

Student Handbook 2008-2009



Fletcher's Meadow Secondary School

"Inspiring Students to Develop and Reach Their Goals"

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This AGENDA belongs to:

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PRINCIPAL'S MESSAGE

Welcome to Fletcher's Meadow Secondary School, one of the newest school communities in the Peel District School Board. As a student here, you have an exciting opportunity to help create a school community that reflects the diversity, values, skills, talents and abilities of all Fletcher's Meadow students, staff and parents.

High school is a positive and rewarding experience. Make the most of your years here at Fletcher's Meadow by doing your best academically, participating in extra-curricular activities and making new friendships. The school's administration, teaching and non-teaching staff are here to support you and to help make your high school experience an outstanding one. Give this school your very best and I have no doubt that you will achieve the goals that you have set for yourself.

I look forward to meeting you, supporting you and seeing you graduate. Indeed, I wish each of you an outstanding school year.

Mary Nanavati
Principal

Fletcher's Meadow Secondary School Mission, Vision and Values

MISSION

Inspiring students to develop and reach their goals.

VISION

A COMMUNITY

where all of us, staff, students, parents and community members, have a sense of ownership and pride in the school.

An Inclusive Culture

where there are no barriers to student success and achievement.

Creative in its Learning Choices

recognizing that there are a variety of ways to achieve success.

Resource Rich

the community has many resources, human, material and technological, to meet the needs of our learners.

A Respectful Environment

where people, the building and the environment are treated with courtesy and respect at all times

A Partnership

with parents, the community and peers to ensure the best educational opportunities for our students.

VALUES

At Fletcher's Meadow:

- ➔ We are committed learners
- ➔ We value social responsibility
- ➔ We pursue personal excellence
- ➔ We care about others.

The Arrow: *A Symbol Connecting Past and Present*

The symbol for Fletcher's Meadow is The Arrow. The name was chosen because a Fletcher is a person who makes arrows, more precisely the person who fits the feathers on to the arrow shaft. The arrow is a powerful symbol. It is used to give us directions, to indicate accuracy, precision, and speed. It crosses all cultures and has been used throughout the ages; therefore, it links us to our past, has cross cultural references and modern applications.

Using this Agenda Effectively

This agenda is not only a valuable source of information; it is the start to effective organization of your time, both at school and at home. If you organize well, you will have time to do everything. If you use it regularly, this Agenda will help you develop the time management and organizational skills to help you achieve success in your high school career. The skills learned will assist you in both post-secondary education and the world of work.

Goal Setting

Our mission at Fletcher's Meadow is to help you to develop and reach the goals you set for yourself. It is important to set personal goals to help yourself stay organized and up-to-date. Your Agenda provides you with an effective format for setting goals and keeping track of the goals you achieve.

Before you begin, take the time to set some goals and write them down in your Agenda. Goals should relate to your school studies; they may also deal with athletic aspirations, career aspirations, personal resolutions, and commitments.

Using this Planner

To this end, here are some expectations that the school has concerning the use of this planner:

1. Carry it with you at all times;
2. Use it to record your goals and your progress toward achieving them, daily homework, assignments and important due dates.
3. Consult your agenda before leaving school to see what you need to take home.

Time Management

You increase the opportunities to do the things you want and need to do by improving on how you manage your time. Those who manage their time well have the same twenty-four hours in a day as everyone else; what they do is plan and schedule time so that they can achieve a balance in all parts of their lives as well as be successful.

We all want to be successful. Success at school will open many opportunities for you in the future. Good organization is one of the keys to success. Your own personal School Agenda will help you manage your time efficiently and effectively. Your Agenda will become your daily organizer.

Schedule For Fletcher's Meadow Classes

The Fletcher's Meadow instructional school day runs from **9:00 am until 3:00 p.m.**

The instructional school day will consist of:

- Classes in four different subject areas
- A 40 minute lunch break
- A one hour Multi-Instructional period with their first teacher of the day. The Multi-Instructional period provides a flexible timetable structure to support student opportunities and success. Depending where the Multi-Instructional period is placed in the day, periods can vary from 60 to 120 minutes.

REGULAR DAY

| Time | DAY 1 | DAY 2 | DAY 3 | DAY 4 |
|------------------------------|-------------------------|----------------------|---------------------|-----------------------------|
| 8:00 to 9:00 | Grade 12 | Grade 12 | Grade 12 | Grade 12 |
| Period 1 9:00 to 10:00 | English | Math | Art | Tech Design |
| Period 2 10:00 to 11:00 | MULTI PERIOD English | MULTI PERIOD Math | MULTI PERIOD Art | MULTI PERIOD Tech Design |
| Period 3 a 11:00 to 11:40 | Lunch | Lunch | Lunch | Lunch |
| Period 3 b 11:40 to 12:20 | Math | English | Tech Design | Art |
| Period 3 c 12:20 to 1:00 | Math | English | Tech Design | Art |
| Period 4 1:00 to 2:00 | Art | Tech Design | English | Math |
| Period 5 2:00 to 3:00 | Tech Design | Art | Math | English |

* The morning Multi-Instructional period can also be broken into two thirty-minute halves with the first part attached to period one and the second half to period 3.

* The grade 12 period will include a 20 hour on-line component.

* Some senior students will have classes from 8:00 to 9:00 a.m.

| |
|------------------------------|
| Services for Students |
|------------------------------|

ADMINISTRATION

At Fletcher's Meadow S. S., all of your administrators are interested in your well-being, safety and academic progress. Specific responsibilities for students in 2008-2009 are assigned as follows:

| | |
|-------------------------|------------------------------|
| Heike Bronson (Acting): | A - D |
| Sue Wiseman: | E - K |
| Brent Serebrin: | L - R |
| Paul Freier (Acting): | S - Z + Alternative Programs |
| Mary Nanavati: | Alternative Programs |

GUIDANCE AND COUNSELLING SERVICES

The School Guidance Program

Provides opportunities for students to acquire the skills, knowledge and attitudes to:

- know and appreciate themselves
- relate effectively to others
- develop appropriate educational plans
- explore career alternatives

The counsellors are there to support and assist all students. Specific responsibilities for students in 2008-2009 are assigned as follows:

| | |
|-----------------|--------|
| TBA: | A - C |
| Fern Downey: | D - I |
| Sandra Woehrle: | J - Mc |
| Brent Morgan: | Me - R |
| Carey Mottram: | S - Z |

THE PROGRAM STRUCTURE

All students are given the opportunity to attend workshops, seminars and group activities focused on the necessary tools for academic success and career / post-secondary school planning. Individual counselling helps students plan, monitor and manage their own learning, personal problem solving and career development. Response Services and Personal Counselling are available to respond to students' individual needs regarding educational and personal concerns.

The Career Centre has resources in print, video, and audio as well as computer software programs and internet sites. These are available to assist students in the self-awareness and career exploration process. Students are encouraged to use the Centre before and after school, during their lunch hours or by making individual appointments to see one of the counsellors.

Counselling Appointments

Counsellors are always available during the lunch period to see you. No appointments are necessary. If you wish to make an individual appointment, speak to the Student Services secretary.

Social Work/Psychologist Services

The Peel District School Board supports the needs of individual students through the services of a social worker and a psychologist. Each of these people work within the school on a part-time basis and may be accessed through the administration or the counselling department.

Support for Students

Accommodation and modification for the needs of exceptional students will be consistent with the student's Individual Education Plan. These may include, for example, the use of a calculator or additional time on evaluations.

Appropriate accommodation will be made for students who are learning the language of instruction. This may include, for example, the use of a language dictionary in book form or additional time on evaluations.

Community Involvement/ 40 Hour Requirement

Every student who begins secondary school must complete 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility, the role they can play and the contributions they can make in supporting and strengthening their communities. Community involvement activities are part of the school's program. It is the student's responsibility, with assistance from his or her parents or guardians, to find a volunteer placement. The school will not be directly involved in finding volunteer placements for students or monitoring students while they are completing their volunteer work.

More information is available from the Peel Board web site at www.peel.edu.on.ca in the "Student Stuff" section.

Here are some of the student support activities offered at Fletcher's Meadow Secondary School.

PEER MEDIATION

Peer Mediation: Empowering students by teaching them the skills they need to resolve conflicts in a non-violent manner. Peer Mediators are students who are trained in mediation and use these skills in resolving conflict. Peer Mediation may also be used as an alternative to suspension by the administration; however, students for mediation may be referred by staff as well as by students.

PEER MENTORING

The Mentorship Program at Fletcher's Meadow Secondary School strives to help our grade nine "at-risk" students ease into their high school environment through the provision of a senior student mentor and staff advisor. The goal of the program is to provide the necessary support and guidance needed by these at-risk students in order for them to become comfortable in their high school surroundings, make more informed decisions, ensure greater success in their grade nine year and eventually become mentor-material themselves!

PEER TUTORING

Students offer tutoring to their peers (any grade/level) before and after school.

Senior students with study periods are assigned to assist in grade 9 and 10 classes during their spare period.

Senior students offer tutoring to grade 9 and 10 students during the multi-period twice per week.

The focus is on core subjects (math/science/English/social sciences).

COY (COUNTING ON YOU)

Fletcher's Meadow S.S. offers literacy and numeracy assistance and support after school. The Counting on You program provides help for Grade 9 and 10 students in both the Academic and Applied streams. Math and English teachers provide instruction and help for those looking for an edge in class or in preparation for the Ontario Secondary School Literacy Test and Grade 9 Math EQAO Test, or those looking just to keep up with the pace of their courses.

The Counting on You Program classes run concurrent to both Semesters 1 and 2, and offer between 30 - 45 hours of instruction one or two times per week from 3:15 to 4:45. Applications are available at the start of Semester's 1 and 2.

SLAAM (SECONDARY LEARNING ASSISTANCE FOR ATHLETIC MINDS) Homework Club

S.L.A.A.M. is an after school program designed to provide student athletes with academic support as well as essential tools that will guide them in their day-to-day lives. The program focuses on the problem areas students may encounter in their studies by providing staff and peer assistance. It is expected that by providing assistance to these students, this program will have a direct and positive effect on their academics and athletics. S.L.A.A.M. will utilize staff and peer volunteers.

GIRLS CLUB

The Girl's Club is a group for young ladies who want to make a change and a difference in their school, community and the world at large. By uniting as one, the mission of the Girls' Club is to have a positive impact on society by giving back to others in need and by raising the standard of leadership, camaraderie, teamwork and conflict resolution.

LEADING ARROWS

This group of students work as leaders for the grade 8 transition which includes school visits, the Fletcher's visit, orientation day in August and then a grade 9 homeroom program throughout the year.

The Library Research Centre

The Fletcher's Meadow Library Research Centre is located on the second floor of the school and will be your first stop on the Information Highway when doing research projects. Students are welcome to sign out books, magazines and videos or to use computers for school work before or after school. During class time, students on a spare must sign in; students coming from a class must have a note or a phone call from his or her teacher. **Students should remember that the Library is a classroom and as such there should be an atmosphere conducive to work and study.**

The **Library Website** is accessible from your "My Applications" page, or directly from the school website at <http://qps.peelschools.org/fletchersmeadowss>. Here you will find links to databases, our library catalogue, public libraries, assignment links, great sites for your research, and more.

Online Databases

Links to the following databases are on the Library website. The user names and passwords are as follows:

| ONLINE DATABASE | URL | USSER NAME | PASSWORD |
|----------------------|---|------------|----------|
| Brittanica Online | http://school.eb.com | Peel | Home |
| CareerCruising | www.careercruising.com | Peel | 65653 |
| EbscoHost | http://search.epnet.com/ | Pdsb | proflib |
| Estat | http://estat.statcan.ca/ | Peelsb | estat |
| Grolier Encyclopedia | http://go-ontario.grolier.com/ | Peeldsb | Peel8567 |
| InfoTrac | http://infotrac.galegroup.com/itweb/ko_k12hs_d48 | | trillium |
| Universalis | http://www.universalis-edu.com/ | Peeldsb | Peel8567 |

A **valid student ID card** must be presented to borrow library materials. You may borrow books/materials for your own use and not for classmates or friends. **Lending your student card or providing false identification will result in loss of both card and privileges.** All Fletcher's Meadow Secondary School policies apply at all times. No food and/or drink will be permitted anywhere in the Library Research Centre.

Circulation Periods:

Books – 2 weeks

Videos / DVD's – Overnight

Reference books (with permission) – Overnight

Overdue Fines:

Books - \$0.10 per day

DVD's/videos - \$0.25 per day

Printing & Photocopying:

Students will each be given a set amount of pages in their print account at the beginning of the school year. When this account is spent, you may add to your account by depositing a minimum of \$2.00. Please see Library staff to add to your account. Regular printing costs \$0.10 per page for black and white; colour printing costs \$1.00 per page. The photocopier in the Library is cash-only and costs \$0.15 per page.

POLICE LIAISON OFFICER/COMMUNITY POLICE UNIT

A community liaison officer from the Peel Regional Police Services is assigned to support the students and staff of our school. The police and our staff work together to ensure a safe and positive learning environment for everyone in the Fletcher's Meadow S. S. community.

WEBSITE

For any additional information you may require about Fletcher's Meadow S.S., please visit our website: <http://qps.peel.edu.on.ca>

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|--|
| Activities and Opportunities For Students |
|--|

ACTIVITY FEE

There are a number of clubs and activities for students which meet a wide variety of interests, including academic, athletic, artistic and technological.

An annual student fee of \$25.00 is collected to support student activities, provide a copy of the Agenda and a photo I.D. card. An additional \$25.00 is charged to students who purchase a Yearbook. Students will purchase a lock from the school at an additional cost of \$5.00.

FIELD TRIPS, EXCURSIONS AND CO-CURRICULAR ACTIVITIES

Students at Fletcher's Meadow will have the opportunity to extend learning beyond the classroom. Activities including field trips, excursions, guest speakers, assemblies and co-curricular activities will supplement what is taught in the classroom. Students are expected to follow the pattern of respectful, courteous behaviour that is a part of our daily routine and to observe all school rules for the duration of these activities.

BUS TRAVEL

Students are expected to follow the standards of behaviour outlined in the Code of Conduct while they are on the school bus.

ON-LINE MATH RESOURCE

On-line Math is an excellent math web resource developed by the Peel District School Board. Visit the following site: <http://mathonline.peelschools.org>

COMPUTER ACCESS

At Fletcher's you have access to the most up-to-date computer technology and equipment available. We are able to offer internet access to students in order to help them achieve learning outcomes and fulfill research requirements.

CO-CURRICULAR ACTIVITIES

At Fletchers Meadow S.S., we believe that a dynamic athletic, club and intramural program is essential. The sports and clubs listed here are what will be offered, dependent upon student interest, staff and facility availability.

SPORTS

An Athletic Fee of \$30 will be collected from each athlete once during the school year for all teams. A receipt will be issued to all athletes for tax purposes.

See school website for current sports.

CLUBS/ORGANIZATIOIS

See school website for current clubs and activities: <http://qps.peel.edu.on.ca>

Awards and Recognition

At Fletcher's Meadow, students are recognized for their positive contributions to the school community and for their involvement at school.

Recognition and awards are given to students in the areas of:

Academic Achievement Commitment to Learning
Social Responsibility Caring for Others
Personal Excellence

THE ARROW AWARD

As members of Fletcher's Meadow S.S., students are encouraged to become involved in a broad range of activities, clubs and teams throughout their high school career. The benefits of these memberships will include the development of lifelong leadership skills, new friendships and community building.

In order to encourage student participation in programs beyond the classroom, Fletcher's Meadow has developed the ARROW program of school participation. Students will be honoured for their active contribution to the school community through a point system that will track their membership in co-curricular clubs, teams and events. A record of points will be kept and totalled each year and added to the previous year's total. Upon achieving each total, students will receive one of the following awards recognizing their outstanding participation at Fletcher's Meadow.

Students who are members of an athletic team can receive points from their coach in the range of 0-10 points. Criteria to consider when awarding points to each player include attendance to practices, participation & effort throughout the season, leadership & team motivation. Athletes that quit or are removed from a team should be given 0 points.

The Teal Arrow = 100 Points

The Silver Arrow = 75 Points

The Black Arrow = 50 Points

Student Success

The success of all our students is the key goal for our school. This goal is the driving force behind everything we do. At Fletcher's Meadow we provide all students with equal opportunity to develop and reach their goals.

ASSESSMENT AND EVALUATION POLICY

This information will help students understand expectations regarding achievement and learning skills. Curricular expectations and the types of assessment strategies for courses will be communicated at the beginning of each year or semester through a Student Course Outline/Parent Information Sheet.

Learning is a shared responsibility among students, parents, and teachers.

1. Assessment and Evaluation

Definitions:

Assessment – the process of gathering information from a variety of sources that accurately reflects how well a student is achieving the curriculum expectations.

The purpose of student assessment is to improve student learning.

Formative Assessment – the collection of information that occurs throughout the school year, term or unit, that enables teachers to track, support and guide students' continuous progress toward achievement of expectations. It provides direction for the adjustment and improvement of individual students or of the whole class.

Summative Assessment – determines student achievement at the end of a unit, course, term semester or year. It provides teachers with information for making formal judgments about student achievement to be used in reporting results in relation to expectations.

Evaluation – the process of judging the quality of student work on the basis of established criteria, and assigning a value to represent that quality.

Achievement - Assessment and evaluations are based on the provincial expectations and achievement levels outlined in the provincial curriculum document for each subject in secondary school. A wide range of assessment and evaluation opportunities allows students to demonstrate their learning in a variety of ways.

This information provides the basis for reporting student grades on the Provincial Report Card.

ACHIEVEMENT LEVELS

| Percentage Grade Range | Achievement Level | Summary Description |
|------------------------|-------------------|--|
| 80-100% | Level 4 | A very high to outstanding level of achievement. Achievement is above the provincial standard. |
| 70-79% | Level 3 | A high level of achievement. Achievement is at the provincial standard. |
| 60-69% | Level 2 | A moderate level of Achievement. Achievement is below, but approaching, the provincial standard. |
| 50-59% | Level 1 | A passable level of achievement. Achievement is below the provincial standard. |
| Below 50% | | Insufficient achievement of curriculum expectations. A credit will not be granted. |

Final Grade For The Course:

A final grade is determined as follows:

- 70% of the grade is based on summative assessments and evaluations conducted throughout the course

(term work)

- 30% of the grade is based on a final summative evaluation/cumulative task which must be completed towards the end of the course.
- Parents and students can be confident that students who are achieving at 70% or higher are well prepared for work in the next grade.

ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance at school is critical for student learning and achievement of success. To reach this goal for all Fletcher's Meadow students requires the co-operative efforts of students, staff and parents.

Parents:

- Inform the school about an absence for your son or daughter by calling the school or providing a note on his/her return.
- Ensure that your son or daughter obtains work from teachers so that he/she does not fall behind in his/her courses.
- If providing a ride for your son or daughter, make sure that you drop him or her off 10 minutes before the start of classes so that there is enough time to prepare for the day and to arrive to class on time.

Students:

- Attend classes daily and on time. Do not be late as you will miss important information from your teachers.
- If you arrive part way through the day or have to leave the school early, check in with the attendance secretary in the main office. Provide a note from your parent/guardian to verify the reason for the part-day absence.
- Check with your teachers or the course website when you have been absent, to obtain missed class work and assignments.
- A student who is persistently late or absent from class without a reasonable explanation will be required to make up the missed time, and/or serve in-school suspensions. If there is no improvement in attendance patterns, the student may be required to earn the credit(s) in an alternative manner.

Research shows that students who attend classes regularly:

- Feel better about themselves
- Hand assignments in on time
- Get better grades on tests and assignments
- Achieve a higher level in class
- Graduate with their classmates
- Feel a part of the school and know more about school activities
- Plan to enter the workforce, an apprenticeship or attend college or university

We can make a difference if we work together.

COURSE SELECTION AND PROGRAM LOAD

Students will choose courses which best meet abilities, interests and future educational, career or personal goals. Once you have earned a minimum of 24 credits as a senior student, you will have a choice to include a study period in your program. The focus for students at Fletcher's Meadow is on academic achievement. In order for you to benefit from a full academic program, you will be required to carry eight courses in your daytime schedule in one calendar year or in two full semesters. Any exceptions to this must be approved by the appropriate administrator. Night School and International Language courses are not considered in the calculation of this course load, as these are optional courses offered outside the regular day school program. You and your parents should consult a guidance counsellor on the advisability of registering in these courses.

School Code Of Conduct

OUR COMMITMENT

Fletcher's Meadow Secondary School recognizes that students achieve their best when they feel safe, nurtured, welcomed, respected and included. We are committed to providing a healthy learning and working environment that supports student success by promoting responsibility, respect, civility, academic excellence and good citizenship. For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions, as well as physical violence in any form.

We believe that parents, the school and community must all work together to help students learn to become responsible members of society, being sensitive to the diversity, cultural and special needs of individual students. We must clearly demonstrate respect for social justice and human rights, and promote the values needed to develop responsible members of a democratic society.

OUR CODE OF CONDUCT

Fletcher's Meadow Secondary School Code of Conduct applies to all members of the school community including students, parents, guardians, volunteers, visitors and school staff, whether they are on school property, on school buses, at school-authorized events or activities, or in any other situation that may impact the school climate.

All members of the school community have a responsibility to respect and honour the school Code of Conduct, to demonstrate age and developmentally appropriate social behaviour and to take responsibility for their own actions.

OUR RESPONSIBILITIES

All members of the school community are expected to:

- demonstrate honesty and integrity
- treat one another with dignity, respect and fairness, regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, gender identity, sexual orientation, age, ability, socioeconomic status, or any other attribute
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully
- show proper care and regard for school property and the property of others

Parent and guardian responsibilities include:

- taking an active role in their son/daughter's education by ensuring that he/she is prepared for learning, including punctual and regular attendance, promptly reporting authorized absences and late arrivals, and ongoing communication with the school
- reviewing the school Code of Conduct with their son/daughter and helping him/her follow school rules
- helping their child understand that it is not appropriate to tease or bully others
- monitoring their child's Internet use and taking responsibility for his/her behaviour when accessing electronic resources from home

Student responsibilities include:

- demonstrating a commitment to learning through punctual and regular attendance
- being prepared and ready to learn
- practicing honesty and integrity including, but not limited to, not participating in or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity
- following school rules and taking responsibility for his/her own actions
- refraining from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others
- showing proper care and regard for school and community property, as well as only visiting other schools for school-related and authorized activities

Staff responsibilities include:

- helping students achieve to the best of their ability, developing self-worth, and being responsible citizens
- maintaining order in the school and holding everyone to the highest standard of respectful and responsible behaviour
- communicating regularly and meaningfully with parents/guardians
- establishing an array of extensive, clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behaviour

BULLYING PREVENTION AND INTERVENTION

We are teaching students to identify bullying behaviour and giving them strategies to deal with, and stop it from happening.

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be dealt with using a progressive discipline approach.

PROGRESSIVE DISCIPLINE

Fletcher's Meadow Secondary School encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include: oral reminders, review of expectations, contact with parent(s)/guardian(s), written reflection, volunteer services to the school community, conflict mediation and resolution, peer mentoring, and/or referral for support services.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual Education Plan and his/her demonstrated abilities.

Suspension and expulsion

Fletcher's Meadow Secondary School also supports the use of suspension and expulsion for serious incidents as outlined in the Peel District School Board's Safe Schools Policy.

Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal must consider mitigating and other factors.

The behaviours for which a principal may consider suspending a student include:

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying – including online or through other technologies (i.e. cell phones)
- uttering a threat to inflict serious bodily harm on another person
- damaging or destroying school property
- possessing alcohol or restricted drugs
- being under the influence of alcohol

- committing any act, considered by the principal to:
 - have a negative impact on the moral tone of the school
 - have a negative impact on the physical or mental well-being of one or more school community members
 - be contrary to the school or Peel Board Codes of Conduct

Incidents for which a principal will consider recommending to the board's Discipline Committee that a student be expelled include:

- physically assaulting another person causing bodily harm that requires medical treatment
- possessing a weapon or using a weapon to threaten or frighten another person
- trafficking in restricted drugs or weapons
- giving alcohol to a minor
- committing robbery
- committing sexual assault
- behaviour that:
 - is significantly detrimental to the school climate and/or to the physical or mental well-being of others
 - causes extensive damage to school property
 - causes his/her continued presence at the school to pose an unacceptable risk to other members of the school community
 - is a pattern so inappropriate that the student's continued presence is detrimental to the effective learning or working environment of others
 - demonstrates a persistent resistance to changes in behaviour that would enable him/her to be successful
 - is a serious violation of the school or Peel Board Codes of Conduct

Students who are suspended or expelled will be given an opportunity to continue their education through educational programs offered by the school board.

DRUGS

The school recognizes the benefits of a smoke-free environment for all persons. By law, smoking is not permitted at Fletcher's Meadow Secondary School, on any other board property, on school buses or while attending any school-related event or activity. School property includes cars that are on school grounds and all lands to the edge of the sidewalk or street. The *no smoking* rule will be enforced within these areas.

Possession of tobacco products by students under the age of 16 and providing tobacco products to anyone under 19 years of age is illegal.

Alcohol and restricted drugs may be addictive and represent a health hazard. Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol will not be condoned at Fletcher's Meadow Secondary School, on Peel board property or at any school-related event or activity at any time. Drug-related paraphernalia that can be used for substance abuse are not permitted on school property.

WEAPONS

Possessing or displaying weapons of any kind, real, toy or replica, and all other objects that could inflict or threaten bodily harm will not be condoned at Fletcher's Meadow Secondary School, on any Peel board property, or at any school-related event or activity at any time.

Student Expectations for Behaviour, Health and Safety

At Fletcher's Meadow we subscribe to the Peel District School Board's initiative "The Future We Want". The diversity that is represented by our students, staff and the community is rich and much of that diversity is represented in our school. To achieve a welcoming and safe learning environment, we are part of "The Future We Want" – a welcoming future that is symbolized by fairness, respect, and inclusiveness. Our future starts now and it starts with you. You, the students, play a critical role in shaping the climate of our school. Help to keep your

school safe and welcoming by being respectful of others who may be different from you because of ability, age, class, faith, gender, race or sexual orientation.

Students are encouraged to be successful at school. They need to demonstrate a commitment to their education. They need to show respect for themselves, others, property and the environment by:

- Obeying School Code of Conduct
- Reporting damage of property, inappropriate or illegal activities to a teacher, the main office or an administrator
- Contributing to a positive learning environment
- Not discriminating on the basis of race, faith, gender, socio-economic status, ability, age, sexual orientation or any other attribute
- Be respectful to administration, staff, and other students.

RESPECT at Fletcher's Meadow Secondary School means the following:

- Being polite and courteous: saying 'please, thank you, excuse me and sorry'.
- Listening to others when they are talking and waiting patiently for your turn to speak; not interrupting the speaker.
- When speaking to others using a quiet tone of voice.
- Using inappropriate body language gestures..
- Making way for each other in the hallways and classrooms and also opening doors for others.
- Not discussing the personal lives of others (family, friends) with other people.
- Not intentionally ridiculing, insulting, embarrassing or hurting others.
- If borrowing property from others, return it promptly and in the same condition in which you borrowed it.
- Maintaining a clean environment in the school by not marking on desks, walls, lockers etc.
- Pick up after yourself. Place litter from the cafeteria, classrooms and hallways in the garbage cans and recycle where appropriate (e.g. cans, plastic and paper).
- No use of profanities (No Swearing).

ACADEMIC HONESTY AND INTEGRITY

Students must respect the learning and evaluation process. Students are not to cheat, forge, plagiarize or steal another individual's work or download information from the Internet. Cheating may include: asking another student for information from a previous test, glancing at another student's test paper, copying homework, or using information from the Internet without quoting sources. Plagiarism is the action of taking and using as one's own, the thoughts, writings or inventions of another. It could be an idea, design, passage or work. Plagiarism also exists if a student copies word for word. Consequences for plagiarism or cheating may include: the teacher not accepting the assignment or test, office detentions, suspension or loss of a credit.

DRESS CODE

The standards for school dress at Fletcher's Meadow Secondary School are based on common sense and are intended to support the comfort, safety and modesty of all students. There is a strong relationship between neat, clean and appropriate clothing and a positive learning environment.

It is your right to express your individual taste and style through your clothing. Fletcher's Meadow S.S. encourages students to wear appropriate attire for school or business that reflects a positive self-image.

It is your responsibility to dress in a manner that is appropriate for a student at a high school, and that is not offensive or distracting to others. **Hats or any non religious head gear are not to be worn in the building.** Inappropriate apparel includes, but is not restricted to bandanas, do-rags, headbands, logos, sayings and pictures that express/display sexual content, gang affiliation, substance abuse, violence, profanity and inappropriate references to nationality, race or gender. Outdoor clothing (jackets, coats, down-filled vest) should be placed in student lockers and not worn in the classroom. Consequences include changing into more appropriate dress, being sent home and/or suspension.

USE OF TECHNOLOGY

Students will demonstrate appropriate on-line conduct and manners and refrain from improper/unethical use of technology, including computer hacking and cyber-bullying. The Internet must not be used for any purpose that is contrary to the intent of the Fletcher's Meadow Secondary School Code of Conduct. This applies to school, work and home Internet use. Consequences may include confiscation of the above.

We are pleased to provide students with opportunities to use educational resources in a safe and meaningful way. Students have the responsibility to use the labs and the equipment in the manner outlined in the Acceptable Use Guideline form that **you must sign** at the beginning of the school year and in accordance with guidelines posted in the labs.

Internet or computer use for any purpose which is contrary to the intent of Fletcher's Meadow's Code of Conduct is strictly prohibited. This includes all forms of violence, pornography, threats, harassment and derogatory comments directed at the staff, students or school. This applies to school, work and home Internet use.

E-MAIL GUIDELINES FOR STUDENTS

The Peel District School Board recognizes that e-mail is a valuable communication tool that is widely used across our society. As a result, the board encourages staff and students to use e-mail to improve the efficiency and effectiveness of communication both within the organization and with the broader community. Board-based e-mails are available for student use once the Acceptable Use Guideline form has been signed by the student and parent/guardian.

The following guidelines should be adhered to when using e-mail:

- E-mail written by students for school purposes should be treated as any other student writing. Appropriate attention must be paid to spelling, grammar, presentation and plagiarism.
- E-mail cannot contain identifying information about the sender or any other students. This includes addresses, pictures and other personal information.
- Students are responsible for all e-mail sent from their account and must take care to protect access to the account by keeping their password secret and by logging off when they leave the workstation.

The board has the right to access and disclose the contents of a student's e-mail messages.

The following is acceptable student to staff member e-mail communication:

- Discussions specifically related to class activities such as curriculum, homework, tests and special events

The following is unacceptable student to staff member e-mail communication:

- Any discussion related to other students
- Personal information about other students
- Discussion about the personal life of the staff member or student (home life, vacations, relationships)

LOCKERS

Lockers are the property of the Peel District School Board and are assigned to each student for the storage of books and personal items. It is your responsibility to keep the locker to which you were assigned, keep the lock combination private and refrain from bringing valuables to school and leaving your possessions unattended.

PARKING

All students are expected to drive safely and considerately on school property. Students are not to be congregating or sitting in cars or playing loud music during the school day. Consequences for those driving recklessly is a referral to the Peel Regional Police and a ban from bringing a car to school for the remainder of the school year.

There are a limited number of spaces for students to park in the school's south parking lot only (Grape Trail entrance). Students wishing to use this lot on a regular basis must register their vehicle with the main office and display a Student Parking Tag.

TEXTBOOKS

Textbooks and Library materials are loaned to you for your use and are expected to be returned and in good condition. It is your responsibility to keep such materials and resources in good order and to pay for any that are lost or damaged.

ACCIDENTS AND MEDICAL ASSISTANCE

When an accident (no matter how small) occurs on school property, students and staff are to report immediately to the Main Office and complete a Peel Accident form.

ALLERGIES

Students with allergies or any other pre-existing conditions should notify the office ASAP. The main office must have a working epipen for each student who has a life threatening allergy.

FIRE AND OTHER EMERGENCIES

FIRE ALARM

When the Fire Alarm sounds, students and staff must vacate the building immediately by the designated exit. Students are to follow directions given by the office or teachers. It is your **right** to be safe and secure.

Any student who is found to have falsely signaled an alarm will be subject to suspension, involvement with the police and criminal prosecution.

LOCKDOWN PROCEDURES

Lockdown procedures are defined by the Peel Regional police as the restriction of movement during the time of a potentially serious violent incident.

- Upon hearing the message on the P.A. "Initiate Lockdown Procedure," students and staff inside the school go to the closest classroom, lock the doors and windows and remain on the floor until further directions are given.
- Upon hearing the same P.A. signals, students and staff outside the building move as far away from the building, remain outside until further directions are given and exercise critical judgement to maximize safety. Administration may direct staff and students to move to the school evacuation site unless otherwise directed.
- Once a lockdown has been initiated by the Principal or the Police, and while the Police will work in co-operation with the Principal, the Police will take control of the situation and the Principal and all staff will take direction.

SECURITY CAMERAS

Anyone entering school property should be aware that there are security cameras that record 24 hours a day. Information stored on the disk may be used in a court of law.

SCHOOL ENVIRONMENT

Students are expected to maintain behaviours and standards of cleanliness to keep the school clean and socially responsible with regards to recycling. It is your responsibility to dispose of garbage in the containers provided and recyclable materials in the appropriate containers. Food and beverages are to be consumed in the cafetorium and not in the hallways or classrooms. Consequences for littering are community service or detentions.

STUDENT IDENTIFICATION

Students are required to have a current student photo ID card. (This is a requirement of the Peel District School Board.) It is your responsibility to carry your ID card at all times. The card must be presented for entry to school events, as well as library and Internet privileges. In addition, your ID card can be used to identify yourself to any staff member who asks you for your name. **(This is an issue of safety and allows the staff to identify intruders in the school.)**

VISITORS/GUESTS

It is your responsibility to ensure that casual visitors and guests do not drop by the school. Parents/guardians, visitors and guests who come for an educational purpose should report first to the Main Office to identify themselves and the nature of their visit. All visitors are to follow this code of conduct when they are on school property or at school authorized events.

All students have the right to learn in a safe and healthy environment. Students must refrain from any behaviour which endangers the safety and well-being of yourself or anyone else in the school. It is your responsibility to report any behaviour which may result in harm to yourself or others. It is your responsibility to seek advice or help before a situation becomes unsafe or unhealthy. Any such reports or consultations will be treated with strict confidence