



**District School Board of Niagara**  
**Achieving Success Together by Putting Students First**

**Eden High School**  
*A Christian Alternate High School*

**535 Lake Street,  
St. Catharines, ON L2N 4H7**

**Phone (905) 646-9884 / Fax (905) 646-3815**  
[www.edenhigh.ca](http://www.edenhigh.ca)

**Mrs. Ruth Hernder, PRINCIPAL**

**Mr. Michael Thompson, VICE-PRINCIPAL**

**Mrs. Trudy Schroeder, SCHOOL COUNCIL CHAIR**

**School Office Hours: 8 am to 4 pm**



## **SCHOOL/HOME PARTNERSHIP**

**\*\*PLEASE READ AND SIGN\*\***

### **Parent Commitment**

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- become familiar with the Code of Conduct and school rules
- 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
- encourage and assist their child in following the rules of behaviour
- assist the school staff in dealing with disciplinary issues

I have read the terms of the agenda policies and the Code of Conduct.

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Signature: \_\_\_\_\_

### **Student Commitment**

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- shows respect for themselves, for others and for those in authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules and takes responsibility for his or her own action

I have read the terms of the agenda policies and the Code of Conduct and agree to abide by them.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**EDEN HIGH SCHOOL STAFF 2010-2011**

*Principal*  
**Mrs. Ruth Hernder**

*Vice-Principal*  
**Mr. Michael Thompson**

***Teaching Staff***

<b>P. Andres</b>	Family Studies	<b>R. Maiolo</b>	English
<b>H. Armstrong</b>	Art/Business	<b>C. Maronski</b>	English
<b>C. Arnt</b>	English/History	<b>T. Marr</b>	Computers/Bus.
<b>M. Bayne</b>	Science/Math	<b>E. Moccio</b>	French/Music/Art
<b>H. Bennett</b>	Science	<b>C. Morrison</b>	Math
<b>C. Berdusco</b>	French	<b>S. Nagy</b>	French
<b>T. Brenneman</b>	Math	<b>A. Pereira</b>	PE
<b>A. Bueckert</b>	Math/Guidance	<b>B. Polihronis</b>	Co-op/Business
<b>J. Caruso</b>	Technology	<b>C. Power</b>	Math
<b>L. Donatelli</b>		<b>L. Quattrini</b>	Special Needs
<b>K. Dussome</b>	Special Needs	<b>R. Regier</b>	Math
<b>J. Elliott</b>	PE	<b>A. Reimer</b>	Math/Science
<b>P. Eppler</b>	Art/Business	<b>E. Rioux</b>	Special Needs
<b>D. Franz</b>	Science	<b>L. Rolfe</b>	Science
<b>E. Fraser</b>	Eng/Guidance	<b>J. Sadler</b>	Technology
<b>D. Fretz</b>	Geography/Success	<b>V. Scholz</b>	English/PE
<b>A. Fulcher</b>	Math/Science	<b>J. Schonewille</b>	Fam Studies
<b>J. Gay</b>	Music	<b>D. Sherwood</b>	Art/English
<b>N. Godin</b>	Science	<b>C. Speck</b>	English
<b>C. Goerzen</b>	French	<b>K. Stefanidis</b>	Special Ed
<b>D. Hunter</b>	Technology/Math	<b>G. Stone</b>	Technology/Co-op
<b>M. Klassen</b>	History	<b>M. Stone</b>	Science
<b>R. Klassen</b>	History	<b>S. Thompson</b>	Science/PE
<b>C. Koop</b>	Math/Co-op	<b>J. Thorpe</b>	History/English
<b>B. Krezczkowski</b>	English	<b>M. Townson</b>	Guidance
<b>F. Lackenbauer</b>	Bus/Fam Studies	<b>R. Tucker</b>	Student Services
<b>B. MacIsaac</b>	Geography/Success	<b>L. Warner</b>	Geography/French

***Office Staff***

*Mrs. Mary Rempel (Admin)*  
*Mrs. Fran Cerminara*      *Mrs. Barb Stiver*      *Mrs. Karen Telford*

***Librarian***      ***Caretakers***  
*Ms. Joan Goodram*      *Mr. Rob Haines*      *Mr. Dennis Manus*

***Spiritual Life Department***

*Ed Heinrichs- Director*  
*John Bryan*      *Alicia Janzen*

## **DAILY TIME SCHEDULE BY PERIOD**

Chapel	8:25 – 8:50
Home Room/Announcements	9:00 – 9:05
Period 1	9:05 – 10:20
Period 2	10:25 – 11:40
Lunch	11:40 – 12:25
Period 3	12:25 – 1:40
Period 4	1:45 – 3:00

Note: Periods 3 & 4 switch order on even calendar days



[www.edenhigh.ca](http://www.edenhigh.ca)

## TABLE OF CONTENTS

SPIRITUAL LIFE DEPARTMENT .....	page 1
CODE OF CONDUCT (1-9).....	2, 3
EVERYDAY POLICIES.....	4
Bus Transportation .....	4
Buy Ins .....	4
Cainine Searches .....	4
Cell Phones .....	4
Change Room Security .....	5
Chapel Attendance .....	5
Computer and School Equipment Usage .....	5
Fire Alarm .....	5
Food Services / Cafeteria.....	5
Hall Passes.....	6
Health and Safety .....	6
Ipods / MP3 Players and CD Players .....	6
Lock Down Procedures.....	6
Lockers.....	6
Parking .....	6
Smoking and Illegal Substances .....	6
Telephone (Office) .....	7
Texts, School Equipment and Overdue Items .....	7
Unsupervised Study/Spares .....	7
Visitors.....	7
GENERAL UNIFORM REGULATIONS (1-9).....	8, 9
Casual Dress Policy.....	9
UNIFORM ITEM DETAILS .....	10, 11
CONSEQUENCES FOR SCHOOL INFRACTIONS .....	11, 12
Study Hall, Work Detail or Research / Reflective Project.....	12
Suspensions .....	12
GENERAL SCHOOL POLICY FOR LATE AND / OR MISSED EVALUATIONS .....	13
ATTENDANCE POLICY .....	13
Absences.....	14
Early Leaving / Signing Out .....	14
Extended Absences (Vacations, Conferences, Mission Trips) .....	14
Truancy - Skipping.....	14
Visiting other Schools .....	15
STUDENT SERVICES .....	15
Guidance .....	15
Library.....	15
School Nurse .....	15
Spiritual Life Department.....	15
Student Success Teacher.....	16
Special Ed. Resource Teacher .....	16
Youth Counsellor .....	16
EXTRA CURRICULAR ACTIVITIES.....	16
STUDENT LEADERSHIP: STUDENT COUNCIL AND AFFILIATES .....	16
Purpose of Student Council.....	17
Guidelines of Student Council .....	17
Positions on the Executive .....	17
The Cabinet .....	17
Club / Committee Heads.....	17
Grade Representatives .....	17
Eden Ambassadors .....	17

## **EDEN SPIRITUAL LIFE DEPARTMENT**

“Leading students to learn of Christ and live for Christ.”



### **Spiritual Life Department Members**

John Bryan, Ed Heinrichs, Alicia Janzen  
(Director)

## **PROGRAM TRACKS**

### **Chapel**

Chapels alternate between Junior and Senior Grades on a weekly basis. All students are expected to attend Friday Chapels.

As part of the choice that students make in attending Eden, they are expected to honour their commitment to attend chapel.

### **Grade Level Retreats**

Available for grade 10, 11 and 12 students who have demonstrated a commitment to the core values of Eden High School.

### **Mentoring**

The SLD staff lead students through One on One Mentoring and Small Groups focussed on gaining a Biblical perspective on life issues.

### **Outreach and Discipleship**

The SLD lead students in outreach activities that include service projects and:



Gear Up is a Summer Mission Trip for all students, gr 9-12.



Take Flight a five month Discipleship Training program for recent graduates.

Visit [www.edensld.com](http://www.edensld.com) for more information.

[www.edenhigh.ca](http://www.edenhigh.ca)

## EDEN'S CODE OF CONDUCT

The school administration's decision is final regarding all code of conduct regulations.

Eden is committed to helping all its students develop to their fullest potential - intellectually, socially and spiritually - in a safe and supportive environment. Parents, staff and students have contributed to the development of the following code of conduct, which complies with Regulation 298 of the Education Act. The code reflects Eden's commitment to maintaining a distinctive learning environment, in which all members of the school community are treated with respect, especially those in positions of leadership and authority. The Ministry of Education's web site at [www.edu.gov.on.ca](http://www.edu.gov.on.ca) has more information on the regulations governing schools. These are Eden's:

**1. Be honourable in your commitments**

- attend Chapel/Bible classes in both body and spirit
- attend class in a positive frame of mind, ready to learn

**2. Be diligent in your studies**

- arrive with the appropriate materials and homework completed
- never cheat on assignments or plagiarize the work of others
- take such tests and examinations as are required; a medical certificate will be required for any student not writing an exam or test due to medical difficulty
- keep up with course work and catch up on missed lessons, especially if co-curricular activities take you out of class; see page 15 for full details

**3. Attend class punctually and regularly**

- only sickness or other unavoidable cause is legal ground for absence; all other absences are illegal acts of truancy
- for complete attendance policy see page 13

**4. Exercise self-discipline**

- behaviours which interfere with student learning cannot be tolerated
- students moving through the halls during class time must walk quietly so as not to disrupt classes with chatter or distraction
- **refrain from displays of romantic affection on school grounds**

**5. Accept discipline from all Eden / Lakeport staff, all other DSBN staff and SLD associates**

- accept such discipline as would be exercised by a kind and judicious parent
- every student is responsible to the administration of the school for his or her conduct
  - a) on and off school premises for the duration of the official school day
  - b) during out-of-school activities that are part of the school program

- c) while travelling on a city bus or school bus operated by or in conjunction with the board

**6. Be respectable and clean in person and habits**

- illegal drugs and alcohol are not permitted on school property or on any school excursion - students are to be free of their influence
- for complete smoking policy see Everyday Policies - Smoking and Illegal Substances
- **food and beverages (other than water) may not be consumed anywhere but in the cafeteria, without the administration's permission**
- always clean up after yourself; never litter or leave a mess for others to clean up
- media (audio and video, books, magazines, electronic or print) brought into the school must be consistent with Eden's moral tone

**7. Show courtesy and integrity - demonstrate respect for all staff, students and visitors**

- be honest with all staff and students
- never forge a parent's voice or signature
- express yourself without use of profane language or offensive gestures
- refuse to tolerate or participate in any swarming, bullying, intimidating or harassing of staff or students
- courtesy is expected of students who access the internet either at school or at home; disrespect to students or staff over the internet will not be tolerated

**8. Show respect for school property**

- students are responsible for any textbooks, library books, locker, or any equipment loaned to them; this includes the appropriate use and care of board computers
- if school property is misused or damaged, students will be responsible for charges to repair or replace; notify your teacher if you are issued a damaged or defective book, locker or computer
- keep your desks and lockers clean and neat; never scribble on or deface them

**9. Maintain a Safe School**

- do not bring, or have on your person, the following kinds of things to school or school related events:
  - a) real or imitation weapons
  - b) fireworks or explosive devices of any kind
  - c) laser devices
- do not skateboard or roller-blade on school property
- do not become involved in or encourage the involvement of another student in fighting, pushing or horseplay
- do not throw ice or snow
- do not bring backpacks, large handbags, coats or jackets to class
- use the official crosswalks and obey the traffic lights when crossing roads adjacent to the campus; do not j-walk

## EVERYDAY POLICIES

### **Bus Transportation**

Many of our students travel to school by bus. Students being transported are still responsible to obey all school policies and are under the authority of the bus driver, who, while transporting students, is an agent of the Board and Eden. Failure to comply with the driver may result in the removal of busing privileges and/or disciplinary action. For insurance reasons, the Board only allows for the transportation of those students who are assigned to a specific school bus. Switching or guest riders are not permitted.

### **Buy-Ins**

Periodically, Administration will approve special fundraising activities or events where students may opt to 'buy-in' to attend. Generally, full-class participation is required in order to participate in a 'buy-in', unless otherwise indicated by Administration. Where a class does not fully participate, regular programming continues in the classroom under supervision of the teacher. With this in mind, sign-outs and/or notes from parents excusing students from school during the 'buy-in' are neither permitted nor accepted.

### **Canine Searches**

In common with the other schools in Niagara, and as part of our Safe School Policy, searches may be carried out by school authorities, or by the Niagara Regional Police, including the Canine Unit, at the direction of school authorities when there are reasonable grounds to suspect a breach of a school rule.

The Principal has the authority under the Ontario Education Act to conduct searches which are reasonably related to the maintenance of order and discipline in the school. The Principal may invite the Niagara Regional Police, including the Canine Unit, to accompany and assist in conducting a search that may reveal evidence of the breach of a school rule. The search may be conducted by the Principal, Vice-Principal, or designated teaching staff. Charges may be laid by the Niagara Regional Police as a result of these searches and students may be disciplined in accordance with the Education Act. Any drugs or drug paraphernalia that are found as a result of these searches are turned over to the Niagara Regional Police for further investigation and/or disposal. We appreciate the support of our parents/guardians and School Council in our efforts to maintain a safe school environment.

### **Cell Phones and Personal Communication Devices**

**As with DSBN policy, cell phones and personal communication devices are not to be used inside the school except in the Eden or Lakeport foyer areas during periods of inclement or extreme weather.** Additionally, if these devices are used or observed during any evaluative activity, the student involved will be assigned a zero for that activity. Personal electronic devices (MP3 players, etc.) are not permitted during class time unless permitted by your teacher. They are not to be used in the halls or cafeteria during the school day.

If any of these items are observed, they may be confiscated and an escalating series of consequences will begin.

- 1<sup>st</sup> Offense - return at end of school day**
- 2<sup>nd</sup> Offense - return after (5) school days or to parent with assigned 60 minute detention**
- 3<sup>rd</sup> Offense – placed on a Behaviour Contract and Progressive Discipline Program**

#### **Change Room Security**

For easy identification, students are advised to sew name labels on the inside of their clothing. Money and valuables should not be left in change rooms during P. E. classes and /or athletic events. **Neither Eden nor the DSBN is responsible for lost or stolen items.**

#### **Chapel Attendance**

As a student who has been accepted at Eden High School, the expectation is that you will attend Chapel during your designated weeks. Chapel Attendance will be monitored by use of your Student Card and a hand-held scanner. Parents will be contacted by e-mail or phone when absences and lates to Chapel are recorded. Parents may indicate, in writing, their wish that the School administer consequences to their child/ren, and in these situations, consequences will be assigned by Administration.

#### **Computer and School Equipment Usage**

Eden provides a wide range of technical equipment to assist in student learning. Any abuse of these educational tools will result in students losing their right to use them for a period of time along with other disciplinary action. This includes, but is not limited to, the inappropriate use of the Internet (see DSBN Acceptable Use Agreement for Students Using Information and Communication Technologies Policy distributed during registration). Each student must have his/her own computer account and use it exclusively.

#### **Fire Alarm Procedures**

When the fire alarm rings, all persons are to leave the school as quickly and safely as possible. Stay with your class so students can be accounted for. Stand with your class and remain outside until further directions are given. A fire exit sign is posted in each room outlining exit information. **The false use of a fire alarm is a Criminal Code offence which will lead to legal and school consequences.**

#### **Food Services/Cafeteria**

Eden's cafeteria is open before school and at lunch hour. It provides a nutritious breakfast and lunch. Students may use cash or debit cards. Students may use the cafeteria to eat their own lunches; however, they must eat all food in the cafeteria unless they are in a staff supervised area. A breakfast club also meets in Room 20 from 7:45 am - 8:40 am daily.

### **Hall Passes**

Hall passes or signed student agenda must be used by students who have their teacher's permission to be out of class. You must take your agenda, signed by your teacher with you when you leave class.

### **Health and Safety**

In emergency health situations students must notify the nearest teacher immediately. A student wishing to use the health room due to illness, must report to the office for permission to do so. Parents will be contacted, informed of the illness and asked to come and pick up the student if necessary. Generally, students may stay in the health room for only one period unless their illness appears to be serious.

### **Ipods/MP3 Players and CD Players**

Do not use Ipods, MP3 players or CD players or other such electronic devices during class, in the halls or in the office unless otherwise authorized by the school's administration. If observed, the item will be confiscated.

### **Lockdown Procedures**

Lockdown policies and procedures will be taught throughout the year. Follow them as instructed by your teachers.

### **Lockers**

Every student is responsible for the care of the issued locker, and damaged or faulty lockers should be reported immediately. **Lockers must be locked at all times; the lock must not be left off or unlocked during the day.** Lockers cannot be switched or traded unless approved by the office nor can they be shared. Lockers are board property on loan to students and may be searched if there is just cause. Please do not leave money or valuables in your locker. **NOTE: Only combination locks may be used.** The lock serial number and combination must be registered with the office. Neither the lockers nor the change rooms (or classrooms in general) are completely secure. The school and the board are not responsible for lost or stolen property, although we will assist in trying to resolve any problem situation.

### **Parking**

Students may be permitted to drive to school and park their vehicles in the West side [Lakeport Rd. side] parking lot, but does not guarantee a space for every student. It does not assume any liability for cars or their contents parked on the lot. Parking is a privilege, and may be revoked by Administration if a student is found to be operating their vehicle in an unsafe manner, including speeding or putting other students at risk. Parking is permitted only with the completion of a Parking Registration form signed by the parent. Unless otherwise indicated **in writing by the parent**, the expectation of Eden Administration is that the vehicle is NOT to be used during the school day i.e. during lunch or a spare. Do not loiter in the parking lot. All drivers are asked to turn off their engines while waiting in the parking lots.

### **Smoking and Illegal Substances**

Illegal drugs and alcohol are not permitted on school property or on any school excursion. Students are to be free of their influence. In accordance with provincial legislation, *The Tobacco Control Act*, smoking is not permitted in any school building, on any school grounds, or on any school excursion. Students are prohibited from having smoking paraphernalia evident while on DSBN property, including in cars on DSBN property. If detected, these materials will be confiscated and destroyed. The Provincial Offences Fine is \$308.00.

### **Telephone (Office)**

The office telephone is not for personal student use. It is to contact parents/guardians due to illness or injury. A pay phone in the hall is available for students. Cell phones are permitted only in designated areas within the building.

### **Texts, School Equipment and Overdue Items**

Textbooks, library books and other equipment are on loan, and it is your responsibility to return each item in good condition or pay for its repair or replacement. Students are to deal promptly with all fees, payments and fines which may arise over the course of the school year (ie. textbooks, sports, library, uniform, trips, etc.). Failure to keep one's account clear may result in the withholding of certain school privileges, documents and/or the withdrawal from co-curricular activities.

### **Unsupervised Study / "Spares"**

There are no unsupervised study periods/spares for students with fewer than 24 credits; therefore, no one in Grade 9, 10 or 11 will have a spare. **Grade 12 students with spares are to engage in meaningful work in the library, or chapel/cafeteria and not wander through classroom areas, disrupt classes or be at their lockers.** They are to use this period productively. In addition, these students are to follow the school sign in/sign out policy and are to pay any "buy in" fees for school events that may occur during their spare. Students with a spare are not permitted to leave the building.

### **Visitors**

A visit to Eden by a friend or family member, must be arranged **prior to the requested day** by obtaining permission from the administration and **current subject teachers**. On the day of the visit, the student's visitor must obtain a 'Visitor's Pass' from the office. Visitors are to stay with the host at all times and attend the host's classes. The host is responsible for the actions and behaviour of the visitor. Past students and others may visit during chapel and/or lunch, but must first sign in at the main office and prominently wear a visitor's pass.

## GENERAL UNIFORM REGULATIONS

By choosing Eden High School, students and their parents have made a serious commitment to education at a uniformed school. The uniform is a reflection of who we are, how we see ourselves, and how others see our school. Because of this, the Eden uniform should be worn well and consistently. The Eden Uniform Regulations have been established by a committee consisting of students, parents and staff after a long and thorough process of consultation. **Uniforms are mandatory for students every day, for the entire school day and anywhere on school property, unless otherwise authorized by the school's administration.**

Eden chooses to be a uniform school because it ...

- diminishes the role of fashion in articulating a student's worth or importance
- lowers the distraction caused by provocative styles
- helps to establish a distinctive environment that focuses on learning and personal development

1. Be sure to wear your uniform well. (*See the photos below*)



SOLID BLACK  
SHOES



POLO SHIRT  
(untucked)  
KILT (proper length no  
more than 7 cm above the  
knee, KNEE SOCKS,  
BLACK SHOES



OXFORD SHIRTS  
(tucked),  
SHORTS  
(to the knee)

SOLID BLACK  
SHOES,  
GREY PANTS,  
VEST AND  
OXFORD SHIRT  
(tucked)



2. **Students must be in proper school uniform throughout the entire school day (including exams) -upon arrival to school and until dismissal – including lunch and spares, and whenever they are on school property or at school sanctioned events.**
3. Students who are out-of-uniform will not be admitted to class and will be sent home or remain in the office for the day or until proper uniform items are obtained from home or office loaners.
4. Students may, at any time throughout the year, request consideration for future changes to the Eden uniform through the student council.
5. Co-op students requiring a change in clothing for their placement must not loiter in the school out of uniform.
6. Students who play on school teams or are part of recognized clubs may not wear uniform tops on game days, however, they may wear uniform tops or club shirts (ie. Ambassadors, Student Council) with regular uniform pants, shorts or kilts on scheduled Spiritwear days. Special dispensation for team uniform tops may only be permitted with the prior approval of the Principal. Wearing these clothing items at any other time will be considered a uniform infraction and students will have to change prior to being admitted.
7. Jewellery must be neat, respectable, inoffensive and non-distracting. Jewellery (including spiked bracelets and necklaces, earrings, chains and expanders) that is considered to be a safety hazard or inappropriate, is not permitted.
8. Students on field trips are expected to wear their uniform “or better” unless otherwise permitted by the administration.
9. Students who challenge the uniform policy will be sent home and a parental interview will be arranged to resolve the problem. If a student persists in violating the uniform code, then the right of that student to attend Eden may be withdrawn.
10. The uniform store is open throughout the school year on Thursdays at lunch.

**CASUAL DRESS POLICY: (Out of Uniform Days)**

On Out of Uniform Days approved by the administration, clothing worn by students must be appropriate to the unique culture of Eden. Apparel should be appropriate to the learning environment.

- no hats or full head bandanas are to be worn
- all clothing must be clean and in good repair
- clothing that is over-sized or immodestly undersized (ie: no bare midriffs, low cut tops, halters, spaghetti strap and tank tops, skirts/skorts no shorter than mid-thigh, etc.) is not allowed
- clothing items that contain offensive language, messages or graphics are inappropriate (ie. drug/alcohol endorsements, offensive logos, sexual connotations, racial, sexual or gang related, etc. ) shall not be worn

Failure to comply with the Casual Dress Policy will result in further consequences being applied.

## **UNIFORM ITEM DETAILS**

### **Shirts:** White oxford (long or short sleeve)

- must be tucked in (not folded) at all times with black belt or belt loops visible
- long sleeve items may not be worn under short sleeve shirts
- only the top button may be undone
- shirts must be worn as purchased and may not be pinned or altered

### **Polo:**

- may be worn untucked
- the polo shirt may not be altered

### **Pants:** Grey

- must be in good repair, worn at the waist and properly hemmed to the heel of the shoe just above the floor (not rolled)
- uniform pants that have been improperly altered or in disrepair (including seam splits) may not be worn until the problem has been corrected

### **Shorts:** Navy walking shorts

- must be in good repair, properly hemmed and **not rolled**
- length should be no more than 7 cm above the knee

### **Kilts and Skorts:** (girls only)

- may not be rolled up
- must be properly hemmed and to be worn no more than 7 cm above the knee
- girls who have rolled, outgrown, cut or altered the kilt or skort in any way will be required to wear uniform pants until the problem has been corrected

### **Sweaters and Vests:**

- the white oxford shirt (not the polo) must be worn underneath these items with the white collar visible and the shirt tail tucked in and not visible

### **Zipped Hoodies:**

- an Eden polo or Eden oxford must be worn underneath and must be visible
- zipped hoodies must be worn as purchased and may not be altered
- **old uniform hoodies will not be acceptable as of September, 2009**

### **PE Uniform**

- students taking PE are to purchase Eden t-shirts and Eden shorts
- students must also wear non-scuff athletic shoes in the gymnasiums

**ONLY ITEMS PURCHASED FROM THE EDEN UNIFORM STORE WILL BE ACCEPTED AS THE ABOVE UNIFORM ITEMS.**

**Belt:**

- belt, if worn, must be plain, solid and black

**Footwear:**

- shoes must be **SOLID BLACK** with a closed heel and toe, below the ankle and with a hard sole; no other colours may be visible anywhere on the shoe including laces; students are not permitted to wear boots or sandals or soft soled slippers. *If you are uncertain whether the style of your child's shoes meets our policy, we recommend bringing the shoes in to show an Administrator before purchasing or wearing the shoes to school.*

**Socks :**

- must be worn at all times with all items
- navy knee socks or full (with feet) opaque tights/leotard (in colder weather) must be worn with the kilt or skort
- solid navy, black, white or grey socks must be worn with pants or shorts

**Undershirts:**

- must be plain, solid white and short sleeved
- undershirts must not be visible (layered look) ie: showing at the waist/hips

**Hats and Coats:**

- may not be worn about the school; bandanas and kerchiefs are prohibited

**PLEASE NOTE: The administration's decision is final regarding the interpretation of all uniform regulations.** The administration may from time to time alter the uniform regulations due to **extreme weather conditions**. Students will be notified when this happens and also when regular dress code resumes.

## **CONSEQUENCES FOR SCHOOL INFRACTIONS**

**An infraction is any behaviour that violates a school policy or procedure: ie: lates, truancy, improper uniform, defiance, breach of academic responsibilities, etc.**

Consequences for infractions range from serious discussions with an administrator, work detail and/or detention hall, to suspension or recommendation for expulsion. Infractions are recorded as they **accumulate over the semester**. The following outlines Eden's **progressive discipline** for accumulated infractions. For more grievous behaviour(s) - ie. bullying, plagiarism, internet misuse, etc. - consequences may immediately be more severe.

<i>Infraction</i>	<i>Consequence</i>
skipping	• time missed will be assigned as study hall time
conduct	• as assigned by the teacher and/or vice principal
defiance	• as assigned by the teacher and/or vice principal
lates	• after persistent lates to class, 30 minutes study hall
additional lates	• additional lates will result in 30 minutes of study hall each time
uniform/conduct infractions (UI/CI)	• in September, warnings will be given, then 30 minutes of study hall will be assigned for each UI/CI
UI/CI returned late	• 30 minutes for each UI that is late being returned to the office
skipping study hall	• as assigned by the vice principal

#### **Study Hall, Work Detail, or Research/Reflective Project**

Study hall and work detail are assigned by an administrator as a consequence for student disciplinary problems. Study hall assignments are ordinarily served on Wednesdays. **Students who normally take the bus will have to arrange alternate transportation home. Missing or being late for study hall or work detail without prior approval will result in increased consequences from the vice principal.** Students who need to attend study hall or perform a work detail on an alternate day may do so by negotiating with the office **before** the scheduled day.

#### **Suspensions**

Suspensions are usually an escalated consequence for persistently inappropriate behaviour and/or defiance of school policies. However, for certain extreme actions that have a profoundly negative impact on another person and/or the tone of the school, a student may be suspended immediately.

#### **1. Reasons for which the principal may consider suspension include (but are not limited to):**

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal and/or restricted drugs
- being under the influence of alcohol
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism that causes damage to school board property or to property located on board premises
- bullying
- persistent opposition to authority

- any act considered by the principal to be injurious to the moral tone of the school
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community
- any act considered by the principal to be contrary to the board code of student behaviour or school code of conduct
- any other activity that is an activity for which a principal may suspend a pupil under a policy of the board
- use of profane or improper language
- habitual neglect of duty
- persistent truancy

While students are under suspension, they may not participate in any school function, and must have administrative permission to be on school property. Students are responsible to catch up on any missed work. Teachers are available to assist with this responsibility. A meeting between the parents, guardians, administration and the student may be required before the student returns to school. Also, students who have been suspended for 6 or more days will have the opportunity to attend Project RISE to facilitate their ability to keep up academically and learn skills that will help avoid being suspended in the future.

### **GENERAL SCHOOL POLICY FOR LATE AND/OR MISSED EVALUATIONS**

General school policy for legal absences (medical surgery, approved family leave, school outing, etc.). For three days following the return from a legal absence, the student's responsibility is to make up a missed test or submit an assignment that was given during their absence. Any assignments due during the absence must be submitted before the leave commences. If not submitted, the students must accept penalties for lateness as outlined below:

- **clear cases of plagiarism will be dealt with according to school policy**
- **tests/assignments missed due to truancy will be assigned a grading penalty**
- late policies will be in line with those determined by DSBN Subject Councils in conjunction with the Ministry of Education policies on Assessment and Evaluation. Late submissions of a **major assignment** will have a mark reduction of 5% per day to a maximum of 25%. These assignments critical to student evaluation such as (ISPs, culminating activities, major projects, essays, etc.) must be submitted for a student to receive the course credit.

### **ATTENDANCE POLICY**

**Students are expected to attend all classes indicated on their timetable, all in-school celebrations, and all chapel/assemblies. Attendance is mandatory for all special functions organized for the students during the**

**school day.** Parents are encouraged to support these events which are carefully planned either to build school spirit, focus on character or to add to the enjoyment of our students high school experience. Accordingly, SIGN OUTS are not accepted during these special occasions.

**Absences (unavoidable)**

Parents or Guardians (or students over the age of 18 with a signed permission form on file in the office) are to contact the school **each day** that a student is absent. Please telephone the school **prior to 8:10 am** at: **905-646-9884** to inform us of an absence and **the reason for it**, since we must report this daily to the Ministry of Education. If a phone call is not possible, then the student must bring a note signed by a parent or guardian to the attendance secretary immediately upon his/her return to school.

**Early Leaving / Signing Out**

A student may sign out *only* if the student has a note giving the reason for the student being excused from school. In the case of a last minute appointment or emergency, a phone call from a parent giving the reason the student is being excused will be accepted to sign out the student. Students who have reached the age of 18 years may sign out on their own, *only* if the appropriate forms have been completed in the attendance office. The school attendance personnel need to speak with a parent *before* dismissing a student from the school premises due to unexpected illness. Sign-outs during all school sanctioned activities will not be accepted. A student who leaves the school and misses class time without contacting the office and properly signing out may be suspended, since the school (and perhaps the home) is unaware of the **student's whereabouts**. A note received after the fact will not be accepted as excusing this truancy. **All students who leave the school during school hours must first sign out in the main office. Failure to do so will result in detention time being assigned.**

**Extended Absences (Vacations, Conferences, Mission Trips, etc.)**

Parents/guardians or students 18 years and older are required to inform the school in writing of any absence **2 weeks prior**. Parents should consult with a school administrator to determine the impact of the proposed absence on the student's course work. Teachers will make available, upon request, materials that were distributed in class.

**Truancy - Skipping**

Truancy is a **serious breach of school policy** within the Education Act. Students with an unexplained OR illegal absence for any portion of a school day will be considered *truant*.

Section 21 of the Education Act states:

*A child is excused from attendance at school only if the child is unable to attend school by reason of sickness or other unavoidable cause.*

Absences for days unilaterally declared “work”, “babysitting”, “holiday” or “recreational” by students or parents cannot be accepted. Students are expected and legally obligated to attend school on all designated instructional days. Teachers are not responsible to assist students who have skipped, or away on an unauthorized leave of absence. Scheduled evaluations will be assigned a mark of zero. Further discipline may be imposed.

#### **Visiting Other Schools**

Eden students who visit other schools to participate in sanctioned activities must continue to follow Eden’s code of conduct, act as good ambassadors for Eden and behave respectfully toward that school’s community and property. Eden students and parents may **not** unilaterally decide to attend activities at another school during the school day. Prior permission must be obtained from the administration of **both** institutions.

## **STUDENT SERVICES**

#### **Guidance**

Students seeking assistance with courses, career counselling, scholarships and post secondary education may book an appointment with a guidance counsellor through the guidance secretary. Students are issued a year long timetable when they register at the beginning of the school year. Requests for timetable changes will be received through the guidance secretary during the first week of Semester I and II. The administration has the final authority in the dropping of courses. **STUDENTS MUST ATTEND ALL CLASSES UNTIL CLASS CHANGES ARE FINALIZED.**

#### **Library**

Library Services provide students with print, computer and electronic resources for support with your academic work. There is a librarian available to help you find the right information for projects or assignments. It is open from 8:15 am (forty-five minutes before school) until 3:30 pm (one half hour after school). Five books may be borrowed for three weeks at a time. Fines are charged for overdue and lost items. For a nominal fee, colour printing and photocopying are available.

#### **Public Health Nurse**

A Public Health Nurse is available (at your school on a weekly basis) to help you if you have a health concern, need advice or have trouble understanding how to properly take any medications.

#### **Spiritual Life Department**

Students may meet with one of Eden’s Spiritual Life Department staff throughout the day. Please see the Spiritual Life staff ahead of time, outside of class time, to book an appointment. Teachers will be given a note to excuse students from class to attend a scheduled appointment. The SLD also does exit and entrance interviews with Grade 12 and Grad 9 students respectively, plans the annual Christmas Banquet and various retreats throughout the year.

**Student Success Teacher**

Student Success is about helping all students achieve their potential. Every one of our high schools has a Student Success Teacher who is able to work with students who need extra support or alternatives to a regular classroom setting.

**Special Education Resource Teacher**

Each school has a Special Education Resource Teacher who can help with the academic planning for students with an Individual Education Plan. Classroom Teachers work with the SERT to provide accommodation and support for students.

**Youth Counsellor**

Each high school has a Youth Counsellor that you can talk to if you are having difficulties adjusting to your new environment or facing challenges at home or at school. Make sure to reach out to someone if you are anxious and need to talk.

**EXTRA-CURRICULAR ACTIVITIES**

At Eden there is a wide variety of activities outside the classroom to get involved in. These range from sport teams to arts organizations to special interest clubs. Students are encouraged to round out their high school careers by getting involved with and taking on leadership roles in these extra opportunities. One thing that students of sports teams and clubs need to bear in mind, however, is that all of these extra involvements are to be seen as a privilege open to those who have fulfilled their basic responsibilities to class work. Students are responsible for informing teachers of their extra-curricular involvement and for catching up on missed lessons and work. **The administration, in consultation with teachers and parents, may need to withdraw a student from an extra activity if there has been a falling off in class work, attendance or adherence to school policies. A student who fails more than one course will not be allowed to participate in any extra-curricular activity during the school year or run for next year's student council.**

**STUDENT LEADERSHIP**  
**STUDENT COUNCIL AND AFFILIATES****1. Purpose of Student Council**

Student Council is an organization of student leaders which plans and coordinates activities for the purpose of developing "school pride" among Eden students. Council also serves as an official medium through which students' ideas and opinions about their school may be presented for discussion and action.

## **2. Guidelines for Student Council**

Students are eligible to apply for an executive or cabinet position:

- if in the following school year they will be a grade 11 or 12 student
- if they have a demonstrated record of service
- if they agree to conduct themselves in such a manner so they will be a positive example to other students
- if they have a minimum 70% grade point average and without any course failures

## **3. Positions on the Executive**

president, vice president, secretary, treasurer, publicity/advertising, members at large

## **4. The Cabinet**

The chairpersons who make up the cabinet are selected by student council in the previous spring. Each club and committee chair will:

- in cooperation with their advisor, plan and carry out activities related to the purpose of their respective communities
- create opportunities for as many students as possible to become members of the committee
- submit a tentative long-range plan to the student council president of activities for the year by the end of September
- hold meetings at least once a month
- bring requests for grants, loans or fundraisers to the executive

## **5. Club/Committee Head Positions**

service, athletic, spirit, yearbook editors, drama and music

**6. Grade Representatives** are chosen in September in period one home rooms.

**7. Eden Ambassadors** are student leaders from grades 10 to 12 who have demonstrated maturity, leadership, a willingness to serve others, and personify Eden's values. They provide leadership and assistance in daily duties and at special events.

*Membership on any team or club at Eden is a privilege. Students who are involved in these activities are expected to act as mentors/role models for other members of the Eden family and to exhibit the best qualities of Eden's character to each other, other DSBN students, and the community at large. Failure to do so erodes the Eden tradition of excellence and Christian character (witness).*

