

Saunders Secondary School

941 Viscount Road, London, ON N6K 1H5

2017 – 2018

Attendance Reporting: 1-844-305-3756

Transportation Inquiries: 519-649-1160
or info@mybigyellowbus.ca

School Telephone: (519) 452-2770
Press 2 - Main Office
Press 3 – Saunders Cares Anonymous Reporting Line

Principal: Mr. Brendon White, ext. 62016

Vice-Principals:

Ms. J. Patterson (A-F) ext. 62015

Ms. A. Morrison (G-M), ext. 62014

Mr. T. Kartye (N-Z), ext. 62013

SAUNDERS REGULAR & ASSEMBLY DAY SCHEDULES

REGULAR DAY	ASSEMBLY DAY
Homeroom & Period 1 8:20am - 9:40am	Period 1 & Homeroom 8:20 am - 9:21 am
Period 2 9:45am - 11:00am	Period 2 Assembly 9:26 am - 10:27 am 10:27 am - 11:28 am
Period 3 - Lunch 11:00am - 12:05pm	Lunch 11:28 am - 12:33 pm
Period 4 12:05pm - 1:20pm	Period 4 12:33 pm - 1:34 pm
Period 5 1:25pm - 2:40pm	Period 5 1:39 pm - 2:40 pm

TABLE OF CONTENTS

Principal's Welcome	3
Student Council	3
Sports, Clubs and Activities	6
Code of Conduct	7
Student Athletic Eligibility Policy	10
Use of the Internet	11
Computer Use Agreement	11
General Information:	
Beginning of Day	12
Accidents	12
After Hours	12
Attendance	13
Examination Guidelines	13
Assessment	13
Auditorium Etiquette	14
Cafeteria	14
Computer Use Contracts	14
Detention	14
Extra Help	15
Fire Alarms	15
Guidance	15
Honour Roll	15
Library Information Centre	16
Lost and Found	16
Out of Bounds Area	17
Parking	17
Physical Education Department	17
Resource Department	17
Sabres Den	17
Safe School Plan	17
School Council	18
Study Period Facilities	18
Student Activity Cards	18
Student Concussion Policies	19
Tobacco, Tobacco Products, Alcohol and Drugs	19
Trespassing	20
Video Surveillance	20
Visitors	20
Community Resources	20
London Secondary School Resource Officer	20
Literacy Resource and Test Information	21

PRINCIPAL'S WELCOME

Welcome Sabres!

Congratulations on choosing Saunders, Home of the Sabres!

At Saunders, you will find an exceptional range of programs, of extracurricular opportunities and many forms of support which all combine to help you successfully reach your goals.

Parents, please ensure that we have your e-mail address on file so that you are able to access your parent portal. You will be able to see your student's timetable, marks and review the biographical information that we have on file for your student. We have also posted the calendar and several forms that you may need to access throughout the year.

Remember, we are here to help you.

If you ever need help – just ask!

Good luck in the upcoming year!

Brendon White
Principal

YOUR CHANCE TO GET INVOLVED AT SAUNDERS!



SPORTS

Sports - Fall	Sports - Winter	Sports - Spring
Cross Country	Girls & Boys Curling	Badminton
Jr. & Sr. Girls Basketball	Girls & Boys Wrestling	Girls Soccer (Varsity)
Jr. & Sr. Boys Volleyball	Jr. & Sr. Girls Volleyball	Boys Soccer (Varsity)
Jr. & Sr. Football	Jr. & Sr. Boys Basketball	Track & Field
Golf	Girls & Boys Hockey	Boys Baseball (Varsity)
	Swim Team	Tennis



CLUBS & ACTIVITIES

Announcements/Star TV - announcers/anchors	Announcements - TV Technical Crew	Art Club
Best Buddies	Dance Performance Group	Chess
Drama Workshop Show	Environmental Club	Fishing Club
Gay-Straight Alliance (GSA)	Equity and Inclusive	Math Club—Jr. & Sr.
Math Aid	A.S.A. (Asian Students Association)	M.S.A. (Muslim Student Association)
FNMI (First Nations Metis Inuit)	Sabre Mentor Program	Photography Club
Reach for the Top	Science Olympics	Saunders Christian Fellowship
School Reach—Jr. & Sr.	Sound and Light	Skills Canada
Social Justice	Yearbook	S.A.A (Student Athletic Association)
Student Council		Coffee House/Expresso



ANNUAL CHARITY EVENTS

Cancer Campaign	SCROOGE
United Way	Terry Fox Run

MUSIC

Jr. & Sr. Band	Chamber Ensemble	Jazz Band
Jr. & Sr. Intermediate Guitar	Jr. & Sr. Orchestra	Music Council
String Quartets		



STUDENT EXPECTATIONS

Extra-Curricular Events/Activities

Extra-curricular events such as coffee houses, concerts, athletic games, school dances, etc., are privileges and admittance to any event is at the discretion of the school. The following rules are to ensure that you have a pleasant and enjoyable time at these functions.

1. A Student Activity Card may be required at the door to attend extracurricular events/activities. Students must attend each class on the day of the event to participate.
2. When tickets are sold for an event, in most cases, they must be purchased in advance. Tickets will not be sold at the door.
3. Event tickets will be sold on a first-come first-served basis; up to a designated maximum (depending on the venue).
4. Unless otherwise specified, Students' Council sponsored events/activities are limited to Saunders students. Some events such as concerts, school shows etc. may be open to the community, while other events may allow sponsored guests.
5. There will be no smoking at any extra-curricular events.
6. Students may not be permitted to return to the event once they have left the school building.
7. Any student suspected of having consumed alcohol or illicit drugs will be removed from the activity/event and will be suspended from school. Parents and/or police will be informed.
8. At designated events students may be required to check their coats and purses at the coat check area. No one shall go to his/her locker for any reason.
9. Neither Saunders Secondary School nor the Students' Council is liable for anything lost or stolen at any event.
10. Security personnel will be present at selected events/activities.

Code of Conduct

Students will be treated with respect and dignity. In turn, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Students must treat others fairly, regardless of race, ethnic origin, citizenship, religion, gender, sexual orientation, age, or differing abilities.

This Code of Conduct applies to all school functions and extends beyond the physical confines of the building to include field trips, extra-curricular activities, and transitions to and from school.

Attendance & Classroom Expectations:

Students must come to school prepared, on time, ready to learn, and with assignments completed. All student absence must be explained by a parent or guardian. Students 18 years or older may write their own notes to explain reasonable absences from school. Only the administration (i.e. principal or vice-principal as per the Education Act, Section 26) can legitimize absence. Acceptable reasons for absence are illness, medical appointments or reasons approved by the administration. Excessive absence may result in the loss of credit. It is entirely the student's responsibility to catch up on missed work and tests. *In order to support student learning, vacations / family commitments that take students away from class should be avoided.*

Dress Code:

Saunders encourages all members of our school community to freely express themselves through their manner of dress. However, staff and students must arrive at school dressed in a manner that respects self, others, and the professional learning environment. Therefore, clothing choices will ensure that:

- Undergarments are completely covered
- Bare Back or midriff are not visible
- Chest and upper thighs are appropriately covered

Clothing and jewellery that contain offensive, violent, or profane imagery or language may not be worn at school. Clothing and jewellery that endorses the use of alcohol or drugs, or that promotes activity that is illegal or unethical, is also prohibited. Attire that affiliates a student with gang membership will not be tolerated.

Determinations regarding inappropriate dress will be made by the administration. Students who are deemed by the administration to be wearing clothing that violates the dress code will be asked to change or cover up the article(s) of clothing in question. Refusal or inability to do so will result in the student being sent home from school, and parents of the student will be notified. Persistent refusal to abide by the dress code will constitute defiant behaviour, and may result in suspension from school.

Drugs and Alcohol:

Possession, distribution, or being under the influence of illicit drugs and/or alcohol will result in suspension from school.

Eating/Drinking Etiquette:

Students may enjoy food in the cafeteria or in other designated areas. Place all garbage and recyclables in the receptacles provided.

Extracurricular Participation:

A student card is required to participate in teams or clubs. Students must be in good standing and have attended all classes on the day of an extracurricular event in order to attend. Any student found to be under the influence of a banned substance will be denied entry to any school-sponsored event.

Electronic Devices:

The use of cell phones is prohibited during regular class time. The use of any other electronic device is prohibited in the classroom. Exceptions may be made by individual teachers. Video or audio recordings may not be made without the prior approval of the teacher and/or administration. **Misconduct carried out over the Internet is subject to school discipline whether it is carried out at home, at a school or elsewhere.**

Identification:

For the safety and security of students and staff, everyone in the building must carry proof of identity. A Saunders student card is appropriate documentation to verify student identity. Students must identify themselves by name upon request of staff.

Interactions:

Individuals are expected to be courteous and considerate in their dealings with others. Students are to conduct themselves in a manner that maintains the positive moral tone of the school and in accordance with the law and Board policy. Students should take appropriate measures to help those in need. Interactions deemed to be contrary to the Code of Conduct will result in disciplinary action.

Loitering:

Students should not loiter in the halls, stairwells or entry ways *at any time*. Students are not to sit in cars or loiter in the parking area during the school day.

Safety:

It is the responsibility of all members of the Saunders community to respect and uphold our shared commitment to a safe learning environment. This means that while following the safety standards ourselves, we must also together strive to maintain a standard of safety for all. If students observe a situation that is unsafe, they must report it to a teacher or administrator immediately. If students feel unsafe they should contact a trusted adult in the school, make an anonymous report on our Saunders website, or call our Anti-Bullying Hotline. Don't forget, your Vice Principal and Guidance Counsellor can help as well.

Students must not :

- use skateboards, "heelys" or rollerblades on school property;
- commit an act of vandalism that causes damage to any school property;
- use any object, gesture, or language to threaten, intimidate, or bring harm to another person, or encourage others to do so;
- be under the influence of, or possess/provide others with, alcohol or illegal drugs;
- engage in bullying behaviours;
- engage in forms of behaviour motivated by hate or bias;
- be in possession of or distribute any weapon, including firearms;
- commit any unlawful act (see Incidents Requiring Police Involvement, below).

School Resources:

School property includes, but is not limited to lockers, textbooks, equipment, and educational materials, including library books. Students are expected to use only the locker to which they are assigned. Students are responsible for the contents and condition of their locker.

Students are expected to take care of their textbooks and other equipment as provided.

Students who destroy or lose school property will be required to pay the cost of repair or replacement.

Smoking & Tobacco Products:

The use of tobacco products such as cigarettes and chewing tobacco is not permitted on school property.

Consequences of Violating the Code of Conduct

Consequences may include *but are not limited to* the following

- Warning
- Require an apology
- Counselling interview
- Consultation with parent/guardian
- Confiscation
- Time-Out
- Time-owed (detention)
- In-school suspension
- Out-of-school suspension
- Restriction of privileges
- Referral to social services
- Fines and/or criminal charges in accordance with the law

Suspension from School

Activities for which suspension must be considered under section 306(1) of the Education Act

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol or illegal drugs
- Swearing at a teacher or at another person in a position of authority
- Acts of vandalism causing extensive damage to school property or property located on school premises
- Bullying
- Persistent opposition to authority
- Use of profane or improper language
- Engaging in any act considered by the principal to be injurious to the moral tone of the school
- Engaging in any act considered by the principal to be injurious to the physical or mental well-being of any member of the community
- Engaging in any act considered by the principal to be contrary to the Board or school's Code of Conduct or the Board's Safe Schools Policies and Procedures

Incidents Requiring Police Involvement

Police will be involved, as indicated by the police/school protocol and the student will be immediately suspended and proceed to an expulsion hearing for the following:

- Possession of a weapon, including, but not limited to firearms
- Trafficking in drugs or weapons
- Robbery
- Use of a weapon to cause bodily harm, or to threaten serious harm
- Physical assault causing bodily harm requiring professional treatment
- Sexual assault
- Providing alcohol to minors
- Bullying

Responsibilities of Parents/Guardians

Parents/guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents/guardians fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Responsibilities of Teachers and Other School Staff Members

Teachers and school staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

As role models, staff uphold these high standards when they:

- empower students to be positive leaders in their classroom, school and community;
- demonstrate respect for all students, staff, parents/guardians, volunteers and the members of the school community.

Student Athletic Eligibility Policy

In addition to meeting the eligibility requirements of the T.V.R.A., athletic participation is a privilege for those students in good standing. **Students in good standing** need to display the following criteria:

Attendance

Students are expected to be in all classes on the day of competition

- Unexplained Lates to class = truant
- Accumulated absences may result in, but not be limited to suspension from competition, referral to the Eligibility Committee, removal from team(s).

Attitude

- Student athletes are expected to display a positive attitude at all times.

Achievement

- Student athletes are expected to be bona fide students, striving toward acceptable goals, be responsible and put forth an honest effort.

***Suspension from school will result in the review of a student athlete's eligibility by the Eligibility Committee upon re-entry.**

The Eligibility Committee Consists of:

- Administration, Athletic Director, Coach, Teacher(s)

Policies for Appropriate Use of School Computers

DO:

- ✓ access appropriate software provided on the system to complete homework and assignments
- ✓ use computers to access your Student Portal
- ✓ use the internet responsibly to research assignments
- ✓ transfer data files to and from home via email or memory sticks
- ✓ use appropriate language in passwords, filenames, file contents, etc.
- ✓ report any unusual or suspicious activity that occurs while you are on your account
- ✓ use good judgment when using school computers

DO NOT:

- use school computers for anything other than school work.

Activities that **will not be tolerated** include but are not limited to:

- ◆transmission of any material in violation of Federal or Provincial regulation, i. e. copyrighted material, threatening or obscene material, hateful, racist or discriminatory material
- ◆use or attempted use of another's account
- ◆unlawful entry or attempted entry into any network system
- ◆any attempt to alter and/or destroy data or equipment
- ◆creation and/or willful transmission of computer viruses and worms,
- ◆software piracy, hacking, downloading, personal email, chat lines, entertainment, e.g. games, music, movies, sports, etc.
- ◆inappropriate language in passwords, filenames, file contents, etc.

Policies for Use of Your Computer Account

Each user will activate a personal account and **IS EXPECTED TO USE ONLY THAT ACCOUNT.**

Each user must complete and sign **all parts of this contract** to activate his/her account. Submit the completed form to your homeroom teacher, the Library, or the Office.

- For your first login, use:
USER ID: 4 + 4 + LAST 3 numbers of Student number (e.g. Jane Smith.. SMITJANE123)
PASSWORD: THIS WILL BE YOUR STUDENT NUMBER;

CHANGE YOUR PASSWORD IMMEDIATELY - Password is case sensitive

DO NOT SHARE YOUR PASSWORD WITH ANYONE AND CHANGE IT IF YOU THINK SOMEONE KNOWS IT.

Activity on accounts is checked periodically. **A student is held responsible for any and all activity on his/her account.**

For extra-curricular use of Library computers (when not with a class and teacher), students must leave their **current student card** with a teacher-librarian or supervising teacher.

CONSEQUENCES FOR USING SOMEONE ELSE'S ACCOUNT OR ALLOWING SOMEONE ELSE TO USE YOUR ACCOUNT:

All accounts involved will be disabled. Computer privileges may be cancelled for varying periods of time, depending on the severity of the situation.

GENERAL INFORMATION

BEGINNING THE DAY

School begins each day at 8:20 a.m. Everyone is expected to be in class at that time. Students in classrooms are asked to stand during O Canada. Students in hallways and elsewhere will stand still during O Canada. Hats will be removed during O Canada. Smudging to start the day is held in our First Nations Metis Inuit Cultural Centre. Students who wish to be excused from the National Anthem for religious or other conscientious reasons should bring a note to the Principal from their parent or guardian requesting permission.

ACCIDENTS

An accident form must be completed at the time of the accident and kept on file in the main office. If you are involved in an accident, make sure it is reported immediately to the office.

AFTER HOURS

Students are not to be in the school after 4:00 p.m. unless under the direct supervision of a staff member (e.g. school teams and clubs or for extra help).

ATTENDANCE

When absent from school:

1. Please have your parent notify the school's 24 hour attendance line 1-844-305-3756
2. If home/school contact is not made your parent or guardian should write a signed note giving your name, date, days of absence and reason for absence.
3. Present your note the first day back following an absence.
4. Make immediate plans to do all make-up work due to absence.

Students who must be excused during the day are to bring a note from their parent stating the reason. Present the note at the attendance office ahead of time. If the reason is valid, the secretary will issue an excuse slip which the student will give the classroom teacher. Please try to avoid medical or dental appointments during school hours. Students who leave class without permission will be considered truant. In the event of illness during school hours, a student must see a vice-principal before leaving the school.

A parent/guardian or student (18 years of age or older) must present verbal or written notice specifying the request for religious or faith-based accommodations, including days on which they will be absent from school. This notice should be made enough in advance (preferably at the beginning of each school year) to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes the accommodation(s) into consideration. The full policy entitled Religious and Faith-based Accommodation can be found on the Thames Valley District School Board website.

As per the Freedom of Education, and the Protection of Privacy Act, and the Education Act, students 18 years of age and older are adults and are legally responsible for their own education and attendance at school. Students 18 years or older may write their own notes to explain their absence from school. Students are reminded that the same attendance rules and procedures are applicable and that although a student may explain his/her absence, only the principal/vice principal (as per the Education Act, Section 26) can legitimize it. It is not acceptable to miss class for reasons other than illness, medical appointments or reasons approved by the administration. It is not acceptable to miss classes for vacations, jobs, or catching up on other school work.

The vice principal will deal directly with the 18 year old student regarding his/her attendance or behaviour. Excessive, unexplained, or illegitimate absences may result in consequences such as removal from specific courses to removal from the school roll.

School staff may only discuss concerns regarding progress, behaviour and attendance directly with the adult student. It is the student's responsibility to share information with parents or guardians as desired.

Students may provide their parents/guardians access to their academic and attendance information by writing a letter to the school vice principal indicating they have given them access. Without this letter, school staff may only communicate with the student regarding these matters.

EXAMINATION GUIDELINES

1. Students who are ill must provide a doctor's certificate for consideration. Students may not be excused from exams for both full semester and half semester courses due to work or holidays. Students absent without a valid reason will receive a zero on final examinations missed.
2. Students who require special arrangements for any evaluation must contact their Vice Principal as soon as possible indicating in writing the reason(s) for the request.
3. All students are expected to complete a final exam in each course.
4. Cell phones and any electronic devices are not permitted in any evaluation.
5. Book bags, if brought to class, are to be left at the front of the classroom, or in another area designated by the teachers.

ASSESSMENT

Students will be provided with course outlines in each subject. The values assigned to each segment of a course may be found in the outline. Due dates for projects will be clearly stated and it is a student's responsibility to meet any deadlines.

AUDITORIUM ETIQUETTE

Assemblies are a regularly scheduled part of the curriculum. All students and teachers are expected to attend and sit in the area designated for each class. Courtesy demands that students be quiet, respectful and appreciative. Hats are not to be worn during assemblies.

The following is a list of rules of etiquette for live performances which apply not only to Saunders, but to all other live theatrical performances as well.

1. Latecomer Policy

Make every effort to arrive at a performance on time. As consideration to performers and other audience members, visit the washroom before the performance begins. You will not be permitted to leave once the performance has started. Latecomers will be admitted only at an appropriate break in the performance. A teacher or an usher will escort you to the nearest available seat.

2. Audience Behaviour

- a) Students are expected to remove hats and hoods for all auditoriums.
- b) Make every effort not to distract performers and other audience members. Refrain from talking during the performance and avoid rustling candy wrappers or papers. Leave all bulky items in your locker or classroom.
- c) Do not put your feet on - or hang legs over - the seat in front of you.
- d) Turn off all electronic devices such as iPods, cell phones, and pagers. Flash photography is not permitted.
- e) When the lights dim, or the emcee takes the stage, this is a signal for the audience to immediately assume a respectful silence. Respond to the performance in an appropriate manner: for example, applaud at the end of a scene, musical number, or a dance presentation. (During the Remembrance Day auditorium, our appreciation for all aspects is shown by a respectful silence, which is maintained throughout; applause is not appropriate.) Please also note that it is never appropriate to shout comments before, during or after a performance.
- f) Backstage visits are not permitted. Please remain in the auditorium or outside hallways and wait for your special performer to appear.

CAFETERIA

The school cafeteria servery is open for food purchases from approximately 7:30 a.m. to 12:00 p.m. every day except during homeroom exercises, exams and for special occasions.

Food and drink should be consumed in the cafeteria, the west patio or designated areas. Students are expected to pick up their garbage and deposit it in the containers provided. Food is not to be consumed in the classroom unless special arrangements have been made.

COMPUTER USE CONTRACTS

Each student and parent or guardian must sign acknowledging their understanding of the Computer Use Agreement before a student will gain access to a Saunders computer. You can find the Saunders Expectation Agreement page within this planner.

DETENTION

A detention is a time when the student is assigned to come early to school or to stay during a lunch period or after school for infractions of school rules. Any teacher may require a student to report at the end of the day to complete assigned work or for a conference. If you have been assigned a detention, the detention takes priority over other extra-curricular or non-school activities. Students who come to school by bus must serve detentions during the lunch time. Detentions are normally 30 minutes in length.

EXTRA HELP

Any member of the teaching staff may request a student to report at lunch time or at the end of the day to complete assigned work or for a conference. Extra help is available for all students who request it. It is important for students to inform teachers as soon as you experience difficulties. Math Aid is available every day from 11:20 a.m. to 11:50 a.m. in Room B302. Science Aid is available on Tuesday, Wednesday and Thursday from 11:00 a.m. to 11:30 a.m. in Room C324 and students taking languages are to check classroom lists for tutoring locations.

FIRE ALARMS

If the fire alarm sounds, evacuate the building according to teacher instructions and the emergency plan. Any student sounding a false alarm will be subject to the penalty of the law. Vehicles may not be moved after a fire alarm has sounded until cleared by the fire chief to move.

GUIDANCE

Guidance Counsellors are available to help you with:

Academic counselling to assist you with:

- course selections and timetables
- post-secondary educational planning

Career counselling to assist you with:

- understanding your strengths and limitations
- planning for your future
- accessing computer services to determine job characteristics, availability and salary

Individual counselling to assist you with:

- personal concerns, including family and peer relations, and mental health issues
- accessing resource help, the school psychologist, school nurse, social worker and community agencies

Course Changes

Students are asked to research course selections carefully during the registration process in February and to make final changes to their course selections during the verification cycle in April. As staff and timetabling are based upon student course requests, further requests for course changes need to meet a specific criteria and may require a parent to attend the appointment. Recognizing that registration in a course is a student's commitment to that course, Guidance efforts will be directed from the outset of the semester toward assisting students to succeed in the courses they are enrolled in. All students in Grade 9, 10 and 11 will register for four courses per semester. Students should be aware that dropping a course may affect their honour roll status.

Appointments

Students should book appointments using the schools intranet system via Internet Explorer and can do so from anywhere in the school, including the Guidance Office. The Guidance secretary will gladly provide assistance in making an appointment with your counsellor. Each appointment slot is 20 minutes normally. Each counsellor is responsible for students based on the first letter of student's surnames.

Guidance counsellors will work on a consultative basis with students who have been assigned a resource teacher. Students on IEP's should meet with their resource teachers for course selection and post-secondary program requirements initially and will be referred by the resource teachers to Guidance as necessary. Interviews and consultations with parents are welcomed.

Honour Roll

To all students who achieve an 80% average or better on their final marks in courses taken at Saunders during semesters one and two of the past year. For grade 9 and 10 students, eight credits are required; for grade 11, and grade 12 students, six credits are required.

Graduation Requirements

Students require 18 compulsory credits, 12 electives, 40 hours of volunteer community service, and successful completion of the Grade 10 Ontario Secondary School Literacy Test, or the Grade 12 Literacy Course. A detailed description of diploma requirements, available courses and registration procedures can be found in the Saunders Course Calendar, or on the Saunders' Web-Site through the Guidance Department Link.

Scholarships, Bursaries, Awards and Financial Aid Information is available through the Guidance Department Link.

Night School & E-learning

Rationale for a Night school and E-learning Policy:

A full course load is the expectation for all students. Courses at day school are the priority. A student wishing to drop a class must drop the night school or e-learning course. Day school programming is a legal obligation where a night school and e-learning courses are a privilege that is offered by the Board primarily to assist adult students requiring courses to complete their diploma. A secondary consideration is to assist day school students with course offerings not available at their current school.

The Policy

- 1) Students may apply for a night school or e-learning course that cannot be scheduled for them during the current day school year.
- 2) Students who have completed a course at day school and wish to repeat it may be given permission to register for it at night school or e-learning.
- 3) Students, parents and counsellors will consider the following issues when considering night school or e-learning:
 - a) time commitments
 - b) transportation (if applicable) - virtual orientation session
 - c) student's learning re: evening or computer

Guidance Web-link

Please bookmark the site: www.tvdsb.ca/Saunders.cfm and click on the Guidance Department Link. Here you will find an incredible amount of information such as our school's course calendar, community service hours form, post-secondary and scholarship information, registration information for each grade level as well as information on student success (to name only a few). Links to a variety of other useful career resources are also available through our web-site.

Students in their Graduating Year

Be certain to listen to announcements daily and check the Saunders' Guidance website for important information regarding post-secondary planning. Under the college and university links you will find a detailed listing of important post-secondary dates as well as the college and university on-line application form. The guidance office requests graduating students submit their community service hours by the end of March in the year they are graduating.

LIBRARY INFORMATION CENTRE

The school library program teaches information literacy skills for subject teachers and their classes. Also, students may work independently on research, homework assignments, reading and review. Computers are available for students who have signed computer and internet contracts. School identification must be shown to borrow library materials. Courteous and studious behaviour is required at all times for students to retain their library privileges.

LOST AND FOUND

We cannot assume responsibility for lost or stolen articles. All personal property brought to school remains the responsibility of the owner. Put your name on your books and gym equipment. Under no circumstances are valuables, wallets, purses, etc. to be left in the change room. If it is necessary to bring anything which should not be carried on one's person or left in the locker or change room, please bring it to be the office and it will be placed in the vault for safekeeping.

All lost and found articles should be turned in to the office, with the exception of gym equipment which is turned into the physical education office. Please inquire at the office or the physical education office for lost items.

OUT OF BOUNDS AREAS

1. All locker areas during class periods.
2. The overhang area at the north end of the school.
3. The parking lot except when arriving at or leaving the school.
4. Classrooms, gymnasium, office areas and auditorium when no staff member is present.
5. All custodial rooms, mechanical rooms and all accesses to the roof and fan room areas.
6. Only students with special permission may use the elevator.
7. No loitering allowed in stairwells. Entry ways must be kept clear.

PARKING

Parking for staff and students at Saunders is available on the east side of the school, immediately adjacent to the building. No one is to park in the bus parking lot. Students who drive to school must register their vehicles with the Commissionaire and park in the designated area in the south end of the parking lot. Students must register their vehicles with the Commissionaire in the first week of school. Failure to do so will result in temporary or permanent loss of parking privileges. Students are not to sit in parked vehicles while on the school property. Students are required to park cars in the designated spaces and not on the lawns or driveways. Students are required to operate vehicles in a safe manner. Failure to comply with any of the above guidelines will result in the vehicle being towed and/or temporary or permanent loss of parking privileges. Parking is limited; registration is for vehicle identification and does not ensure a parking space. The school assumes no responsibility for vehicles. Park at your own risk.

PHYSICAL EDUCATION DEPARTMENT

Uniform Regulations: Grade 9 and 10

Grey or white t-shirt and red shorts are required on a daily basis.

During outdoor activities, depending on the weather, appropriate athletic attire can be worn.

Hats may be worn outside during class time.

Appropriate athletic footwear **MUST** be worn at all times. Shoes **MUST** have a rubber treaded sole that does not mark the gym floor. Board shoes are not acceptable.

RESOURCE DEPARTMENT

Special education teachers are available to work with students with exceptional learning needs. This includes monitoring individual education plans, and teaching resource classes.

SABRES' DEN

The Sabres' Den (C207) is a quiet work room where students who are struggling in their courses may complete missed assignments or work on credit rescue opportunities. Teachers must make arrangements with the Student Success teachers prior to sending students to the Den to ensure students receive the support they require. The Den is also open during lunch time on select days.

SAFE SCHOOL PLAN

The Saunders Safe School Plan is a comprehensive set of policies and procedures related to student behaviour, violence, school climate, emergencies and safety procedures. Throughout the year students will participate in fire drills, tornado drills and practice the emergency lockdown procedure.

SCHOOL COUNCIL

Saunders Secondary School Council is composed of representative numbers of parents, students and teachers, who meet at least four times per year to give advice to the school principal, staff and student leaders. It provides a forum for community discussion and encourages active participation and awareness of Saunders Secondary School by parents and the wider community. Saunders School Council will meet at 7:00 p.m. in the Saunders library. Specific dates can be found on the on-line activity calendar and in newsletters.

STUDY PERIOD FACILITIES

All Grade 9, 10 and 11 students will take four courses per semester and have no spares. Grade 12 students will take at least three courses per semester. All senior level students may use the library or the cafeteria for quiet study during their study periods. They may also leave the building. Loitering in the hallways or locker area is not permitted.

STUDENT FEES

There will be no fees or cost charged to students to participate in the regular day school program. Fees may be charged where the student chooses to upgrade the material or where purchase of material is optional. Students enrolled in secondary schools in the Thames Valley District School Board can expect to be provided with the basic classroom learning resources which are required in order to complete the course expectations. It is recognized there may be optional resources which students may purchase to enhance their program; e.g., field trips, upgrading materials in courses such as construction technology and visual arts.

Students are expected to come to school ready and willing to participate actively in their own learning. To that end, students are expected to bring materials with them for their own personal note taking (e.g., pencils, pens, paper, binder). Students are expected, if they are taking Physical Education, to wear appropriate attire such as shorts, t-shirt and

running shoes in order to ensure that active participation is possible. Physical Education attire may be offered for sale by the school, but students are not obligated or expected to purchase such attire. Students are encouraged to purchase their school's Student Card by paying the Student Activity Fee. The Student Card includes, but is not limited to, the benefit of participating in the co-instructional program and Student Council activities. Students involved in co-instructional teams, groups and clubs will be made aware of any additional fund raising obligations or participation fees prior to making a commitment to participate.

Note: The school year book shall be sold separately and is not to be part of the Student Activity Fee.

Every effort will be made to support students who require financial assistance with student fees. Students should contact their guidance counsellor, classroom teacher, or the school administration who will handle this matter discreetly. Principals will

undertake, to the best of their ability, to provide supplies and materials for students requiring financial assistance in a discrete manner in order to ensure that they are not hampered in their academic pursuits.

STUDENT ACTIVITY CARDS

It is strongly recommended that all students have a student card with photo identification.

All students have the opportunity to purchase their Student Card. Activity cards can be used to confirm identification. Activity cards are required to attend dances and participate in numerous school activities.

Student Fees can be paid on-line. The cost is \$25.00. To provide equitable access to program opportunities for all students, please direct any issues of financial hardship to the student's vice principal. All such concerns will be processed confidentially.

Students are encouraged to purchase their school's Student Card by paying the Student Activity fee. The Student Card includes but is not limited to the benefit of participating in the extra-curricular program. Students involved in teams, groups and clubs will be made aware of any additional fund raising obligations or participation costs prior to making a commitment to participate. Students **MUST** have their photos taken during assigned photo days.

ATHLETIC FEES

The Athletic Fee of \$40 covers the student's admission to the Athletic Banquet in June, a team photo for every sport played and a Saunders Athletic t-shirt. Please note that in order to receive your team photo you must pay your athletic fee *before* your sport season ends, or by the deadline provided by your coach. This fee also contributes to activities that promote and celebrate athletics.

TEAM FEES

Separate individual Team Fees may be charged for, among other things, support of referees, tournaments and equipment maintenance. Students selected for each team will be informed of fee requirements by their coach.

STUDENT CONCUSSION POLICIES:

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum.

Since concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided.

Questions can be directed to the school principal.

TECHNOLOGICAL STUDIES DEPARTMENT

Safety: It is imperative that students heed and obey the warning signs posted at shop entrances and within shop areas. Safety glasses must be worn in identified areas as required by Board Policy. Lighters must not be taken into shops where welding occurs. Coveralls and safe footwear are also required in shop areas to ensure personal safety. Students must follow all safety instructions.

Project Requests:

As a major composite school we are often able to accept project requests from students, teachers and the Saunders community. The project or service must be consistent with the Broad-based Technology curriculum. Persons requesting services, repairs or construction projects should contact the program head or designate for further information.

TOBACCO, TOBACCO PRODUCTS, ALCOHOL AND DRUGS

We cannot emphasize strongly enough the hazard to health and the legal consequences posed by the use of tobacco, alcohol or restricted drugs. None of these substances are allowed on school buses or on school property.

Smoke Free Ontario Act is LAW: “smoking is not allowed on school property, day or night, year round”. This includes e-cigarettes, vapers or any electronic device.

The Saunders policy for dealing with smoking offences includes:

Notification to students and community through announcements, assemblies, newsletters, posters and homeroom discussions.

Zero tolerance for those caught smoking on school property with consequences that may include the following:

- a written record of offence for student’s files
- notification of parents or guardians
- student is sent home for the day
- in-school suspension
- a fine to be issued by the Environmental Health Officer
- assignment of community service work

Repeated offences will result, not only in a fine being given, but also suspension and review of program eligibility.

School property includes the whole inside and outside of the building. This includes smoking in your car on school property. Students should not loiter on the adjacent parking lots. Trespassing charges may be laid.

This law affects all parents, teachers, students and visitors. It is in effect 24 hours a day, 7 days a week, and 365 days a year. An individual could be subject to a maximum fine of \$5,000.00

The Tobacco Control Act (1994) has been renamed the Smoke Free Ontario Act. The Smoke Free Ontario Act became effective May 31st, 2006.

TRESPASSING

The school grounds and building are out of bounds to all except registered students of Saunders Secondary School and their parents or guardians, School Board employees or persons having business with the administration or staff. If there is a reason for a visitor to be on school property, that person must report to the main office. You may be asked for your Student Activity Card as a form of identification. All students must identify themselves if requested by a staff member.

VISITORS

Students wishing to have a guest visit the school must submit a request in writing to the vice-principal two weeks in advance. Approval will be granted for exceptional reasons.

VIDEO SURVEILLANCE

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, Section 28(2), video information is being collected to promote a safe and secure school environment for the school community. Use of this information is restricted to school and Board administration and law enforcement personnel in the case of incidents under investigation. The video will be reviewed only by authorized personnel and will be maintained in a locked and secure area. Inquiries concerning this collection should be directed to the school principal or the Board’s Freedom of Information Co-ordinator at the Thames Valley District School Board, 1250 Dundas Street, London, ON, N6A 5L1, Telephone 519-452-2000.

COMMUNITY RESOURCES

MIDDLESEX-LONDON HEALTH UNIT PUBLIC HEALTH NURSE

TOP 5 REASONS TO SEE YOUR NURSE

- 1 - You’ve been injured and wonder whether to see the doctor
- 2 - You’re worried about school, friendships, conflicts with parents

- 3 - You're wondering where to go to get help - with sexuality, eating disorders, stress, to stop smoking
- 4 - You need information about a health issue for school
- 5 - You need medication, food, housing and help to get them

LONDON SECONDARY SCHOOL RESOURCE OFFICER:

TVDSB and the London Police Service have established an initiative known as the London Secondary Resource Officer program. The main function of the program is to foster a safe learning environment, an environment where students can focus on the task of learning and not have to worry about safety.

The constable's duties are:

1. Enforce the law as required
2. Patrol the school and meet students and staff
3. Be available as a resource, for various topics and concerns, to administrators, students, teachers and parents
4. Teach the Drug and Alcohol Program (DAP) to students
5. To attend various classes to speak on such topics as law, policing, bullying, internet, domestic violence, and many other issues that young people face today
6. Assist with emergency planning

BUILD A SOLID FOUNDATION FOR LITERACY

1. Review these terms and their application to your courses:

Analyze - examine and make connections between key points/steps

Apply - use your skill/knowledge in various ways

Compare - consider or estimate the similarities among items

Describe - show the important characteristics of something

Demonstrate - show how you arrived at an answer

Expand - elaborate on knowledge in greater detail

Give examples - find and communicate proof

Give/Provide - state what is asked for

Identify - find and communicate what is asked for

Investigate - identify/resolve issues involving confusions or differences

Justify - give reasons to support an argument

Make a Judgement - use knowledge to make and defend an argument

Provide Evidence - support answer with fact and detail

Relate - connect new learning to what you already know

Respond/Reflect - express your thoughts in relation to the topic

Summarize - communicate the key points

2. Learn more about these and other terms by referring to:

- the "Glossary of Terms" of On Your Own, a publication available in the school library (purchase or borrow) handouts of literacy terms provided by subject teachers

- the four Literacy Posters on display in classrooms

3. Expand your reading and writing skills:

Before reading, notice purpose, topic, as well as numbers, dates, bold or italic print which may reveal structure or give emphasis. Determine what predictions you might make about the material.

During reading, ask yourself if the material makes sense. Visualize. Use strategies for words you don't know. Reflect and re-read. If necessary, confirm, reject or change predictions.

After reading, sequence and summarize. Locate key information. Form conclusions and judgements as well as personal and critical responses. Understand and appreciate points of view.

4. Notice how “literacy” pertains to all subject areas:

Of the various materials used on provincial literacy tests:

- 50% is information based
- 25% involves graphics such as schedules, graphs and tables
- 25% includes literary passages such as stories, descriptions and dialogues.

5. Access www.eqao.com :

Support materials for the Literacy Test include:

- general reading tips;
- special tips on answering questions, writing summaries, opinions, news reports and informational paragraphs;
- samples of texts and questions similar to the types of selections, format and wording on the test.

6. D2L, Desire to Learn

Support materials for the Literacy Test include:

- sample tests;
- feedback on tests.

This year’s province-wide Grade 10 Literacy Test is scheduled for the morning of Tuesday, April 10, 2018. A special schedule for this day will be posted in March.