

**TECUMSEH VISTA ACADEMY
SECONDARY SCHOOL**



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

**STUDENT HANDBOOK
2024-2025**

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MESSAGE FROM SCHOOL ADMINISTRATION

Welcome to Tecumseh Vista Academy Secondary School ... Home of the Vortex!

At Tecumseh Vista Academy Secondary students and staff strive for academic excellence. We offer a variety of programs and services to meet the learning needs of all students. In addition to a regular high school curriculum, we offer an e-STEAM Program for students that want an enhanced learning opportunity in entrepreneurship - Science, Technology, Engineering, Art and Mathematics. We offer a French Immersion Program for students who want to be immersed in French culture and language. We offer four Specialist High Skills Major Programs (SHSM): Arts and Culture, Business, Health and Wellness, and our French-focused SHSM program: Non-Profit, Education and Childcare. Finally, we also offer a Skills to Enhance Personal Success Program (STEPS). We are very proud of our students' academic achievements. Many of our graduates earn scholarships, awards and bursaries to Colleges and Universities across Ontario and Canada.

In addition to academics, we offer a wide variety of extracurricular clubs and activities for students. Some of these include: Concert Band, Jazz Band, Eco-Schools, Robotics, GSA, Jack.Org (Student Well-Being), Drama Club, Debate Team and Student Parliament. In athletics, we offer a full complement of boys and girls teams. We hope students will take the opportunity to become involved in a variety of activities, clubs or sports teams throughout the year.

This handbook was designed to help students have a successful school year. It contains all of the essential information that students need to know with respect to our rules, policies and procedures. Students are encouraged to review this information with their parents/guardians. We look forward to meeting our new and returning students and wish everyone a fantastic school year!

Sincerely,

Ms. J. Kepran,
Principal

Ms. L. McLaughlin,
Vice Principal

MESSAGE FROM STUDENT PARLIAMENT

Welcome to Tecumseh Vista Academy Secondary School! We look forward to another exciting year! Student Council Elections for most senior positions were filled in June (2024). The names of most members of Student Parliament are listed below. Grade Level Elections will take place in late September. We encourage all students to submit their name and run for these positions. Student Council Meetings generally take place during our school lunch. If you have any ideas or suggestions, feel free to reach out to one of your Student Parliament representatives. GO VORTEX!

Prime Minister	Grace Allison
Deputy Prime Ministers.....	Victor Leinart, Shauna Abdel Sater
Ministers of Arts.....	Hannah Falconer, Owen Theriault
Ministers of Athletics	Finn Rosenkrantz-Krauss, Kaiden Wilson
Ministers of Spirit.....	Sara Benali, Hudson Trudeau
Minister of Equity.....	Julia Pangilinan
Charitable Liaison	Paige Briscoe
Minister of Promotions	Tessa Bublick
Ministers of Promotions and Social Media.....	Isabella Worley, Pariso Paulo

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IMPORTANT DATES

Labour Day	September 2
First Day of School	September 3
Professional Activity Day	September 20
Parent-Teacher Interviews	October 9
Professional Activity Day	October 11
Thanksgiving	October 14
OSSLT Opportunity 1.....	November 5 to December 3
Remembrance Day.....	November 11
Professional Activity Day	November 15
Night of Excellence	November 28
Christmas Holiday	December 23 to January 6
Gr. 9 EQAO Math Assessment.....	January 8 to January 31
Semester 1 Exams.....	January 24 to January 30
Professional Activity Day	January 31
Start of Semester 2.....	February 3
Professional Activity Day	February 14
Family Day Holiday.....	February 17
Parent-Teacher Interviews	March 5
OSSLT Opportunity 2.....	March 18 to April 15
March Break	March 10 to March 14
Good Friday	April 18
Easter Monday	April 21
Professional Activity Day	April 25
Senior Prom	TBD
Victoria Day.....	May 19
Gr. 9 EQAO Math Assessment.....	May 28 to June 25
Gr. 12 Graduation Ceremony.....	June 16
Athletic Banquet	Mid-June
Semester 2 Exams.....	June 20 to June 26
Professional Activity Day	June 27

GENERAL INFORMATION, REGULATIONS AND PROCEDURES

AUTOMOBILES AND PARKING: Students may bring their car to school and park with permission from school administration. The make, model, colour and license plate number of the car must be registered in the Main Office. The school parking lot is located along the west side of the school, adjacent to Banwell Road and is utilized by both staff and students, so parking spots are not guaranteed. Students are encouraged to leave adequate time before classes in the event that the parking lot is full and they are required to park off-site. Vehicles are not permitted to park in the fire or bus lanes. All drivers must proceed slowly and cautiously. The 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 adhere to the Board's Extra Curricular Policy in order to participate in any extracurricular activities.

CAFETERIA, FOOD AND DRINK: In an effort to maintain a neat and sanitary school environment, students are expected to clean up and dispose of their food and beverage-related garbage in a responsible manner.

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: Students are encouraged to wash their hands using soap and water after a classroom activity, after using the washroom or before and after eating. 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 and a school lock during the school year. Other locks are not permitted and students may not share lockers. If your lock or locker are 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.

LOST AND FOUND: Articles which have been found are to be taken to the Main Office where the owner can claim them. The school assumes no responsibility for lost or stolen items. Students are encouraged to keep valuable items at home.

MASKING: As directed by the Office of the Chief Medical Officer of Health, and the Ministry of Education, masks will not be required for students, staff and visitors in schools, school board offices, or on student transportation. The GECDSEB will continue to support voluntary mask wearing for those who choose to wear masks.

RESPIRATORY ETIQUETTE (coughing/sneezing): Students that feel the need to cough or sneeze should cough/sneeze into their elbow or into a tissue. Students must immediately dispose of their tissue and wash/sanitize their hands. If you do not, droplets will remain on the skin which have the potential to be spread to other people or to other surfaces.

TEXTBOOKS: Textbooks are issued to students on loan. Students are responsible for returning the same textbook at the end of each semester. A replacement cost will be applied to lost or defaced books and to books that are returned in such poor condition that they are no longer useful.

SMOKING or VAPING: According to Board Policy and the Smoke Free Ontario Act, smoking or vaping is not permitted on school board property, the bus, or at school sponsored events and activities. Smoking or vaping under classes is not permitted. Students will be disciplined and/or fined by the Windsor Essex County Health Unit Tobacco Enforcement Team.

SKATEBOARDS, ROLLER BLADES, HEELIES AND TRICK BIKES: Skateboards, roller blades, heeies and trick bicycles are not to be used on school property at any time.

STUDENT WALKERS: Students who walk to/from school are expected to display courtesy to our neighbours and local businesses by respecting their privacy and property. Please do not litter, loiter and or take shortcuts through their property.

STUDY PERIODS: Senior students may be assigned a study period on their timetable. This decision is made in consultation with guidance and administration, based on credit accumulation and on a case-by-case basis. Students are expected to utilize this study period to study and/or complete schoolwork in one of the learning pods, Cafeteria or Library.

TRACK and FIELD COMPLEX: Students may access the track and turf area when accompanied by their classroom teacher. The track and turf area is off limits to students before and after school and during lunch time.

VISITORS: By law, all visitors to the school must report to the Main Office. Visitors must conduct a daily self-assessment, sign a logbook, wear a mask, sanitize their hands and practice physical distancing at all times. Visitors to the school will be issued a Visitor's Pass.

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. Loitering in washrooms will not be tolerated and will result in progressive discipline.

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:

Warning 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 environment. It is also a legal requirement for students attending school. It is the student's responsibility to report to class on time, ready to learn with appropriate materials (i.e. writing utensils, books, required devices).

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. Students marked absent from class, with or without parent/guardian permission are not permitted on school grounds as this presents significant safety concerns in case of an emergency.

LATE: Being late for reasons like: "I slept in", "I missed the bus" even with parental/guardian consent, is not acceptable. Students who are late to class must check in at Attendance Office where they will be issued an electronic "Late Slip" through Edsby. Students will be counselled by their classroom teacher on their first 4 lates. After 5+ lates in a single course, parents/guardians will be notified to help resolve the problem and progressive discipline may be assigned to remedy the situation.

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 a Planned Absence electronically using Edsby, in advance. Prior to leaving the building, students must check out 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. Truancy is defined as an absence without a legitimate, administration-approved reason. A truant student will be assigned a consequence as per our school's 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 take responsibility for reporting their absences, but will still 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), medical, dental or legal documentation may be required for future absences.

DRESS CODE POLICY

In general, all clothing worn to school must be conducive to an academic learning environment. Clothing or accessories containing inappropriate or objectionable pictures and/or words such as references to alcohol, drugs, profanity, obscene language, statements promoting violence, racism or illegal behaviour, sex (including words or phrases with double meaning), or gender-offensive language are not acceptable.

This dress code policy must be adhered to at all times including field trips, excursions and sporting events. While the selection of clothing worn at school remains the responsibility of parents/guardians and students, school administration reserves the right of final decision concerning dress and appearance. Students may be required to change any inappropriate clothing at school, or if necessary, be sent home to change.

STUDENT SERVICES

Our Guidance Counsellors are ready to assist students with individual counseling regarding course selection, timetable concerns, accumulated credits and graduation requirements. Information related to Colleges, Apprenticeship Programs, Universities, "World of Work" as well as scholarships, awards and bursaries are also available through the guidance office. Our guidance counselors are also available to help students understand and deal with personal issues. Referrals to our school social worker, psychologist, Learning Support Teachers (LST), Student Success Teacher (SST) as well as community support groups and agencies are made through our guidance counselors.

Our Learning Support Teachers (LST) assist students who have been identified as exceptional by an Identification, Placement and Review Committee for additional educational support. Our LSTs write the Individual Education Plan (IEP) to ensure the students' educational strengths and needs are communicated to our teaching staff. Our LSTs also assist students with daily coursework, assignments, tests, EQAO Testing, FSEs and Final Exams. It is the responsibility of the student to 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 when it undermines the integrity of an individual's right to privacy; adversely affects the quality of 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 during instructional time unless use is approved by a staff member.
- Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.

- Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during a curriculum assessment or evaluation (test or examination).

Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct, when a communication and or/computing device:

- Is used in such a way that disrespects another's privacy.
- Is used to bully or harass.
- Is used without staff permission, during a curriculum assessment or evaluation (test or examination).

ASSESSMENT, EVALUATION, GRADING, REPORTING & PROMOTION

Our assessment, evaluation, grading, reporting and promotion policy follows the Ministry's Growing Success document (2010). It further supports the Greater Essex County District School Board's Shared Beliefs and Understandings: All students can achieve high standards given sufficient time and support; All teachers can teach to high standards given the right condition and assistance; High expectations and early intervention are essential and; Educators need to learn all the time and they need to be able to articulate both what they do and why. All assignments for evaluation, tests and exams are to be completed, whenever possible, under the supervision of a teacher.

COURSE INFORMATION SHEET: At the start of each semester, students will receive a Course Information Sheet (CIS) from each of their subject teachers. The CIS will provide an overview of the course and identify what students will learn and how they will be assessed and evaluated.

COURSE CHANGES: Students are asked to review their course selections carefully prior to the beginning of each semester. Once a student has made the decision to take a course, it is their responsibility to follow through with that timetable for the full semester.

HOMEWORK: Homework is an essential part of learning but will not be assessed for marks. Homework falls under the Student Learning Skills portion of the report card. The purpose of homework is to practice essential skills prior to assessment. Any material assigned as homework could be assessed in future evaluations.

EVALUATION INQUIRY: Students have the right to inquire when they believe that their work has not been accurately evaluated. The inquiry would normally go to the teacher concerned, and then proceed to the Department Head, then to the Vice Principal and finally to the Principal, if not resolved at an earlier stage.

GRADUATION: Graduation will be held in June of each year. Students with 22 credits in September will be deemed eligible to graduate. This will be considered their graduation year.

OVERDUE (LATE) EVALUATIONS: It is the student's responsibility to submit work in a timely manner. Teacher may deduct marks for late assignments. For example, once the assignment has been evaluated and returned to the rest of the class, the teacher is no longer required to grade the late assignment but may review for feedback. Students who habitually submit late work are demonstrating poor Learning Skills. While this behaviour will tend to affect a student's performance, tardiness is not necessarily an indication of poor achievement of the curriculum expectations.

MISSED EVALUATIONS: Advanced notice of all assessments will be given to students whenever possible. The following Missed Tests/Assessment guidelines will apply:

- a) Students that are **truant** on the day of an assessment, as determined by school administration, may receive a mark as low as zero. Please note that truancy is defined as an absence **without a legitimate, administration-approved reason**.
- b) Parents cannot give a student permission to miss an assessment; and similarly, students 18 years or older cannot give themselves permission to miss an assessment. These absences will be treated as trancies.
- c) A medical note may be requested by **school administration** only, with one exception: **Due to the nature of the courses offered in Health & Physical Education, a medical note may be requested by a P.E. teacher.**
- d) If a student was absent with a legitimate reason (including suspension), as determined by the teacher and/or school administration, an appropriate time and place will be set for the student to complete the assessment without penalty. In some cases it may be appropriate to give the student a different version of the assessment.

CHEATING AND PLAGIARISM: Academic dishonesty is unacceptable. Students must submit their own work for all assessments, even if they work in a group setting. Any student found cheating, plagiarizing, unauthorized use of AI, smartphones, smart watches, other technology, etc... on any assessment may receive a mark as low as zero, at the discretion of the teacher and in consultation with school administration.

STUDENT'S FINAL GRADE: The calculation of a student's final grade will be based on evidence of actual achievement of the curriculum expectations, not on work habits, effort, attendance or behaviour as per the professional judgement of the teacher (Growing Success p. 8). Students cannot earn "Bonus Marks" for doing extra assignments or participating in school activities not directly related to the curriculum. No group marks will be applied to individual students. A credit is granted and recorded for every course in which the student's grade is 50% or higher. The final grade for each course will be determined as follows:

- Seventy percent (70%) of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- 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.
50 – 59 %	Level 1	Represents achievement that falls much below the provincial standard. The student demonstrates the specified knowledge and skills with limited effectiveness. Students must work at significantly improving learning in specific areas if they are to be successful in the next level.
Below 50 %		Insufficient achievement of the curriculum expectations. A credit will not be granted.

PROVINCIAL REPORT CARD: Provincial Report Cards will be issued as per Ministry of Education and School Board Directive. Students, parents/guardians will be notified in advance.

FULL DISCLOSURE: Full disclosure means that a formal record will be kept every time a course is taken in Gr. 11 or 12 regardless of the final mark (Ontario Student Transcript). In order to avoid a course and mark showing on a student’s transcript, withdrawal from the course must occur in accordance with school procedures and within five instructional days from the issuance of the mid term Provincial Report Card.

SUSPENDED STUDENTS: Students who have missed an evaluation due to a suspension must make arrangements, upon their return, to discuss an alternate date/time.

SUMMER SCHOOL: Applications for summer school are available in the Guidance Office. Students are encouraged to meet with their guidance counsellor to discuss this option prior to submitting their application. Meeting summer school deadlines is the responsibility of the student.

CREATING PATHWAYS FOR SUCCESS

The Ministry of Education Individual Pathways Plan (IPP) will be used to support a student's journey from grade 7 to their post-secondary destination. The IPP on "myBlueprint" will help students explore their interests, abilities and identify their strengths to plan for their initial post-secondary destination. Students will receive support from their teachers, guidance counselors, student success teachers and school administrators in the development of their IPP. Multiple opportunities will be provided to support students in their education and career/life path through active planning that continues with: course selection, curriculum connections and experiential learning within our communities.

The development of the new Education and Career/Life Planning Program was designed to enable secondary school students to complete their studies in four years and make a successful transition to their initial post-secondary destination. To this end, the Ministry of Education continues to support student success with a greater focus on having students graduating from secondary school in four years. As part of this Ministry directive, boards of education will receive reduced funding for students in courses that could earn them more than 34 credits. Exemptions to this policy include:

- Students with an Individual Education Plan (IEP)
- Credits achieved in English-as-a-Second Language; and
- Students enrolled in their first four years who earn more than 34 credits

Given this direction, The Greater Essex County District School Board recognizes that some students for a variety of reasons may return for additional credits above and beyond those required for the Ontario Secondary School Diploma (OSSD). Should students plan to return to school beyond the thirty (30) credits required for graduation and exceed the 34 credit threshold, their program of study may not be in a regular day school program. Students exceeding the 34 credit threshold will be afforded opportunities to achieve credits through:

- Night school,
- Summer School;
- Part Time Studies;
- E-Learning (on-line) Courses;
- Blended Model Courses (combination of on line and face to face courses); and
- Independent Study

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 opportunities, programs and pathways to support a student's journey from grade 7 to their post-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-curricular activities include the following three areas:

Academics: Although there is not a set academic average to determine eligibility, it is expected that all students strive towards academic success. School administration will review the eligibility of any student failing 1 or more courses

Behaviour: Student participants must be in good standing (ie. behaviour and deportment etc.) as outlined in the school's student handbook.

Attendance: Unacceptable attendance and lack of punctuality may cause a student to be deemed ineligible. Excessive absences, unexplained absences and truancy will not be tolerated. Student participants must attend school for the entire school day in order to play on game day.

Eligible/Ineligible: If the student has met all three criteria, they will be deemed eligible to participate in all organized extra-curricular activities or events. If the student fails to maintain any one of the three criteria, they will be declared ineligible.

Appeal Process: Students that have been declared ineligible due to extenuating circumstances may appeal their eligibility in writing to the Principal. Once the appeal is received it will be reviewed by school administration and a final decision will be made.

PROVINCIAL AND SCHOOL BOARD CODE OF CONDUCT

The Greater Essex County District School Board's Safe Schools Policy is based on the provincial Education Act and the Ontario Code of Conduct which set clear standards of behaviour for students, staff, parents/guardians, volunteers and any other individuals involved in public education. Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour. Progressive Discipline builds on strategies that promote positive behaviours.

Tecumseh Vista Academy Secondary is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents/guardians, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. At Tecumseh Vista Academy - Secondary, we believe that all school members must:

- Respect and follow all applicable laws.
- Demonstrate honesty and integrity.
- Respect differences in people.
- Treat one another with dignity and respect at all times, especially when there is a disagreement.
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability.
- Respect the rights of others.
- Show proper care and regard for school property and the property of others.
- Take the proper steps to help those in need.
- Respect all members of the school community, especially those in a position of authority.
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring technology-enabled devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs.
- Seek help from school staff, if necessary, to resolve conflict peacefully.

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

A Principal shall consider whether to suspend a student if they believe 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 student's school or to property located on the premises of the student's school;
- 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;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal and/or restricted drugs;
- Committing robbery;
- Giving alcohol or cannabis to a minor;
- Bullying if,
 - i) The pupil has previously been suspended for engaging in bullying, and
 - ii) The pupils continuing presence in the school creates an unacceptable risk to the safety of another person.
- Any activity listed in subsection 306(1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
- An act considered by the Principal to be significantly injurious to the moral tone of the school and or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- Any act considered by the Principal to be a serious violation of the requirements for pupil behavior and/or a serious breach of the Board or school Code of Conduct.
- Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction may be considered by the Principal to be a serious violation of the expectations of student behavior and/or a serious breach of the Board or School Code of Conduct that merits suspension pending possible recommendation for expulsion.

EXCLUSION

A Principal can exclude students from attending school and all school related activities. Under section 265 (m) of the Education Act, it is the duty of the principal of a school, in addition to the principal's duties as a teacher:

- Subject to an appeal to the Board to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the Principal's judgment be detrimental to the physical or mental well-being of the pupils.

STUDENT SEARCH POLICY

To maintain proper order and discipline in the school, the Principal and/or Vice Principal, who has reasonable grounds to do so, may conduct a search of a student's clothing, possessions or any area (desk, locker, backpack etc.) where his/her possessions may be stored.

Where there are reasonable grounds to believe that a student is carrying a gun or some other dangerous weapon, or is in possession of, or is distributing an illegal narcotic (including cannabis) OR where there are reasonable grounds to believe that a student is in possession of stolen property, pornographic material or hate literature the Principal and/or Vice Principal may decide to:

- Search lockers and personal property.
- Have the student empty and turn out pockets, remove outer clothing and remove shoes and socks.
- Call in the proper authorities if they deem a more intrusive search is necessary.
- Notify their immediate supervisor and parent/guardian in a timely fashion of the action they have taken.

BULLYING AND RACISM: REPORTING AND PREVENTION

Students have the right to feel safe at school, in their 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 if they are experiencing bullying. Adult intervention stops bullying. If you can't say how you feel out loud, write it down, then get it to someone who can help. 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 social media and responding to students' questions in class or at lunch.
- 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!

If you are the By-Stander or Supporter:

- Encourage the victim to report the situation to a trusted adult.
- Encourage the victim to report the situation to the Principal and/or Vice Principal
- If anyone's safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.
- Support the victim by actively listening, attending the school meetings with them, and checking in on them.
- You want to help them solve the problem. Always honour their confidentiality and the confidentiality of the situation.
- Avoid social media and responding to other student's questions about the incident.
- School staff will guide you and the victim by providing what to say when other's get involved.
- Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

What is Bullying?

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where there is a real or perceived imbalance of power based on factors such as: size, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

Types of Bullying:

- Physical (hitting, shoving, stealing or damaging property)
- Verbal (name-calling, threats, humiliating comments)
- Social (excluding others, spreading gossip and rumours)
- Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

Teasing: Teasing can be positive or negative.

Positive Teasing:

- Shows closeness, affection, and familiarity with another person
- Person being teased is not distressed or upset
- Takes place within a strong relationship
- Strengthens the relationship

Negative Teasing:

- Criticizes and embarrasses the other person
- Person being teased is distressed or upset
- Takes place within a weak relationship
- Undermines the relationship

When Does Teasing Become Bullying?

- There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.
- The child who is teasing intends to distress or harm the child being teased.
- The child being teased is distressed or hurt by the interaction.
- The negative teasing occurs repeatedly.

Click [here](#) for additional fact sheets, tools and resources.

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 6

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 are to call 911 and give the name of the school and the location of the injured or ill person.

ACCIDENTS IN THE COMMUNITY: If a student is injured in the community, the parent/guardian or student should report the injury to the Main Office so that assistance can be provided when the student returns to school. This includes, but not limited to community sports injuries, concussions etc.

FIRE DRILL PROCEDURES: A fire evacuation route is posted in each room. When the fire alarm sounds, students are to leave the building immediately by the designated exit. All doors and windows must be closed by the last person leaving the room. All occupants of the building must evacuate the premises. Once out of the building, students are to report to their designated area where your teacher will take attendance. Students are instructed to stay with their teacher for the duration of the fire drill. School administration will signal “all clear” and instruct students and staff to re-enter the building.

INCLEMENT WEATHER AND EMERGENCY CLOSING: On occasion, severe weather may interrupt busing schedules and/or force a school closing. Any decision made that would affect either the bus schedule or the operation of the school is made at the Board level. Do not contact the school. Please listen to local radio or TV stations for direction.

LOCKDOWN: When a lockdown warning has been issued, all students and staff are to move from high traffic common areas to classrooms or enclosed rooms. All students and staff are to hide out of line of sight. Doors should be closed and locked and lights should be left on. The use of cell phones is strictly prohibited. Should the fire alarm be activated, staff and students are to remain in their classroom or enclosed room. An announcement over the PA system, by school administration will signal “all clear” and/or provide additional information.

TORNADO WARNING: When a tornado warning has been issued, all students and staff are required to immediately move from external classrooms, portables and locations in an orderly fashion to their designated area. Staff and students are to sit on the floor with their backs to the walls. All internal and external doors and windows are to be closed. Staff and students are to sit a minimum of 6 to 10 feet away from external corridor doors or windows. An announcement over the PA system, by school administration will signal “all clear” and/or provide additional information.

COMMUNITY AGENCIES AVAILABLE TO SUPPORT STUDENTS

There are a number of professional agencies and organizations available in Windsor and Essex County that students can access to help themselves, 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)
Black Youth Helpline.....	1-833-294-8650
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
Children’s Aid Society.....	519-252-1171
Community Crisis Centre (emotional or psychiatric)	519-973-4435
Drug and Alcohol Helpline	1-800-565-8603
Distress Centre of Windsor-Essex County.....	519-256-5000
Family Services of Windsor.....	519-966-5010
Healthy Schools Youth Services.....	519-258-2146 Ext. 1555
Hiatus House	519-252-7781
Hope for Wellness (Indigenous Peoples).....	1-855-242-3310
Hotel-Dieu Grace: Regional Children’s Centre	519-257-5437
House of Sophrosyne (Women 16 + yrs.).....	519-252-2711
Inn of Windsor	519-252-7768
John Howard Society	519-252-3461
Kids Help Phone – Crisis Line.....	1-800-668-6868
Kids Griefworks.....	519-255-7440
Maryvale Family and Adolescent Services.....	519-419-1397
Mental Health and Addiction Helpline	1-800-531-2600
Naseeha Mental Health Hotline (Muslim and non-Muslim youth).....	1-866-627-3342
Sexual Assault Crisis Centre.....	519-253-3100

TMC Urgent Care Clinic.....	519-979-5260
Transitional Stability Centre	519-257-5224
Teen Health Centre	519-253-8481
Windsor Essex County Health Unit	519-258-2146
Windsor Pride	519-973-4656
Windsor Residence for Young Men “WRYM”	226-221-8464
Windsor Youth Centre	519-973-5573
Youthline (2SLGBTQIA+ Youth).....	1-800-268-9688