

# STUDENT AGENDA & HANDBOOK 2011 - 2012

if lost, please return this planner to:



Earl of March Secondary School  
#4 The Parkway  
Kanata ON  
K2K 1Y4

Principal  
Vice Principal  
Vice Principal

Steve Massey  
Jayne Ford  
Jon Harris

Office Administrator  
Chief Custodian

Nancy McConnell  
Steven Blais

Telephone  
Attendance Line  
Fax

613 592 3361  
613 592 5830  
613 592 9501

[www.earlofmarch.com](http://www.earlofmarch.com)

## **EARL OF MARCH SECONDARY SCHOOL**

Since it's opening in 1970, the Earl of March has served the students of Kanata, as well as the former Townships of March, Huntley, and Torbolton. Currently the school serves part of the urban Kanata area. It has established a reputation for academic, athletic, artistic, and technological excellence.

The school colors – green, white, gold, and black – were chosen to represent the houses in the extracurricular structure. The lion symbolizes the heraldry in the coat of arms of the Earl of March.

The Earl endeavours to provide a caring, challenging, and safe environment to assist as well as to motivate students and staff to pursue excellence in all aspects of life. The lion on the school crest symbolizes strength, and the school motto *Tuum Est* recognizes personal goals and responsibility in achievement. The five corners on the crest symbolize our goals (see below).

### ***“Tuum Est”***

Tuum Est (two-um ehst) is Latin, and literally means *“it is yours”*. What this means is that the opportunity (and responsibility) to benefit from the resources at Earl of March is yours. The purpose of our motto is to serve as a reminder that having an opportunity is one thing; taking advantage of it is something quite different, and is the first step to success.

*In other words: “It’s up to you!”*

## **2011-2012 Profile**

### **Students:**

- 1100, with strengths in their diversity, talents, and cultures

### **Staff**

- 70 teaching staff, & over 19 support staff (including educational assistants, office, and plant staff)

### **Program**

- Two semesters/year, grades 9-12
- Special Programs include: Advanced Placement; Art; Business; Cooperative Education; Community Living; Dance; Drama; French Immersion; Music; and Technological Education.

### **Academic Excellence**

- Over 90% of grads continue on to college or university
- Enriched Advanced Placement Program offered in History, English, French, Mathematics, and Physics, and allows students to gain University credits while in high school
- Strong participation in provincial and national mathematics competitions, with consistently high rankings

### **Artistic Excellence**

- Renowned Art, Dance, Drama, and Music programs
- Award winning bands, ensembles, and dance groups
- Original dramatic productions, & award winning musicals
- Regular showings of students' art works

### **Student Leadership**

- Active, and effective, exemplary Students' Council, and Athletics Association
- Peer Support Program, and Peer Mentoring Program

### **Community Involvement**

- Active, involved, and committed School Council

### **Athletic Excellence**

- Over 31 interscholastic teams, and an active Intramural Program

### **Student Commitment**

- Strong spirit and extensive student involvement in extra-curricular activities
- Strong commitment to excellence in academic, athletics, arts, and technology

### **Mission Statement**

***Earl of March is committed to providing a caring, challenging, and safe environment which will encourage and motivate students to pursue excellence in all their endeavours.***

**Earl of March Secondary School  
Regular Daily Timetable**

<b>Warning Bell at 8:25</b>		
<b>8:30-9:45</b>	<b>Period 1</b>	<b>75 minutes</b>
	<b>Travel</b>	<b>10 minutes</b>
<b>9:55-11:10</b>	<b>Period 2</b>	<b>75 minutes</b>
	<b>Break/Travel</b>	<b>10 minutes</b>
<b>11:20-12:35</b>	<b>Period 3</b>	<b>75 minutes</b>
<b>12:35-1:25</b>	<b>LUNCH</b>	<b>50 minutes</b>
<b>Warning Bell at 1:20</b>		
<b>1:25-2:40</b>	<b>Period 4</b>	<b>75 minutes</b>

**Earl of March Secondary School  
Assembly Timetable**

<b>Warning Bell at 8:25</b>		
<b>8:30-9:25</b>	<b>Period 1</b>	<b>60 minutes</b>
	<b>Travel</b>	<b>10 minutes</b>
<b>9:35-10:35</b>	<b>Assembly Gr. 9-10 Per. 2 Gr. 11-12</b>	<b>60 minutes</b>
	<b>Travel</b>	<b>10 minutes</b>
<b>10:45-11:45</b>	<b>Assembly Gr. 11-12 Per. 2 Gr. 9-10</b>	<b>60 minutes</b>
	<b>Break/Travel</b>	<b>10 minutes</b>
<b>11:55-12:55</b>	<b>Period 3</b>	<b>60 minutes</b>
<b>12:55-1:40</b>	<b>LUNCH</b>	<b>45 minutes</b>
<b>Warning Bell at 1:35</b>		
<b>1:40-2:40</b>	<b>Period 4</b>	<b>60 minutes</b>

# Student Code of Behaviour

## Students' Rights and Responsibilities

The Earl of March Code of Behaviour has been developed with the cooperation of students, parents, and staff members, and describes the behaviour expected of all students. It is based on the Ontario Schools' Code of Conduct, 2000 and Policy/Program Memorandum #128. The rules of conduct reflect respect for people, order, and property. To foster an environment conducive to learning, and to promote a spirit of harmony and cooperation, students are expected to:

- Show respect for persons and property
- Attend classes regularly and punctually
- Remain out of the hallways during class time
- Complete homework and other assignments according to directions and expectations of their teachers
- Demonstrate appropriate behaviour in all areas of the school including auditorium, hallways, cafeteria, and school grounds
- Follow school rules while on field trips, athletic activities, and other off-campus events
- Not smoke on school property as per OCDSB policy
- Be neat, clean, and appropriately dressed as per the guidelines in the Student Dress Code
- Ensure that the school building and grounds and your locker are tidy and free of litter
- Use cell phones according to the policy outlined in this document
- Use electronic devices only at the teacher's discretion
- Not use laser pointers on school property

**There is no tolerance for violence, smoking, the use/possession of weapons, the use/possession of drugs & alcohol are strictly forbidden on school property.**

## **Student Dress Code**

### **Purpose**

To outline expectations for appropriate dress at Earl of March.

### **Standards of Clothing**

Be neat, clean, and appropriately dressed.

### **The following are inappropriate:**

- a) Sexually explicit or revealing clothing
  - Low cut tops (halter or tube tops), crop tops, muscle shirts.
  - Sleeveless blouses/shirts are allowed, provided they are not low-cut in the front, back, or sides.
  - Clothing that permits exposure of the navel/midriff is not acceptable. Students must be able to tuck their shirts in.
  - Shorts/skirts are allowed, provided they are at least mid-thigh length.
  - Torn jeans or other clothing that reveals undergarments is not acceptable, as well as low-rise jeans/pants that reveal the upper waistbands of undergarments.
- b) Clothing with wording or graphics that is racist, sexist, profane, or demeaning to another person or group.
- c) Clothing with wording or graphics that advocates the consumption of alcohol and/or illicit drugs.
- d) Clothing that is recognized by the OCDSB Safe Schools Committee to be associated with gang membership, including heavy metal link chains and studded items such as leather belts, wrist bands, bandanas, etc.; &
- e) Clothing with wording or graphics that advocates violence.

### **Consequences of Non-Compliance**

**Students may be asked to cover inappropriate clothing, or go home and change their clothing. Repeated non-compliance may result in suspension.**

## School Harassment and Bullying Policy

In keeping with the commitment to provide a safe environment, behaviour that jeopardizes the emotional well being or physical safety of students or staff will not be tolerated. It is the goal of the school to eliminate intimidation, harassment, and threats from every aspect of school life. In recognition of this goal the school has adopted the following working definitions:

***Intimidation*** - To frighten, discourage, or inhibit by the use of verbal and non-verbal actions, in order to influence conduct.

***Harassment*** - Systematic or persistent actions such as taunts, insults, annoyances, demands, etc. designed to inflict distress.

***Threats*** - Verbal promise, or overt action forewarning trouble, worry or harm.

### Discrimination and Harassment

It is the policy of Earl of March Secondary School that all students and staff learn and work in an environment which is free from discrimination and harassment.

#### ***Discrimination***

Discrimination is the act of treating people unfairly because of their race, color, ancestry, place of birth, ethnic group, citizenship, religion, sex, disability, sexual orientation, age, marital status, or family status.

#### ***Harassment***

Harassment refers to being bothered by someone who calls you names, follows you, or touches you in a way that makes you feel uncomfortable. Such behaviour may be verbal or physical, and is deliberate, and usually unsolicited. It is always unwelcome. Protection extends to incidents which occur at the school, or a workplace arranged by the school.

Everyone deserves to be treated with respect and dignity. Say "No" to unwelcome discriminatory behaviour. Let the harasser know you take the problem of harassment seriously, and do not approve of his/her behaviour. If you are afraid to tell the person to stop, tell a teacher, guidance counsellor, Vice Principal, or Principal (someone with whom you are comfortable and whom you trust). Tell this person what happened. If you cannot go to one of the above people, talk with a parent or another student – a friend or student leader you trust – and ask him/her to help you bring your concern forward. ***Do not remain silent and hope the problem will go away, or that you will get through it on your own!***

## **Cyber Bullying**

Any form of cyber bullying that takes place in the community may become a school issue and dealt with appropriately.

## **Bullying**

Bullying is a form of aggression that occurs when a person is exposed repeatedly, and over time, to negative actions on the part of one or more people. It can be physical (hitting, spitting, kicking); verbal (teasing, taunting, name-calling, insults, racist statements); relational (gossip, extortion, ostracism, the 'evil-eye'); or reactive (any of the above that elicit retaliation). For more information, please refer to the school website: [www.earlofmarch.com](http://www.earlofmarch.com) under "resources". ***Again, do not remain silent and hope the problem will go away, or that you will get through it on your own. Talk to someone who can help!***

## **Safe School Environment**

1. The Ottawa-Carleton District School Board (OCDSB) supports the provision of a safe and orderly environment within its schools.
2. The Board recognizes that students enjoy rights under the Canadian Charter of Rights and Freedoms, and will treat all students equally and fairly.
3. It is the policy of the OCDSB to prohibit the use of violence involving staff or students while at Board-sponsored events. It is the Board's aim to encourage a "safe climate" through the provision of appropriate intervention measures, and when necessary to administer progressive disciplinary action in accordance with the Safe School Act, PPM#128 and Board Policy.

## **Interventions and Consequences**

Earl of March students, parents, and staff will strive to create a positive educational environment based on trust, responsible decision-making, and self-discipline. Interventions and consequences will be logical, rational, and consistent depending on the behaviour's seriousness and frequency.

**Earl of March staff will communicate with parents and involve them as early as possible.**

Progressive interventions and consequences may include: removal from the classroom; student interview and discussion with the Vice Principal; contact with parents; detentions; removal of privileges; internal suspension; external suspension; removal from the course; mediation; referral to SST for academic difficulties; referral to school and Board services; service to the school and restitution; alternative educational programs; and/or expulsion from the Board.

## Attendance Policy

**Attendance in all scheduled classes is compulsory!** Regular attendance at school is critical for the students' learning and achievement of course expectations. Where in the principal's judgement, a student's frequent absences from school are jeopardizing his or her successful completion of a course, school staff will meet with the student and parent to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance following the progressive discipline outline. Progressive Discipline will include:

- Calls home to parents/guardian
- Detentions, early morning sign in, in-school sanction, suspension
- Referral to Guidance counsellor
- Referral to Vice-principal
- Possible referral to SST, removal from course and/or alternate programs

The subject teacher will initiate the progressive discipline by contacting the parent(s) to indicate concern, and to discuss the important relationship between attendance and evaluation. **While documentation (eg. a note from a parent) may explain an absence, it does not necessarily justify or excuse it. Students are ultimately responsible for satisfactorily completing all required course work, even when frequent absences have occurred. At times, alternate assignments/assessments may be given to a student in order to complete course requirements.** Experience shows that a good attendance record will usually result in higher marks. A parent/guardian may **either** phone the school's attendance line (592-5830) to report a student absence, or send a note upon the student's return from an absence.

### Attendance Phone Line: 592-5830

If a student is absent from school, it is expected that the parent or guardian will telephone the attendance line on the first day of absence, giving a specific reason for the absence. For lengthy or chronic illness, it is requested that medical documentation follow the phone call. Students over 18 years may act on their own behalf by calling the attendance line themselves. Verification by a third party (e.g., parent, guardian, doctor, etc.), may be requested.

Students who go home for lunch, and do not return to school are asked to inform the school office immediately by phone.

When a parent phones the school to report an absence, the attendance will reflect a “**Parent Approved**” code, showing validation. A note is **not** required upon the student’s return, and a permit will **not** need to be issued. However, if the student is returning part way through the day, he/she **must** come to the office to sign in, and receive a permit to enter class. When a parent does not phone the school, the attendance will show the student as “**Absent**” (i.e. without approval). The student must return with a note, and deliver it to the office for the absence to be recorded with a valid reason.

When a student returns **without a note**, he/she should be directed to the office to phone a parent to get validation. The office will issue a permit that the student is required to deliver to his/her teacher(s).

Eighteen year olds are entitled to write their own notes to sign in and out. They must first complete and submit an “Age of Majority Agreement” which gives them the legal right to provide their own notes for their absences, and to assume the responsibility for all matters relating to their education. Eighteen year olds who wish their parent(s) to be their advocates must sign a “Permission to Release Information Agreement”.

### **Signing In & Out**

Classes start at 8:30 a.m. and students are expected to be prompt. Students, who **arrive late to school** without a note should go directly to class, where their teacher will record the late arrival. Habitual lates will result in escalating consequences which may include an attendance contract and/or having an early morning sign-in. Students signing in late with a note should report directly to the main office for a permit.

**Students who need to sign out before the end of the day must bring a note from a parent giving permission to leave the school.** The note is to be handed in to the office, and the student must sign out at the office.

Students without a note from a parent or guardian will not be allowed to leave the school until a parent/guardian has been contacted by telephone, and has verified to office staff that the student has permission to leave. In emergencies, when a parent cannot be contacted, the administration will act on behalf of the parents, in the best interest of the student.

### **Automated Telephone Attendant**

A phone call to the student’s home will automatically be generated by the automated attendant service if a student is absent from class(es) without parent approval, and/or a valid recorded reason.

### **Assessment and Evaluation**

The Earl of March Secondary School ensures that assessment, evaluation and reporting is valid and reliable, and leads to the improvement of student learning in a manner that is equitable for all students. Each student is given clear direction for improvement through descriptive feedback. The accommodation of the needs of all students is ensured and assessment and evaluation practices minimize bias. Education is a partnership between students, parents, teachers and the community. Communication among all stakeholders is an integral component which promotes excellence in student learning.

In accordance with Ottawa Carleton District School Board and Ministry of Education policies and procedures, all assessments for, as, and of learning are varied in nature and provide multiple opportunities for students to demonstrate their mastery of overall course expectations (*Growing Success, 2010*). To maximize learning, students are expected to:

- ✓ attend class regularly;
- ✓ complete and submit their own work;
- ✓ submit required assignments/tests on the assigned due dates;
- ✓ actively participate in learning and assessment activities;
- ✓ demonstrate the full range of their learning by producing work of their highest quality.

The Earl of March Student Handbook, available at [www.earlofmarch.com](http://www.earlofmarch.com), provides a clear direction for students and parents to help ensure student success. Student rights and responsibilities with respect to attendance, punctuality, homework, assignments, etc., are outlined in more detail in this handbook. Students are responsible for becoming familiar with and adhering to school policies and procedures. Teachers will provide students with a clear description of the curriculum expectations and evaluation criteria at the beginning of, and throughout, a task and course.

Supports for success in ensuring students can meet course expectations include, but are not limited to:

- ✓ a caring and highly competent staff;
- ✓ an environment conducive to learning;
- ✓ varied opportunities to demonstrate learning;
- ✓ differentiated instruction;
- ✓ Special Education resource staff;
- ✓ a school focus on critical thinking tasks, and;
- ✓ a Student Success Program.

In order to achieve success, students must complete and submit assigned work in a timely fashion, study for tests and exams, and keep up with their work on a day-to-day basis. In determining levels of student achievement, marks will be based on the four achievement categories and the levels of achievement described in the Ministry curriculum documents and the OCDSB Mark Weighting Guidelines. Teachers will collect evidence of student achievement for evaluation from multiple sources, including: observations, conversations, and student products. It is important for students to recognize there are consequences for cheating, plagiarizing, not completing work, and submitting late work.

### **Assignments and Tests**

- Students are expected to submit assignments within the timeframe specified by the teacher.
- Students are expected to write tests on the assigned date/time.
- Teachers will provide reasonable notice of due dates for assignments and tests;
- Teachers, in collaboration with their colleagues, will develop and use a repertoire of **proactive strategies** to support students in their timely submission of assignments.
- Accommodations will be provided in accordance with a student's IEP.

In the event of a **late, missed or skipped** assignment or test,

- the student will have an additional opportunity to demonstrate learning if, in the teacher's professional judgment and in consideration of mitigating factors, there is not sufficient evidence or opportunity for them to meet the missed overall expectations;
- the teacher will remind the student about the need to complete the assignment or test for evaluation;
- the teacher will communicate with the parent(s) and/or guardian(s) to seek support for the completion of the assignment or test for evaluation;
- the teacher will ensure that late and missed assignments or skipped tests used for evaluation are noted on the Learning Skills and Work Habits section of the Report Card. In addition, mark deduction (if utilized) will not result in a percentage or letter grade that, in the professional judgment of the teacher, misrepresents the student's actual achievement. Strategies like mark deduction will only be considered after consultation with department heads and administration.

## **Academic Integrity**

Academic integrity is highly valued by the Earl of March community. Plagiarized work and/or work that is not the student's original material will not be considered for grading purposes. When dealing with concerns regarding academic integrity, the teacher will inform the department head, the school's administration, and parents/guardians. Since plagiarized work does not count as evaluation evidence, the teacher will consult with the department head and/or administration to define the parameters for the student's alternative opportunity to demonstrate achievement of the overall curriculum expectations. In addition, and in consideration of mitigating factors, a range of progressive disciplinary options may be imposed. These include, but are not limited to, forfeiting eligibility for letters of reference, awards and extra-curricular involvement. The student may be referred to the Student Success Program or the administration for monitoring.

## **Report Cards**

A Progress Report, an Interim Report Card and a Final Report Card are issued each semester. Final marks are determined using the following procedure: term work comprises 70% of the final mark and end of semester summative evaluations and/or exams comprise 30% of the final mark. Throughout the semester, students will be assessed on curriculum expectations, receive feedback about their learning, and be given opportunities to improve performance within the four achievement categories (Knowledge/Understanding, Thinking, Communication, and Application).

In reporting a course **grade**, the teacher will use professional judgment to determine if there is sufficient evidence that the student has met the overall expectations. If there is insufficient evidence, students in grades 9-10 will receive either an "I" indicating insufficient evidence or a failing grade (below 50%); senior students (grades 11-12) will receive a failing grade (below 50%). Students who do not receive a credit may be recommended to the Student Success Program for credit recovery (please contact the school for more information). A final grade reflects the student's most consistent level of achievement of overall expectations with special consideration given to more recent evidence of achievement.

## **Examination Protocol**

1. *It is the student's responsibility:*
  - To know his/her personal exam schedule.
  - To notify his/her guidance counsellor of exam conflicts.
  - To report to the correct place, on the proper date, and on time for examinations.
  - To come to the exam with all required materials.
  - To not have in his/her possession any unauthorized material which appears to be for the purpose of getting or giving illegitimate assistance. **Prohibited items include cell phones and media players.**
2. Each student must know the course code, section number, and location (gym/cafeteria/classroom/etc.) for each of his/her examinations.
3. Exams will be written in the morning.
4. Exam locations will be posted on the Library and the Cafeteria windows, and must be checked by the student.
5. In the case of an illness, students must present a medical certificate to the Vice Principal. The student may have to write the exam at a later date. Students absent without reason will be given a mark of zero for the exam.
6. OC Transpo bus schedule will **NOT** change during exams.
7. Students not writing an exam are encouraged to study at home. Those who choose to study at school must be in supervised study in the library.
8. In the event of a serious disruption (such as a major storm) during the exam period, the following guidelines should be observed:
  - Listen to the radio for an announcement as to whether or not conditions are serious enough to interrupt the exam schedule.
  - Follow the directions given in radio announcements.
  - If the school is closed during an exam day, the date for missed exams and the remaining exam schedule will be advanced by one day (i.e. exams missed on Jan. 25 will be written on Jan. 26, etc.)

**Students are expected to be available to write all of their exams. Travel and holiday plans, etc. do not constitute legitimate reasons for missing exams.**

## **Earl of March Secondary School Honour Roll**

The Earl of March Honour Roll is an award designed to reward students taking full complement of credits in a single year, and who achieve an average of at least 80%.

- In Grade 9, this requires a minimum of eight credits.
- In Grade 10, this requires eight credits, from any offered in grades 10, 11, or 12.
- In Grade 11, this requires a minimum seven credits, from any offered in grades 11, or 12.
- In Grade 12, this requires a minimum of six credits, from any offered in grades 11 or 12.
- Repeated courses will not count in a student's average.
- Night school & summer school courses may **not** be used.

## **Program**

Descriptions of courses offered at Earl of March each year are available in the OCDSB Course Calendar, which is distributed to students. Guidance counsellors are available to discuss these and other academic planning concerns.

## **Course Load**

The minimum expected timetable for students is as follows:

<i>Grade 9, 10, &amp; 11</i>	8 credits each grade
<i>Grade 12</i>	Students must take a sufficient number of credits to graduate

Requests for a reduced timetable (i.e. below these minimums) must be approved by a Vice Principal.

## **Course Changes and Timelines**

Change	Semester 1	Semester 2
Last day to make a timetable change	Sept. 16	Feb. 7
Last day to drop a course or make a level change (ie. academic to applied)	Nov. 25	May 1

## **Full Disclosure**

Ministry of Education has issued the following policy statement regarding full disclosure: If a student withdraws from grade 11 or 12 course five instructional days after the first provincial report, "w" will be entered in the credit column and the student's mark at the time of withdrawal, expressed as a percentage, will be noted in the achievement column on the Ontario Student Transcript.

**Students must follow the timetable issued before the changes were requested until the changes have been made and a new timetable has been provided.** A course change is not official until a new timetable is issued. Textbooks must be returned during the course change process. Should there be special circumstances not covered by the above, please see a Vice Principal.

## **Community Involvement Hours**

All students must complete a minimum of 40 hours of community involvement activities, as part of their graduation requirements (required by the Ontario Ministry of Education). It may be completed at any time between the end of Grade 8 and graduation. **Earl of March strongly recommends that students complete these hours during Grades 9 & 10, when course workloads are generally somewhat lighter.**

**1. *How do I complete the process?***

Pick up two documents from the Main Office:

- ‘OCDSB Guidelines for Community Involvement’ will explain the procedure and answer most questions.
- ‘OCDSB Community Involvement Notification and Activity Completion Sheet’. This is the form you must complete and submit to the Vice Principal.

**2. *Must I complete all 40 hours during the same year?***

No. Hand in a record of your hours as you do them, rather than waiting for them all to be complete before handing in the form.

**3. *Must I complete all 40 hours at the same activity or location?***

No.

**4. *How will I know if what I want to do is suitable?***

Check the volunteer opportunities to verify that your chosen activity is suitable for completion of the community involvement requirements. If the activity is not on the school board’s list of approved activities, obtain approval from the Vice Principal or Principal before starting the activity.

**5. *What do I do when the form is complete?***

Hand in your form to the Main Office for review and recording.

**6. *How do I know that my hours have been credited to me?***

A total of your hours will appear on each report card.

**7. *Will I graduate if I don’t complete the 40 hours?***

No

## **GENERAL SCHOOL POLICIES**

### **Assemblies**

Programmes of general interest, cultural presentations, student productions, and specific events such as Remembrance Day ceremonies are scheduled throughout the school year. Students are expected to take advantage of these additional learning opportunities, which are an integral part of the school curriculum.

- Hats are not to be worn in assemblies!
- School bags must not be taken into the auditorium.
- All persons present at an assembly should refrain from talking during a performance or presentation. Applause is a proper way to show appreciation.
- No food or drinks may be taken into the auditorium.

***Cell Phones and music playing devices must be turned OFF during assemblies.***

### **Classroom Restrictions**

Backpacks are **not** permitted in classrooms and areas where equipment may be damaged or put at risk, including science and computer labs, as well as tech, art, and music rooms. It is suggested that backpacks not be taken into any classroom due to potential tripping hazard. Cell phones must not be used, or in view, in any classroom.

### **Computer Account for Students**

Accounts on a secure central server are available for all students. Please make use of these accounts to save/backup any school information. Files cannot be saved on the computer's hard drive. All files saved on the hard drive will be erased upon system shutdown each day. Accounts are accessible from any computer (PC). Passwords will be handed out to individual students during the first week of school. Parents, students, and the community can access information about the Earl of March at [www.earlofmarch.com](http://www.earlofmarch.com).

### **Computer Code of Behaviour**

The "Earl of March Code of Behaviour for Computer Use" has been developed to create an environment for learning that is based upon respect for people, order, and property.

All students using Earl of March computers are required to sign the "Code of Behaviour" contract. Breaking this contract will result in consequences as outlined below, and include possible suspension from school.

For more information please go to [www.ocdsb.ca](http://www.ocdsb.ca) and refer to *Board Policy P.100.IT*, and *Procedure PR.622.IT, Acceptable Use of Computers and Internet/Intranet Technology*.

### **Emergency Contact**

It is vital that the school be informed of address and/or phone number changes so that parents or guardians may be reached during the school day, as needed. Please also provide the school with a name other than a parent/guardian for emergency contact purposes.

### **Fire Drill Procedures**

As soon as the alarm sounds everyone is to evacuate the building as calmly, and as quickly as possible, using the exits assigned to each room. Everyone should proceed outside and gather in the designated area.

- Students are to leave the classroom via the assigned exit route that is posted in each classroom.
- Students who are in the hallway/washroom when the alarm sounds, must use the nearest exit
- Students are to leave all books, personal articles, etc. behind, and are not to go to their lockers
- All students are to move away from the building and gather in the designated area
- At the sound of three consecutive bells, students may re-enter the school.

### ***Remember:***

1. Deliberate and unnecessary pulling of the fire alarm is in contravention of the Criminal Code of Canada, and offenders will be prosecuted.
2. Only certain designated personnel may remain in the building when an alarm is sounded. All students, teachers, and other staff must leave the building.
3. Do not enter automobiles or attempt to drive away (traffic could hinder access by the fire department).
4. Please report knowledge of any missing or damaged fire signs or extinguishers to the Vice Principal.

### **Library**

The library is usually open from 8:15 am until 3:40 pm. The computer lab is closed at lunch. Students must always carry their student card with them. This card serves as a library card.

***Note: Fines will be imposed for overdue materials.***

### **Locks and Lockers**

Students must not leave any money or valuables in their lockers. The school cannot assume responsibility for locker contents. The school is used in the evening and on weekends by the community and Continuing Education. Combination locks only are to be used, and are issued by Earl of March.

***Locks other than those issued by the school will be removed.*** Students are encouraged to keep their lock over the summer break, to

be used again in the following year. Replacement locks are available for \$5. Students should keep their combination numbers confidential. Students must use their assigned locker. Locks placed on lockers where they do not belong will be cut off.

In June, all students must clear their lockers and remove the locks by the day of their last exam. After this date, locks left on lockers will be cut off and the contents removed.

Although lockers are provided for student use, they remain the property of the school, and as such search of lockers by school or board administration is lawful.

**Vandalism of lockers (e.g. graffiti, scratching, denting, etc.) may result in the loss of your locker privileges. You may be required to pay for any locker damage that you cause.  
Your locker is your responsibility.**

### **Health Services**

The Ottawa-Carleton Regional Health Unit monitors the immunization program. All Ontario students, *unless they have been exempted for personal, religious, or medical reasons*, must be adequately immunized or they may be suspended from school. Parents/guardians must provide information about the student's immunization status.

### **Lost and Found**

Students and staff are requested to deliver any found articles to the Main Office where they can be claimed.

### **Non-Scheduled Periods**

The cafeteria, lower foyer, upper foyer, and library are available for student use during non-scheduled periods (e.g. spares). Students are advised to utilize their time productively. The upper foyer is for quiet study and conversation only.

### **Parking**

Student parking is located at the north-east corner of the school parking lot. Parking is not permitted under the overhang (east side), or in the bus and fire lanes at the front or rear of the school. Vehicles parked illegally will be ticketed accordingly. Student parking is separated from teacher and visitor parking by a median. Students are not to sit in cars during spares or noon hour. Please do not park in the Mlacak Centre parking lot.

### **Pastoral Counselling**

A Pastoral Counsellor is available for students. Contact the guidance secretary for an appointment.

### **Resource Unit**

The Special Education Resource Unit is available for support of exceptional students. A flexible program helps students deal with a range of learning challenges. A student may request a regularly scheduled resource period through his/her guidance counsellor. Other types of assistance are available after consultation with a Resource Unit Teacher.

### **Respect for Community**

Students are asked to refrain from loitering or congregating around the Mlacak Centre.

### **Security of Valuables**

Do not bring large quantities of money or other valuables to school. **Under no circumstances should money, cell phone or valuables be left in the PE change rooms.** For security reasons personal electronic equipment (e.g. MP3 players, cell phones) should be left at home. If brought to school, they are not to be taken to class. The school administration will not pursue recovery of these articles if they are lost or stolen.

### **Skateboards**

Skateboards are to be used in the designated area only (the fire lane between Campeau Drive and the east side of the school building). Rollerblades are not to be worn in school. Rollerblades and skateboards are not to be used in the School.

### **Smoking Policy**

It is against the law for anyone to smoke, or to give a cigarette to a minor (anyone under 19 years of age), anywhere on school property,

including the parking lot. Students smoking on school property will receive progressive disciplinary action, **and a possible fine (as much as \$305)** from the Ontario Ministry of Health. Students must be completely clear of school property before smoking.

### **Student Fees**

Students are requested to pay a fee of \$20 per year. This fee is used to support a number of student-related items/events such as yearbooks, speakers, intramurals, assemblies, inter-school athletics, this planner, and ID cards. Some courses and extra-curricular activities may require additional costs (e.g. for field trips). Accommodation will be arranged for families experiencing financial constraints. Please contact Mrs. Val Barnabe in Student Services (Guidance), at 592-3361, x 222.

## **Student Services**

***Student Services is a program for all students at Earl of March. It involves helping students to do the following:***

- Know and value themselves
- Have positive relationships with others
- Be successful in their current studies, and plan for future education, training, and careers

Part of this program is delivered to all students in classroom settings by counsellors and teachers. The emphasis is on basic knowledge, skills, and attitudes in all of the areas listed.

Counselling can help people make decisions. The decisions they make are their own. Information is provided through print, computer, and video resources in the Student Services Reading Room.

Students are assigned a Guidance Counsellor alphabetically, by surname. If, for some valid reason, students wish to consult a counsellor other than the one assigned, they may do so. Students are invited to come to Student Services if they would like information and/or assistance.

### **Student Photo Identification Card**

Every student will require an Earl of March ID card. Students are expected to present the ID card to staff when borrowing library materials, and when participating in student council activities.

### **Telephones**

Public payphones are located in the school. Students are expected to use the public phones to make personal calls. Cell phones may be

used in the school; however they are to be turned off **and out of sight** in all classrooms, and are **not permitted under any circumstances in exam rooms**. An office telephone is available to students to call a parent for permission to sign out. Only in the case of emergencies will office staff assume the responsibility of accepting messages for students.

### **Telephone Attendant (Automated)**

A general broadcast message will be sent to your home telephone via our automated telephone attendant service, notifying parents/guardians of upcoming events at the school (e.g. report cards, parent/teacher interview, etc.). This information is also available at **[www.earlofmarch.com](http://www.earlofmarch.com)**.

### **Visitors/Trespassing**

Only students registered at EOM are allowed access to school property during the school day. All visitors to the school must register in the Main Office. Individuals who do not register may be charged under the Trespass Act.

### **Web Site**

The Earl website is **[www.earlofmarch.com](http://www.earlofmarch.com)**, and contains a great deal of information about the school including current events, staff directory, curriculum, athletics, arts, etc. Staff email address can be accessed 'Staff Directory' on right hand side of the home page.

### **Withdrawal from School**

Students who are leaving school before completing the year must meet with a guidance counsellor and/or the Vice Principal, and must complete a withdrawal form. All texts must be returned at this time.

## Secure School & Lockdown Procedures

It is standard procedure for the OCDSB to practice lockdown & secure school drills. It is the aim of these drills to be prepared for emergency situations that may occur in a school environment. Earl of March strives to maintain a safe environment for all students and staff.

Secure School	Lockdown
<p><b>Students in class:</b></p> <ul style="list-style-type: none"> <li>• Listen for instructions from your teacher</li> <li>• Class will carry on as usual</li> <li>• The Main office will notify your teacher when it is safe to leave the classroom</li> <li>• No one is to leave his/her instructional area under any circumstances unless directed by the Main office.</li> </ul>	<p><b>Students in class:</b></p> <ul style="list-style-type: none"> <li>• Listen for instructions from your teacher</li> <li>• Sit quietly in a safe area out of sight, lights out, as instructed by your teacher</li> <li>• The Ottawa Police and Administration will notify your teacher when it is safe to leave the classroom</li> <li>• No one is to leave his/her instructional area under any circumstances.</li> </ul>
<p><b>Students outside the classroom:</b></p> <ul style="list-style-type: none"> <li>• Move as quickly as you can to your classroom</li> </ul>	<p><b>Students outside the classroom:</b></p> <ul style="list-style-type: none"> <li>• Upper foyer area will move quickly into Student Services</li> <li>• Lower foyer area and cafeteria will move quickly to Gym</li> <li>• Halls will move quickly to the nearest safe classroom</li> <li>• Auditorium area will move quickly to the back music area</li> <li>• Smoking area and outside gym classes will move quickly back into the school to Gym.</li> <li>• Lecture theatres doors will remain secure and closed.</li> </ul>

- Remain calm, move quickly and quietly to designated areas as appropriate, do not go to your locker
- ***Full cooperation with staff in your area is essential. The purpose of the secure school/lockdown is to ensure your safety during a crisis, and to keep areas clear to allow the police to follow their procedures without interference.***

## RESOURCE LIST FOR YOUTH

### Crisis and Hot Line Numbers

<b>Distress Line</b>	613-238-2088
<b>Kids Help Phone Line</b>	1-800-668-6868
<b>Ottawa Mobile Crisis Team</b> Children and Youth 0-15 years of age Monday-Friday 4:30-12:00 am Saturday, Sunday 12:00 pm – 12:00 am	613-722-6914
<b>Mental Health Crisis Centre</b> Age 16 and older 7 day/week 3:00 pm-2:30 am	613-722-6914
<b>Ottawa Rape Crisis Centre</b>	613-562-2333
<b>Community Resource Centre of Kanata, Goulbourn &amp; West Carleton</b>	613-591-3686

### Drugs and Alcohol

<b>Rideauwood Addiction and Family Services</b>	613-724-4881
<b>David Smith Centre</b>	613-594-8333

### Health and Sexuality

<b>Eating Disorders Clinic</b>	613-729-0801
<b>Adolescent Health Clinic</b>	613-738-3664
<b>Sexual Health Centre</b>	613-234-4641

### Counselling Resources

<b>Youth Services Bureau</b>	613-729-1000
<b>Children's Aid Society</b>	613-747-7800
<b>Youth Employment Resource Centre</b>	613-828-2123
<b>Youth Net/Reseau-Abo</b>	613-737-7791

## **EARL OF MARCH DANCE POLICY**

1. Earl of March students must **present their student ID cards** at the door before being admitted to the dance.
2. The student **list** must be submitted to the Vice Principal by the end of lunch hour on the day of the dance.
3. The administration or teaching staff **will check all bags and knapsacks**. Students will be instructed to leave their coats, bags, etc. in the cloakroom when entering the school.
4. All areas outside the lower foyer are out of bounds. Students do not have access to their lockers.
5. Dances are school functions. All school and OCDSB rules apply. Any infractions will be dealt with in the usual manner.
6. ***Staff will refuse admission to any student who appears to be under the influence of alcohol or drugs, and such students will receive progressive discipline regarding school policy. Students will also be referred to the police.***
7. Students are expected to leave school property immediately after the dance.
8. All physical arrangements for the dance (i.e. involving the building, equipment, etc.) must be made with the Vice Principal, and the Chief Custodian, at least **two weeks** in advance of the dance.
9. School dances begin at 7:00 PM, and will end at 10:00 PM, with a maximum of 350 persons in attendance. No one will be admitted after 9:00 PM. There are no in/out privileges. In other words, ***students who leave the dance will not be readmitted.***
10. There will be **no smoking** permitted at school dances. Students who smoke inside the school will receive progressive disciplinary action.
11. Clothing that is recognized by the OCDSB Safe Schools Committee to be associated with gang members is strictly forbidden.

**STUDENT COUNCIL**  
**2010-2011**

President	Kareem Ibrahim
Vice President	Joe Richard
Treasurer	Arun Kuruganti
Publicity	Nat Tuy
Arts	Andre Galuban
Social	Taylor Barton
Intramurals	Lucas Findlay
Athletics	Kirk de Lint
External Affairs	Juliette Ma
Student Services	Emily Granzotto-Martin
Gr. 12 Rep	Justin Hodgins
Gr. 11 Rep	Jaynesh Mistry
Gr. 10 Rep	Sharanya Tharmarajan
Gr. 9 Rep	T.B.D.

Teacher Coordinators: Mrs. Horner  
Mrs. Lee

**What Does Student Council Do?**

Student Council is composed of a group of responsible students elected by their peers to represent them. Each grade has a representative on Council, who students can discuss issues with. Elections for Student Council take place in May for the following year, with the exception of the Grade 9 representative, who is elected in September.

Student Council runs dances and events throughout the school year. Money raised through various events support worthwhile school and community activities.

## **Interschool Athletics**

Students are encouraged to participate on interscholastic teams. School sport is an avenue of activity where students can learn valuable life enhancing skills, including: interpersonal communication, determination, perseverance, confidence, leadership, citizenship, goal orientation, motivation, and personal satisfaction. School sports are an extension of the learning environment and an integral component of the school community. Some sports require a student to miss several classes, or even attend a full day tournament. It is the responsibility of the student athlete to make up any missed tests or assignments. Students must attend a half day of school to be eligible to participate on the day of competition.

All NCSSAA teams hold weekly practices during season. Students are required to fill out a permission form to be signed by a parent/guardian, providing their health card number and any other important information. Students may play only one sanctioned NCSSAA Major sport (involves league play) per season. If a student wishes to play for more than one team per season, the second team must be classified as a minor sport (tournaments, meets, etc). For example, a student could participate in field hockey (major sport) and cross country running (minor sport) in the fall season. A student must declare a first and second choice of sport for team commitment. It must be done so in consultation with both coaches and the Athletic Director at the beginning of the earliest season. Student athletes who drop/quit a school team are ineligible to play an NCSSAA sport for twelve consecutive months. Each student athlete will pay a \$65 participation fee per sport. This fee will be used to cover the costs of league fees, transportation, and equipment replacement/repair. Also, students will pay a \$50 uniform/equipment deposit, which will be returned when team items are returned at the end of the season. Students for whom this fee poses a financial burden should speak to their coach. Should the team decide to enter tournaments, there may be additional fees.

### **Team Tryouts**

All students are invited to try out for school teams. Listen to the morning announcements for the exact dates for tryouts. The interscholastic athletic program is a competitive program, and one objective is to strive for excellence. In team sports a total effort is required to win games. This means that not all players will get equal playing time, and in some games developing players may get little or no playing time. Coaches will clearly explain this at the beginning of the season. Athletes must decide if they wish to commit to a team under these terms.

Athletes are eligible to participate on a team if they meet OFSSA rules. Transfer students must also meet OCDSB rules before they are allowed

to try out for school teams. ***Please clarify eligibility with a member of the Physical Education Department before trying out for a school team.*** Failure to do so could result in player/team disqualification.

No student shall be included in a team line-up who has been registered as a “transfer” from another school within the previous 12 months. Transfer students must fill out a transfer appeal form to determine player eligibility.

### **Intramurals**

Intramurals are a fun way to participate with your friends and meet new people at lunch time. Teacher/student games, high fun activities, floor hockey, badminton, Hoops-for-Hearts, table tennis, and 3-on-3 basketball are some of the activities. Intramural participants must be registered EOM students, be marked ‘present’ in attendance on the day of competition, changed in proper gym attire, and demonstrate respect for peers, officials, and the gym facility. Students and parents should be aware that the intramural program is a lunchtime recreational program with a slight competitive component. In all game activities team members will have equal playing time.

### **Students’ Athletic Association/Teams**

The students’ Athletic Association is a group of students whose aim is to support athletics at Earl of March by:

- Organizing and running intramurals
- Assisting with inter-school games, and their promotion
- Fundraising to support athletics.

## **National Capital Secondary School Athletic Association (NCSSAA)**

### **Code of Behaviour for Spectators**

- Cheer in a positive manner
- Respect all decisions made by officials
- Do not interfere with competition
- Keep off the playing area
- Be courteous and respectful
- Promote fair play and uphold the spirit of the rules

## **Code of Ethics for Athletes**

“I believe that the true essence of sport is to strive for personal achievement and excellence through full and honest effort.

“I am committed to participating in a sport with integrity, and to strive to win only by legitimate means.

“I pledge to learn, understand, and adhere to both the written rules of my sport, and the accepted rules of fair play.

“I believe that violence and physical intimidation are harmful to sport, and I refuse to use such tactics.

“I understand that officials, team mates, and opponents are all integral to sport and are worthy of my respect.

“It is my responsibility to maintain self-control. I will accept the officials’ decisions without argument, play with intensity but without hostility, and behave graciously in triumph or defeat.”

## **Code of Expectations for Athletes**

1. Playing interscholastic sports and representing your school is privilege, not a right.
2. Athletes should commit themselves to their team. Players who miss practices or games can expect disciplinary action, and may be removed from the team.
3. If a player quits a team during the regular season, she/he will not be allowed to play on another school team for one calendar year (calculated from the first day of practice of the team the player quits).
4. As a representative of the school, athletes must behave appropriately and not violate the EOM Code of Behaviour. Negative behaviour reflects on the team and the school. Athletes who violate the EOM Code of Behaviour may be removed from the team(s).
5. Your first obligation at EOM is that of a student. You must be in class during the school day to practice or play a game. Players who skip class the day of the game will not be allowed to play. Players who are suspended the day of a game will not be allowed to play.
6. Students may participate in interscholastic sports if they are showing successful academic progress on the last report card, and demonstrating adherence to the EOM Student Code of Behaviour. In the case of a failing grade average, there must be evidence of continuing and conscientious effort to succeed in those subjects. Skipping of classes, not meeting the behavioural expectations of the school will indicate that improvement is not being attempted, and the student will not be allowed to continue as a team member.

## **Scholarships, Bursaries, and Loans**

### ***Financial Information***

Graduating students who are applying to post-secondary institutes, should access the following websites for information on financial aid and scholarships/bursaries that they can apply for. ***Information and assistance are also available in the Guidance Office.***

- Ontario Student Assistance Program (OSAP)  
**[www.osap.gov.on.ca](http://www.osap.gov.on.ca)**
- Scholarships Canada  
**[www.scholarshipscanada.com](http://www.scholarshipscanada.com)**
- Student Awards  
**[www.studentawards.com](http://www.studentawards.com)**
- Scholarships  
**[www.canadianstudy.ca](http://www.canadianstudy.ca)**
- Canadian and International Scholarships  
**[www.scholarships-bourses-ca.org](http://www.scholarships-bourses-ca.org)**
- Aboriginal Scholarships  
**[www.anmsa.com/ammsabursary.html](http://www.anmsa.com/ammsabursary.html)**

*Tuum Est*



*“It is yours”*