in immediate and permanent suspension of the privilege to park on school property.

AFTER SCHOOL ACTIVITIES: After school events such as sports teams, clubs and activities will be offered at TVA. All permission forms must be completed and submitted to the supervising teacher/coach prior to playing any league games (WECSSAA, SWOSSA, OFSAA). Students must in any extracurricular activities.

CAFETERIA, FOOD & DRINK: In an effort to maintain a neat and sanitary school environment. After eating, students are expected to clean up and dispose of their garbage in a responsible manner. Students may bring their water bottle to class.

HAND SANITIZATION: Alcohol-based hand sanitizers are located at school entry points, in classrooms and at various locations throughout the school. Students are encouraged to sanitize (or wash) their hands after a classroom activity, before and after eating and throughout the day. Students should avoid touching their face with unwashed hands.

HAND WASHING: Classrooms with sinks will be outfitted with soap dispensers and paper towels. Students are encouraged to wash their hands using soap and water after a classroom activity or before and after eating. Students must always wash their hands after using the washroom. It is essential that students scrub their hands with soap and water for a minimum of 20 seconds and turn off the manual tap with a paper towel. Students should avoid touching their face with unwashed hands.

HALLWAYS: Students are expected to show courtesy while walking quickly and quietly to class. Students are not to congregate or loiter in the hallways.

LOCKERS: Each student will be assigned a locker during the school year. Students may not share lockers. Students are to keep their locker locked at all times and not disclose their combination to anyone. If your locker is damaged, please notify the Main Office. Obscene or inappropriate material is not permitted in lockers at any time. If you notice such material in a locker, please notify the Main Office. Student discipline will apply in such circumstances according to Board Policy. Lockers remain the property of the school and school administration reserves the right to enter any locker on the school premises. If the Principal or Vice Principal has reasonable and probable cause to believe that a student has been, or may be, involved in a criminal offence the police may be called to assist in the search of a locker.

WASHROOMS: Students are expected to use the washroom closest to their scheduled class. Only one student is allowed out of the classroom at any given time as occupancy in washrooms is very limited. When finished, students are expected to wash their hands with soap and water and immediately return to class.

WATER FOUNTAINS and REFILL STATIONS: Students are encouraged to bring a re-usable water bottle to school. Students are not to share their re-usable water bottles with another student. Students may bring their re-useable water bottle to class.

WEIGHT ROOM or WEIGHT EQUIPMENT: Students may access the weight room or weight equipment only under the direct supervision of a teacher. Students must take great care to use the weight equipment in a safe and responsible manner as instructed by their teacher. All sports and weight equipment must be regularly cleaned and disinfected after use.

SCHOOL BELL SCHEDULE

At Tecumseh Vista Academy, students will attend four classes per semester. The school timetable is listed below:

Waring Bell	8:10 a.m.
Announcements and Period 1	8:15 a.m. 9:35 a.m.
Period 2	9:40 a.m. 10:55 a.m.
Lunch	10:55 a.m. 11:40 a.m.
Lunch Warning Bell	11:35 a.m.
Period 3	11:40 a.m. 12:55 p.m.
Period 4	1:00 p.m. 2:15 p.m.

ATTENDANCE POLICY

Regular attendance and punctuality are habits and qualities that are important in any work responsibility to report to class on time, ready to learn with appropriate materials (i.e. pencils, pens, calculators etc.) and books (i.e. textbooks, notebooks etc.).

CLASSROOM ATTENDANCE: Student attendance will be checked each day. Students may only be absent from class with prior permission from their parent/guardian or school administration. Missing class time to work on assignments or to study for a test or an examination is not acceptable.

ABSENCE FROM SCHOOL: If a student is absent from school, the parent/guardian must call the on the day of the absence and report the absence. Our attendance phone number is 519-739-2189, Ext. 31779 and is available 24 hours per day. Parents/Guardians can also submit the absence electronically using Edsby. If the parent/guardian has not contacted the school, the student must bring in a signed note from them which states the reason for the absence, on the day they return to school. This note must be presented to the Attendance Office prior to the start of the school day.

LATE: even with parental/guardian consent, is not acceptable. Students who are late to class will be issued an through Edsby. Students will be counseled by their classroom teacher on their first 3 lates. On the 4th late, a letter will be sent home. On the 5th late the student will be sent to the Attendance office for a late slip to gain admittance to class. This includes every late thereafter. Late 6,7,8 in a single course will result in a detention. Persistent lateness (late 9+ in a single course) will result in progressive discipline up to and including contact with your parents and may result in suspension.

LEAVING SCHOOL: Students can leave school early provided they get permission from their parent/guardian. Parents/Guardians are encouraged to call the school or submit the absence electronically using Edsby. If the parent/guardian has not contacted the school, the student must bring in a signed note from them which states the reason for leaving school early. be recorded by the Attendance Secretary in Edsby. Students who leave school for part of the day and return, must sign in at the Attendance Office. Students, who leave school without permission from the Attendance Office, will be considered truant.

TRUANCY: Students who are absent from school without parent/guardian permission are considered truant. A truant student will be assigned a consequence as per our school progressive discipline policy. Students may not be granted make-up tests or be given full credit for late assignments or missed homework. Once a pattern of truancy is established, parents/guardians will be notified to help resolve the problem.

AGE OF MAJORITY STUDENTS: Students who reach the age of 18 may sign their own notes regarding lates and absences. Students will be held accountable for their attendance and academic progress. Once a student has signed out 10 times during the entire school year (one per month), me

Our Learning Support Teachers (LST) assist students who have been identified as exceptional by an the Individual Education Plan (IEP) to ensure the students

access the Learning Support Teachers for assistance as needed. Our LST is available in Room 1044.

Our Student Success Teacher (SST) works in conjunction with school administration, Learning Support Teachers (LST), guidance counselors, teaching staff and other support staff, in the development of a school culture that is supportive of all adolescent learners and the program pathways they want to pursue. Our Student Success Teacher (SST) will develop and implement the necessary school and Family of Schools based strategies and mechanisms through which all students will have the opportunity to experience a successful year. Our SST is available in Room 1048.

Our Child and Youth Worker (CYW) works collaboratively to ensure the safety and well-being of students. Our CYW works in partnership with our school-based team to support the management of behavioral, social/emotional development and learning of students in all educational environments. Our CYW is available in Room 1093.

LIBRARY LEARNING COMMONS

The Library Learning Commons is an essential resource for learning in our schools. We offer a wide variety of best-selling paperbacks, hardcover fiction, non-fiction as well as reference books. Virtual resources are available as well. Once a student has completed reading a book, the book must be returned to the Teacher Librarian. Students are to return all borrowed books or materials on or before the assigned due date. Students will be held responsible for lost and/or damaged books or materials.

PERSONAL COMMUNICATION AND COMPUTING DEVICES

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, SmartPhones, laptops, Netbooks or other electronic communication and computing devices have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive teaching or learning; and/or interferes with the safe and efficient operation of the school.

Use of personal communication and/or computing devices is only permitted in school buildings or on school grounds during instructional time when permitted and supervised by a staff member for educational purposes.

Students who choose to bring personal communication and/or computing devices to school, do so with the understanding that:

Personal communication and computing devices that are brought to school are the responsibility of the owner. The GECDSB and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device.

Personal communication and computing devices that are brought to school are to be off

HOMEWORK: Homework is assigned to give students the opportunity to put into practice the lessons

Thirty percent (30%) of the grade will be based on a final assignment for evaluation administered at or towards the end of the course. This final assignment for evaluation will determine achievement using one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. The final assignment for evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. Should a student not submit the final assignment(s) for evaluation, a grade of zero (0%) shall be assigned for the task. Final exams are to be written as scheduled.

PROVINCIAL ACHIEVEMENT LEVELS: Teachers, parents/guardians can be confident that students who are achieving at Level 3 (70-79 %) are well prepared for work in the next grade or course.

Grade Range	Achievement Level	Summary Description
80 – 100%	Level 4	Identifies achievement that surpasses the provincial standard. The student demonstrates the specified knowledge and skills with a high degree of effectiveness. Achievement at this level does not mean that the student has achieved expectations beyond those specified for the grade/course.
70 – 79 %	Level 3	Represents the provincial standard for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness. The student is prepared for work at the next level.
60 – 69 %	Level 2	Represents achievement that approaches the provincial standard. The student demonstrates the specified knowledge and skills with some effectiveness. Students need to work on identified learning gaps to ensure future success.

SUSPENDED STUDENTS: Students that are suspended from school lose the opportunity to be assessed and evaluated by their teachers. Upon their return to school, students must meet with their teachers to discuss an alternate date/time for their evaluation.

Students in consultation with their families are strongly encouraged to actively plan their respective high school course selection and initial post-secondary destination with the help of their school guidance counselor and student success team members. Each year of secondary school brings new

secondary destination. The transition to a post-secondary destination is best navigated with the support from our guidance department and their collective expertise during this important time in the lives of our students. Should you have any questions please contact our school guidance department to assist in the planning process.

EXTRA - CURRICULAR ACTIVITY POLICY

The Greater Essex County District School Board values the important role that extra-curricular activities play in the development of our students. Activities provided by our schools are meant to complement and enhance the academic program so that all students have an opportunity to enjoy a well-rounded educational experience.

Students who wish to participate in extra-curricular activities are subject to the expectations and standards outlined in the Greater Essex County District School Board policy and that of any policies, expectations and standards found within the governing sport bodies: WECSSAA, SWOSSAA and OFSAA. The criteria for eligibility in extra-

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

A Principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate. Under section 306 of the Education Act, a pupil may be suspended, up to a maximum of 20 school days, for committing any of the following infractions:

- Uttering a threat to inflict serious bodily harm on another person;
 - Possession of alcohol, illegal drugs/or, unless the pupil is a medical cannabis user, cannabis; and/or restricted drugs;
 - Being under the influence of alcohol, illegal drugs/or, unless the pupil is a medical cannabis user, cannabis, and/or restricted drugs;
 - Swearing at a teacher or at another person in a position of authority;
 - Committing an act of vandalism that causes extensive damage to school property at the
- Bullying;
- Any act considered by the Principal to be injurious to the moral tone of the school;
 - Any act considered by the Principal to be injurious to the physical or mental well-being of any member of the school community;
 - Any act considered by the Principal to be contrary to the Board or school Code of Conduct.

ACTIVITIES LEADING TO SUSPENSION PENDING EXPULSION

When a Principal believes that a student has committed one or more infractions outlined below on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate, the Principal shall suspend the student. An investigation will ensue. Under section 310 of the Education Act, the following activities will lead to a suspension pending expulsion:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;

BULLYING AND RACISM: REPORTING AND PREVENTION

Students have the right to feel safe at school, in your community and online. Students are encouraged to talk to someone they trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor. Adult intervention stops bullying. Tell someone so they can help stop the harassment.

get it to someone who can help. Click [here](#). Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

If you are the Victim:

Share the details of the incident with an adult at school that you trust, remember all conversations are confidential and dealt with strategically*.

It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).

If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.

Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.

Honour the investigation and keep all information confidential from others if possible. Avoid

Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.

Keep track of additional information that comes up related to the incident. Report this information to the office right away.

Your Principal/Vice Principal cannot help if they do not know!

Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

If you are the By-Stander or Supporter:

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STUDENT'S EMERGENCY RESPONSE

ACCIDENTS AT SCHOOL: If a student is injured at school, or on school board property, the student is expected to report the injury immediately to the teacher in charge or to the Main Office. An OSBIE Incident Report will be completed by the supervising teacher. If the Main Office is closed, students

COMMUNITY AGENCIES AVAILABLE TO SUPPORT STUDENTS

There are a number of professional agencies and organizations in Windsor and Essex County that students can access to help a family member, or friend in need. Students are encouraged to contact any of the following agencies or organizations for assistance.

Alcoholics Anonymous	519-256-9975
Alive! Canada	519-973-4411 Ext. 3265
BANA/T.H.C. Eating Disorder Hotline.....	1-855-969-5530 (Mon-Fri)
Can-Am Indian Friendship Centre of Windsor.....	519-253-3243 Ext. 238
Canadian Mental Health Association.....	519-255-7440
Centre for Addiction & Mental Health	1-800-463-6273
.....	519-252-1171
Community Crisis Centre (