

Student Handbook 2011-2012



Fletcher's Meadow
Secondary School

"Inspiring Students to Develop and Reach Their Goals"

10750 Chinguacousy Road

Brampton, ON

L7A 2Z7

Telephone: (905)-495-2675

Fax: (905)-495-6170

Website: www.fmss.ca

Principal

Mary Nanavati

Vice Principals

Heike Bronson

Harry Chamourian

Maureen Royle

This AGENDA belongs to:

Name:

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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 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 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 has 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. REGULAR DAY

Time	DAY 1	DAY 2	DAY 3	DAY 4
Period 1 9:00 to 10:00	English	Math	Art	Tech Design
10:00 to 11:00	MULTI PERIOD English	MULTI PERIOD Math	MULTI PERIOD Art	MULTI PERIOD Tech Design
Period 2 a 11:05 to 11:40	Lunch	Lunch	Lunch	Lunch
Period 2 b 11:40 to 12:20	Math	English	Tech Design	Art
Period 2 c 12:20 to 1:00	Math	English	Tech Design	Art
Period 3 1:05 to 2:00	Art	Tech Design	English	Math
Period 4 2:05 to 3:00	Tech Design	Art	Math	English

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 2011-2012 are assigned as follows:

Heike Bronson	A - G
Maureen Royle:	H - P
Harry Chamourian:	Q - 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 2011-2012 are assigned as follows:

Siobohn Catalano	A - D
Fern Downey:	E - K
Sandra Woehrle:	L - Re
Brent Morgan:	Ri - Z

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

Please book an appointment to see your counsellor, at least one day in advance. You may only book appointments for times that you do not have a class. The appointment book is on the counselling secretary's desk.

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.

For students planning to graduate by June/July 2012, the deadline for registering community service hours is May 31st. To find placements in Peel, students may wish to visit Volunteer MBC at www.volunteermbc.org. More information is available from the Peel Board web site at www.peel.edu.on.ca in the "Student Stuff" section. As well, students may check the Community Service binder in the Guidance Office for placement suggestions. The Community Service Fair takes place over the lunch hours on October 26, 2011.

Students completing community service hours the summer before beginning high school may find a printable 40 Hours form by going to www.fmss.ca, clicking on Student Services, and then clicking on Community Service - 40 Hours.

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.

MENTORING

The Mentorship Program at Fletcher's Meadow Secondary School strives to help our "at-risk" students through the provision of a 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 be comfortable in their high school surroundings, make more informed decisions, ensure greater success and eventually become mentor-material themselves!

PEER TUTORING

Students offer tutoring to their peers (any grade/level) before and after school under the direction of teachers in that department. Senior students with study periods are assigned to assist in grade 9 and 10 classes during their spare period. The focus is on core subjects (Math/Science/English/Social Sciences). Students may earn community service hours and/or Fletcher's participation points for tutoring.

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 p.m. Applications are available at the start of Semester's 1 and 2.

GIRLS' CLUB

The Girls' 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 feeder school visits, Grade 8 Open House, Grade 9 Registration (August 31st, 10:00 a.m. – 12:00 noon) in addition to a Grade 9 homeroom program and other school events 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 www.fmss.ca. 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 databases are on the Library My Class website. Students can access these resources from home or the school 24 hours a day. User names and passwords can be found on the Library site.

Our databases are collections of materials that relate to a range of subjects. These materials include magazines, newspapers, journal articles, pictures, videos and music, as well as book excerpts and reviews. Unlike Google and Wikipedia, all the resources in these databases have been evaluated for reliability, accuracy and quality. Students are expected to be able to use such resources in post-secondary institutions.

Students must present a **valid student ID card** in order to borrow library materials. You may borrow books/materials for your own use **but** 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 money 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.

Other Quiet Work Areas:

The North pods on the second and third floors are available to senior students with spares who wish to work independently or in small groups on projects and other assignments. Students on a spare should be working in one of the pods on the second or third floor, the library, or on the benches on the second or third floor.

POLICE LIAISON OFFICER/COMMUNITY POLICE UNIT

Two community liaison officers from the Peel Regional Police Services are 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: www.fmss.ca.

Activities and Opportunities For Students

ACTIVITY FEE

At Fletcher's, we take pride in providing a wide range of extra-curricular activities which offer students opportunities outside their academic classes. Extra-curricular involvement is key to student success. Often these experiences become the most memorable part of a student's school career. At Fletcher's, there are over 70 clubs, teams and activities for students which meet a wide variety of interests, including academic, athletic, artistic and technological. Please see our web site for further information: www.fmss.ca

The annual Student Activity Fee of \$30.00 is collected to support clubs, activities and special events such as school dances, the Awards Banquet, Academic Awards Ceremony and Commencement. This fee offsets the cost of some field trips, sporting events and guest speakers. Each student is also given a \$5.00 print credit for use in the school's library.

In addition, \$30.00 is charged to students who wish to purchase a Yearbook. Students will also purchase a lock from the school at an additional cost of \$5.00 and this fee is refunded to graduating students and to those moving from the Fletcher's community upon return of the lock.

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 a 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. Most of this school has wireless internet access. To access wireless, students use their regular Novell login. Students are welcome to bring a laptop to school for their own personal use.

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 on our school website www.fmss.ca are what will be offered, dependent upon student interest, staff and facility availability.

SPORTS

Students participating on school teams must have a Student Activity Card. In addition an Athletic Fee of \$30 will be collected from each athlete for each sport season 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/ORGANIZATIONS

See school website for current clubs and activities: www.fmss.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

Assessment:

- The process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course.

Evaluation:

- The process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality.
- Evaluation is based on assessments of learning that provide data on student achievement at strategic times throughout the grade/subject/course, often at the end of a period of learning.

Reporting:

- The process of communicating with parents and students about student learning.

Purposes of Assessment, Evaluation, and Reporting

The primary purpose of assessment, evaluation, and reporting is to improve student learning.

Principles of Effective Assessment, Evaluation, and Reporting

Assessment, evaluation, and reporting of student achievement in the Peel District School Board must be:

- fair, transparent, and equitable for all students;
- supportive of all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit;
- carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course;
- ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;

- provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

Assessment Tasks, Tools and Strategies

Teachers design tasks for assessment and evaluation for different purposes: to promote learning, to measure/evaluate learning that has occurred up to a given point in time and to help students learn how to learn more effectively. Evidence of student achievement for evaluation is collected over time from three different primary sources –observations, conversations, and student products.

Teachers also gather evidence of student learning through a variety of means, which may include formal and informal observations, discussions, learning conversations, questioning, conferences, homework, tasks done in groups, demonstrations, projects, portfolios, developmental continua, performances, peer and self-assessments, self-reflections, essays, and tests.

Learning Skills and Work Habits

Learning Skills and Work Habits allow students to know how to learn more effectively, develop their potential as independent and autonomous learners (student development, interpersonal development, career development) and to take ownership over their own learning. While strong Learning Skills and Work Habits do contribute to a student's ability to be successful at school, they are evaluated separately from student achievement of course expectations. The Learning Skills and Work Habits include:

Responsibility	Organization	Independent Work
Collaboration	Initiative	Self-Regulation

Insufficient Evidence or “I”

When students receive an “I” on their report card this means there is insufficient evidence of learning and therefore, no percentage mark can be given. If an “I” is given on the final report card, this means that the credit cannot be granted to the student. An “I” may be given to students in Grades 9 and 10 only.

Teachers use their professional judgement to decide whether using an “I” will be in the best interest of the student. If an “I” is given on the report card, there will be a report card comment explaining the reason for doing so.

Absence of Evidence of Student Achievement

As our *Peel Character Attributes in Action* demonstrate, we expect all those in our learning community, including students to act in a **responsible** manner and this includes being **responsible** for providing evidence of what they have learned or accomplished in the time frame allowed by the teacher.

When students do not submit products to the teacher, there is no evidence for the teacher to assess. Similarly, when students do not submit products in a timely manner to the teacher, assessing or judging the evidence can be a problem, especially when teachers have deadlines for reporting to parents. Student products that are plagiarized also fail to provide any evidence of student achievement.

Plagiarism and Cheating

Plagiarism is defined in Ministry policy as *the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work*. When a student plagiarizes or cheats, he/she does not provide evidence of his/her achievement. Based on the consideration of mitigating factors (age, maturity, number and frequency of incidents,

individual circumstances of the student), school teams and teachers will choose from a variety of possible responses/resolutions to plagiarism and cheating including assigning of a zero and/or the opportunity to complete a similar evaluation. As our *Peel Character Attributes in Action* demonstrate, we expect all those in our learning community to act in an honest manner and this includes ensuring that student work submitted for assessment and evaluation is one's own.

Determining the Grade

Teachers determine students' report card grades by using their professional judgement. They interpret student evidence of learning and look at the student's most consistent level of achievement over time and give special consideration to more recent evidence demonstrated by the student. Student evidence of learning includes evidence gathered from observations, conversations and student products collected over a period of time.

Levels of Student Achievement

The following chart is to be used for Grades 9-12 and is based on *Growing Success* policy.

Level*	Scale	Percentage	Levels of Achievement
Level 4	4+	95 – 100%	Level 4 identifies achievement that surpasses the provincial standard. The student demonstrates the specified knowledge and skills with a high degree of effectiveness. <i>However, achievement at level 4 does not mean that the student has achieved expectations beyond those specified for the grade/course.</i>
	4	87– 94%	
	4-	80 – 86%	
Level 3	3+	77 – 79%	Level 3 represents the provincial standard for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness. Students achieving at level 3 can be confident of being prepared for work in subsequent grades/courses.
	3	74 – 76%	
	3-	70 – 73%	
Level 2	2+	67 – 69%	Level 2 represents achievement that approaches the provincial standard. The student demonstrates the specified knowledge and skills with some effectiveness. Students performing at this level need to work on identified learning gaps to ensure future success.
	2	64 – 66%	
	2	60 – 63%	
Level 1	1+	57 – 59%	Level 1 represents achievement that falls much below the provincial standard. The student demonstrates the specified knowledge and skills with limited effectiveness. Students must work at significantly improving learning in specific areas, as necessary, if they are to be successful in the next grade/course.
	1	54 – 56%	
	1-	50 – 53%	
Final 30% Evaluation			In Grades 9-12 , failure to complete a 30% Final Evaluation does not automatically result in the loss of a credit. Final decisions around granting a credit are made by the principal/vice-principal in consultation with the subject teacher.
I			In Grades 9-10 , the code "I" may be used to indicate that insufficient evidence is available to determine a letter grade or a percentage mark. The report card comment indicates the reason for assigning an "I".
W			In Grades 9-12 , the code "W" indicates that the student has withdrawn from the course.
*Schools can establish and use mid-points for marks to promote equity and fairness in grading practices.			

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.

Triple A Arrow Program:

Students are expected to be in their classes by 9:00 a.m. Staff members will be in the halls from 8:50 a.m. – 9:00 a.m. to encourage students to get to their classes on time. Students who are caught in the halls when the 9:00 a.m. bell goes are expected to stand at attention for the playing of our national anthem as well as to answer teachers politely when asked to which class they are headed.

School Dismissal and Expected Student Departure Time:

Classes dismiss at 3:00 p.m. For reasons of safety and security, all students are expected to leave the building by 3:15 p.m. unless they are in a supervised activity.

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 climate for learning and working to support student success. For learning to be successful, schools must be free of negative factors such as bullying, discrimination and other harmful behaviours including physical violence in any form.

In the Peel District School Board, we understand that equity and excellence go hand-in-hand. One of the core goals in our strategic plan, the *Report Card for Student Success*, is the following:

"Achieve equity for students and staff—we provide equity of access and opportunity for students and staff to learn, work and develop in an environment that is nurturing, engaging, respectful and inclusive."

One of the Peel Board's projects is the implementation of six core character attributes. The attributes are taught in school, but they are also the basis of the board's working relationships – they help to create a positive climate for learning and working.

We want our staff and students to be:

- **Caring** – showing compassion and kindness towards others
- **Cooperative** – working collaboratively with others for a common purpose
- **Honest** – being truthful, trustworthy and sincere in our speech and actions
- **Inclusive** – treating everyone fairly and equitably
- **Respectful** – treating others, ourselves and the environment with high regard and value
- **Responsible** – being accountable and reliable in our actions and commitments

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, cultures 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.

The Code of Conduct for Fletcher's Meadow Secondary School aligns with and supports Ontario's Equity and Inclusive Education Strategy, the Peel Board's Human Rights policy and the Equity and Inclusive Education policy.

OUR CODE OF CONDUCT

The 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 affect 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 race, ancestry, place of origin, colour, ethnicity, creed, 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 communicating regularly 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
- practising 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 a range of clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behaviour including but not limited to homophobia, gender-based violence, sexual harassment and inappropriate sexual behaviour
- responding to and reporting behaviours which may have a negative impact on school climate

BULLYING PREVENTION AND INTERVENTION

We are teaching students to identify and deal with bullying behaviour and to stop this behaviour 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 is used to deal with inappropriate behaviour. This may include: verbal reminders, review of expectations, contact with parent(s)/guardian(s), written reflections, volunteer services to the school community, conflict mediation and resolution, peer mentoring, referral for support services and/or an opportunity for restoration and repair.

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 considers mitigating and other factors.

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

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying, including cyber-bullying
- uttering a threat to inflict serious bodily harm on another person
- committing an act of vandalism that causes extensive damage to 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 Code 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 cause or to threaten bodily harm to 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 of behaviour 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 Code 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.

SMOKING AND 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.

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 accepted 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 appropriate 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, returning 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. Inappropriate attire includes tops that are backless, low-cut, off the shoulder, or with a bare midriff, as well as shorts and skirts that are overly revealing.

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, du 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 online 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.

Cell phones may not be used for any communication or for taking photographs at school unless permission is granted by a school official.

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. Most of our school is now wireless. To access wireless, students need to use their regular Novell login.

Posting school-related photographs or images on the internet (including social network sites) without permission of a school official violates the Fletcher's Meadow Secondary School's Code of Conduct. 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 of school. This applies to school, work and home internet use.

ELECTRONIC DEVICES

Students are discouraged from bringing to school expensive electronic devices such as iPods and cell phones as they cannot be properly secured and the school is not responsible if they are lost or stolen. Students must turn off and stow away personal communication devices such as cell phones and electronic listening devices such as iPods while in the classroom and during exams. Teachers may confiscate these items if students do not heed these rules.

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) etc.

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. The cost of the tag is \$5.00.

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.

NEW FOOD POLICY MEANS TASTY, HEALTHY CHANGES AT YOUR SCHOOL

You will notice changes in the cafeteria and vending machines this year that will make choosing healthier options easier. Certain foods and beverages will no longer be available, or the recipes will be different. For example, deep fried French fries have been replaced by a baked version.

- The changes are the result of the Ministry of Education's School Food and Beverage Policy.
- The Policy is meant to encourage students to make healthier choices by removing less healthy food and beverage options from schools. The new food choices are lower in sodium, fat and sugar.
- The nutrition standards in the policy are based on the principles of healthy eating outlined in Canada's Food Guide.
- The policy doesn't apply to food and beverages brought from home – only food and beverages sold to students at school.

You may also notice more local food in the cafeteria – local food is food that is produced in Ontario with primary ingredients raised and grown in Ontario. The Peel District School Board has worked with your cafeteria provider to assess the amount of local food currently available and made plans to increase it. You should feel good about choosing local food — it's good for the environment and supports the local economy.

Research shows children and teens who eat healthy are more attentive, ready to learn and more likely to succeed in school. When you choose healthy foods and beverages, you give yourself an advantage.

For more information about healthy food choices, call EatRight Ontario at 1-877-510-5102 to speak to a registered dietitian. For more information about the policy, visit <http://www.edu.gov.on.ca/eng/healthyschools/policy.html>.

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 (Cassie Campbell Community Centre) 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.
- Students are expected to turn off their phones or put them on vibrate

HOLD AND SECURE

In this situation the school is secured due to an ongoing situation outside and not related to the school. The school continues to function in a near-normal state, with the exception that all exterior doors and windows are locked and no one enters or exits the building without approval from police or the Board.

SHELTER IN PLACE

In this situation it is necessary to keep everyone within the school to protect them from an external situation, environmental or weather-related situation.

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.

PARKHOLME SCHOOL AT FLETCHER'S MEADOW

Parkholme School and Fletcher's Meadow Secondary School share the school building. The unique design of two schools sharing the same building provides many opportunities to enrich the learning experiences of students from both schools. So what is Parkholme School? Parkholme is a school for students with developmental disabilities aged 14 to 21 years of age. The school moved to this site from its original school on Bartley Bull in Brampton when the school opened in 2005. The Fletcher's Parkholme School community is always striving to create a variety of opportunities for integration and sharing special events.

Fletcher's Meadow students are expected to be respectful of the Parkholme community. The Parkholme washrooms and entranceways are not to be used by Fletcher's Meadow students.

STUDENT IDENTIFICATION

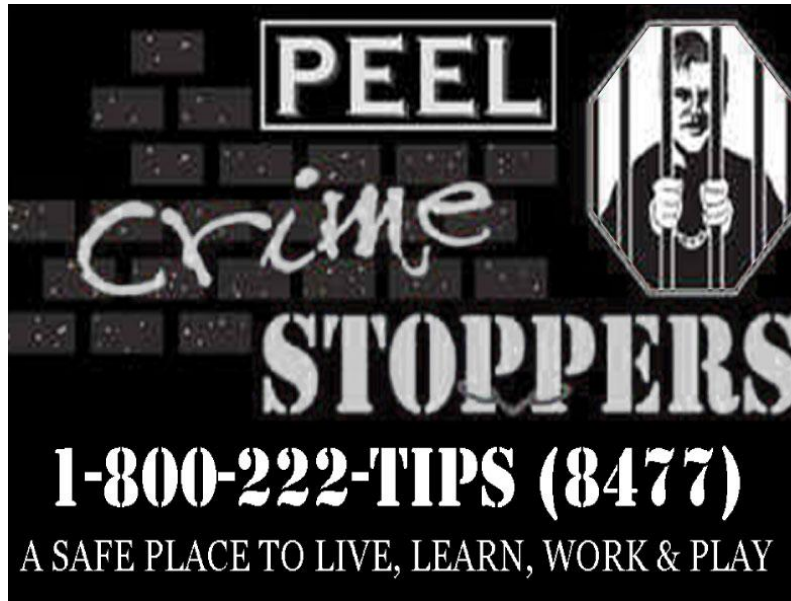
Students are required to have a current student photo ID card. (This is a requirement of the Peel District School Board.) It is your responsibility to carry your ID card at all times. The card must be presented for entry to school events, as well as library and Internet privileges. In addition, your 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

A SAFER SCHOOL IS YOUR CALL



- Crime Stoppers guarantees that anyone with information about any past, present or future crimes pass on the information with absolute anonymity.
- Callers need not give their names, or testify in court.
- There is no call display on the telephones. Crime Stoppers can be reached 24 hours a day, 7 days a week at **1-800-222-TIPS(8477)** or at
- <http://www.peelcrimestoppers.ca/>

FLETCHER'S MEADOW SECONDARY SCHOOL
2011 – 2012 Important Dates to Remember

Semester 1

August 31	Grade 9 & 10 Registration & Photos
September 1	Grade 11 & 12 Registration & Photos
September 5	Labour Day
September 6	Semester 1 begins
September 6	Follow the Arrows Event for all Grade 9 Students
September 8	Photo Day
September 22	Noon Dismissal
September 22	School Council Meeting
September 27	Photo Retake Day
October 5	2:00 p.m. Dismissal
October 10	Thanksgiving
October 17	Progress Reports
October 20	Parents' Night
October 27	School Council Meeting
October 28	Academic Awards Assembly/Commencement Ceremonies
November 2	Take Our Kids to Work Day (grade 9's only)
November 15	Mid-term Report Cards Issued
November 24	School Council Meeting
November 25	Noon Dismissal
December 8	Semi-formal
January 10-11	Grad Photo sign-up
Dec. 24 – Jan 8	Winter Break Holiday
January 16-20	Grad Photos
January 17	EQAQ Math Testing – Semester 1 Grade 9 Only
January 24	Last Day of Classes for Semester 1 – Noon Dismissal
January 25 -31	Evaluation Days
January 27, 30-31	Grad Photos

Semester 2

February 2	School Council Meeting
February 3	Semester 2 begins
February 8	Final Report Cards for Semester 1 Issued
February 20	Family Day Holiday
February 22-23	Grad Photos
March 1	School Council Meeting
March 6	Noon Dismissal
March 8	Progress Reports
March 10-18	March Break
March 22	Parents' Night
March 29	OSSLT – Grade 10s and Previously Eligible Only
April 6, 9	Good Friday/Easter Monday
April 12	School Council Meeting
April 17	Mid-term Report Cards issued
April 18	Noon Dismissal
May 1	2:00 p.m. Dismissal
May 10	School Council Meeting
May 21	Victoria Day
May 31	Awards Banquet
June 12	EQAQ Math testing – Semester 2 grade 9 only
June 20-25	Semester 2 Evaluation Days
June 26	Prom
June 29	Final Report Cards Issued (for pick up)