

# AGINCOURT COLLEGIATE INSTITUTE

## STUDENT AGENDA BOOK - COVID EDITION 2020-2021

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Agincourt, Ontario  
M1S 1R6

### HISTORY

Our school, founded in 1915 as Agincourt Continuation School, became Agincourt High School in 1954, and Agincourt Collegiate Institute in 1957. Agincourt Collegiate is the oldest secondary school in the former legacy board of Scarborough.

### MOTTO

Ad Omnia Paratus - Prepared for all Things

### SCHOOL COLOURS:

Forest Green & White

### TEAM NAME:

Agincourt Lancers



416-396-6675



agincourtcollegiate.ca



@LancerTWEET



Agincourt.Cl@tdsb.on.ca

**THIS AGENDA BOOK BELONGS TO:** \_\_\_\_\_

**HOMEFORM:** \_\_\_\_\_

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# PART 1: DAY SCHEDULES AND CALENDAR

## REGULAR DAY SCHEDULE

Period	Time	Length
1	8:45 am - 12:30 pm	225 min
	8:55 - 9:00	Announcements
Lunch	12:30 - 1:10	40 min
APA/PMA	1:10 - 2:00	50 min
Live Virtual Learning	2:00 - 3:15	75 min













## STAFF MEETING DAY SCHEDULE - EARLY DISMISSAL

Period	Time	Length
1	8:45 am - 12:05 pm	205 min
	8:55 - 9:00	Announcement
Lunch	12:05 - 12:55	40 min
APA/PMA	12:55 - 1:35	40 min
Live Virtual Learning	1:35 - 2:35	30 min
Staff Meeting	2:40 - 3:15	35 min



## Four Day Timetable

*\*Schedule repeats itself on the fifth day*

Time	Cohort A				Cohort B			
	Day 1	Day 2	Day 3	Day 4	Day 1	Day 2	Day 3	Day 4
8:45 a.m. – 12:30 p.m.	<b>Course 1</b> In Person @ School 	<b>Course 1</b> Independent Learning @ Home 	<b>Course 2</b> In Person @ School 	<b>Course 2</b> Independent Learning @ Home 	<b>Course 1</b> Independent Learning @ Home 	<b>Course 1</b> In Person @ School 	<b>Course 2</b> Independent Learning @ Home 	<b>Course 2</b> In Person @ School 
12:30 p.m. – 1:10 p.m.	Student Dismissal (return home/lunch)							
1:10 p.m. – 2:00 p.m. APA/PMA	Professionally Managed Activities Alternative Professional Assignments Work with other school personnel to provide consistent support for students Provide extra help to students Contact Parents							
2:00 p.m. – 3:15 p.m.	<b>Course 2</b> Live Virtual Learning 	<b>Course 1</b> Live Virtual Learning 	<b>Course 2</b> Live Virtual Learning 	<b>Course 1</b> Live Virtual Learning 				
	<ul style="list-style-type: none"> <li>Full-class synchronous learning</li> <li>Student success initiatives</li> <li>Support students with IEPs</li> </ul>		<ul style="list-style-type: none"> <li>Credit rescue</li> <li>Working one on one with students to close gaps</li> <li>Small group activities</li> </ul>		<ul style="list-style-type: none"> <li>Opportunities for teachers to meet with students</li> </ul>			

# School Year Calendar (DAY 1 to 4)

Aginccourt C. I. School Year Calendar 2020-2021

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Sep-20		1	2	3	4	7	8	9	10	11	14	15	16	17	18
						H							Q1-1	2	
Oct-20				1	2	5	6	7	8	9	12	13	14	15	16
						1	2	3	4	1	H	2	3	4	1
Nov-20	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20
	4	1	2	3	4	1	2	3	4	1	2	3	E	E	PA
Dec-20		1	2	3	4	7	8	9	10	11	14	15	16	17	18
		3	4	1	2	3	4	1	2	3	4	1	2	3	4
Jan-21					1	4	5	6	7	8	11	12	13	14	15
						1	2	3	4	1	2	3	4	1	2
Feb-21	1	2	3	4	5	8	9	10	12	12	15	16	17	18	19
	1	2	E	E	PA	Q3-1	2	3	4	PA	H	1	2	3	1
Mar-21	1	2	3	4	5	8	9	10	11	12	15	16	17	19	19
	2	3	4	1	2	3	4	1	2	3	B	B	B	18	0
Apr-21				1	2	5	6	7	8	9	12	13	14	15	16
					4	H	1	2	3	4	1	2	3	4	1
May-21	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21
	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1
Jun-21	1	2	3	4		7	8	9	10	11	14	15	16	17	18
	3	4	1	2		3	4	1	2	3	4	1	2	3	4

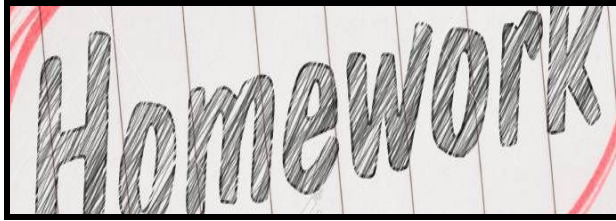
PA - Professional Activity Day

H - Holiday

E - Exams

B - Board Designated Day

## PART 2: ACADEMICS



Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. The purpose of homework is to ensure it is both effective in promoting high quality student learning and achievement and it nurtures a desire for students to keep learning.

### *In the TDSB Effective Homework:*

Is curriculum based and meets the developmental and individual needs of the student through differentiation and modification;

Wherever possible, homework shall be assigned to be returned using blocks of time so that families can best support homework completion by balancing the time required to complete homework with extra-curricular activities scheduled outside of the school day and activities that support personal and family wellness;

- May be used to provide feedback to the student;
- Is designed to require no additional teaching outside of the classroom and is engaging and relevant to student learning;
- Has a direct link to the topic or skills that have been taught in class;
- Ensures that students understand what is expected of them before leaving school;
- Is intended to be a positive experience and not punitive;
- May be designed to involve parents/guardians in supporting their children's learning but does not require them to teach concepts;
- Is communicated to parents in many ways including curriculum nights, parent-teacher conferences, student agendas, School Council meetings and newsletters.

### *Students are responsible for:*

- Recording homework in their agenda or student planner;
- Ensuring that they clearly understand the homework assigned, i.e. homework criteria, and timelines, and asks for clarification or assistance from the teacher when homework tasks or the expectations are not clear or there is a time conflict due to homework in many different subjects;
- Managing time and materials, e.g. by bringing home necessary materials;
- Regularly completing assigned homework in a timely manner to the best of their ability.

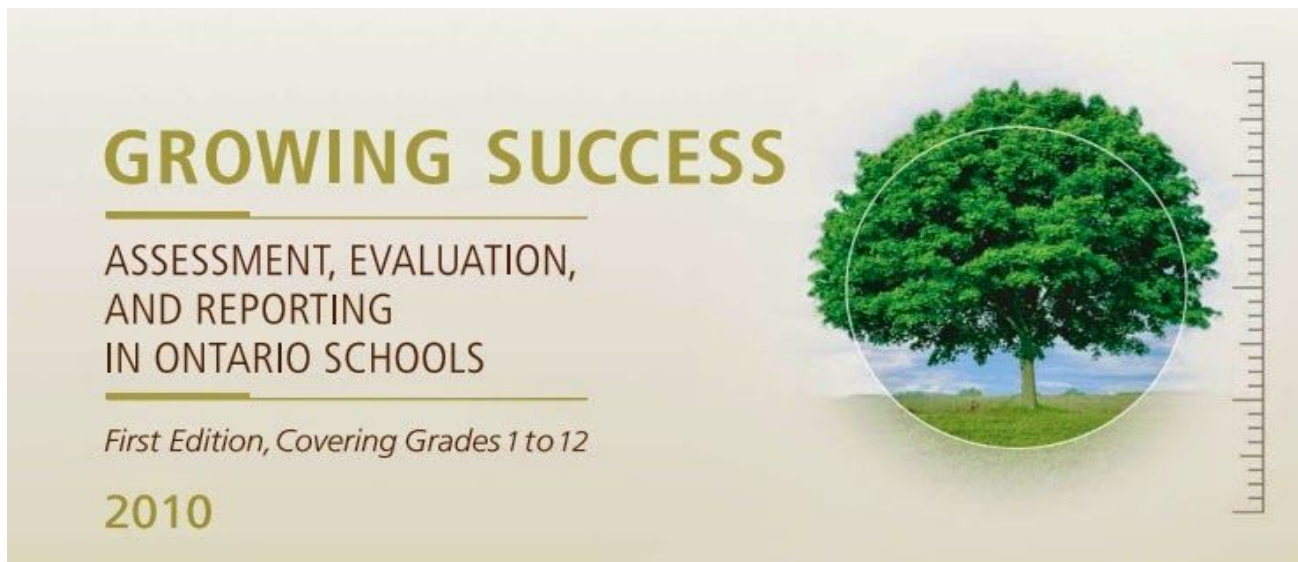
Note: Completion of homework can contribute to improved student achievement, particularly in upper grades. Homework in grades 9 to 12 shall be clearly articulated and planned with an estimated completion time of two hours or less.

Homework is an essential part of each department's curricula. It may take many forms, depending on the subject and each individual's needs. Students are responsible for all work assigned in each class. Homework is considered the joint responsibility of the school, the student and the parents/guardians. It is the school's responsibility to provide appropriate, relevant homework. It is the student's responsibility to ensure that the assigned work is understood, and to complete the work to the best of his/her ability. It is the parent(s)/guardian(s) responsibility to provide an environment conducive to independent study.

In class, students should record all work assigned, including due dates, in the appropriate places in this Agenda Book. Before leaving school, and before leaving home the next day, students should refer to this Agenda Book to ensure that they take what they need with them and are ready for the upcoming day's planned events. Most homework should be done alone, in an environment free from peers, computers, cell phones, TV, radio and other distractions. A homework schedule should be prepared to guarantee opportunity for this vital school component. Regular review is an essential part of homework. Students should review without prompting by teachers or parents.

# ASSESSMENT & EVALUATION POLICY

Assessment and evaluation at Agincourt C.I. reflects the Ministry of Education [Growing Success](#) document. Students will be evaluated according to Achievement Chart categories: Knowledge/ Understanding, Thinking/Inquiry, Communication and Application/ Making Connections. Each category has four levels of achievement. There are subject specific Ministry curriculum documents which clearly outline the overall and specific expectations for each course by unit/strand.



## ACHIEVEMENT & ATTENDANCE

Regular attendance is essential for optimal learning. It is the student's responsibility to inform the teacher beforehand, of any anticipated absences (i.e. field trips, sports, and medical appointments).

## REPORTING STUDENT ACHIEVEMENT

A student's final grade for each course will be obtained by weighing the final evaluations (examinations and/or culminating activities) 30% and the term evaluations 70%.



## DUE DATES AND LATE SUBMISSION

The due date is the date that the student's work must be submitted if it is to be marked without penalty. The ultimate deadline is the day after which the student's work will not be marked. If an assignment is submitted after the ultimate deadline the teacher will give the student feedback on the work, but the work may not receive a mark. A mark of "0" may be given for student work submitted after the ultimate deadline based on the teacher's professional judgement and interpretation of evidence. The ultimate deadline will be set using the professional judgement of the teacher(s), and all students taking the same course will have the same ultimate deadline for common assignments.

In accordance with the Ministry of Education's Assessment and Evaluation document, *Growing Success* (2010), consequences will be applied to students for not completing assignments or for submitting late assignments. To bring clarity and consistency at the school level, the consequences, after other options have been tried, will include deducting marks up to and including the full value of the assignment. A maximum penalty of up to 5% per day will be deducted for late assignments. Teachers are to exercise their professional judgement and work in consultation with administration in exceptional circumstances.

## PERFORMANCE TASKS AS A PART OF TERM WORK

Any performance based task may be given a mark of "0" if the student is not ready at the time of the performance. Penalties for non-performance should be clearly stated in the assignment when it is given to the students. If there are no specific performance-based instructions the school's regular late submission policy will apply. Any exceptions to this rule will involve the teacher's professional judgement and interpretation of evidence.

## MISSED TESTS WITH ACCEPTABLE DOCUMENTATION

If a student misses a test and provides an acceptable note of excusal, the expectation is that the student will find the teacher on the first day that the student returns to school regardless of the day in the school cycle and arrange with the teacher an alternative evaluation date.

## MISSED TESTS WITHOUT ACCEPTABLE DOCUMENTATION

A mark of "0" may be given to a student who misses a test without acceptable documentation. Acceptable documentation must include the reason for absence and date, as well as specifying the parent is aware that a test has been missed.

## FORESEEN ABSENCES ON THE DAY OF AN EVALUATION

If a student knows that he/she/they will be missing an evaluation due to a school sanctioned event or for another acceptable foreseen reason, notice must be given to the teacher as soon as the student is aware of the activity/event and an alternative evaluation date should be determined at that time.

## FINAL (Culminating) EVALUATIONS

Thirty percent of the grade will be based on a final evaluation, (performance tasks, in class summatives, essays, exams and/or other methods of evaluation suitable to the course content) administered at or towards the end of the course. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations of the course. All missed final evaluations, regardless of format, will require a medical note which will be verified by administration.

In accordance with the Ministry of Education's Assessment and Evaluation document, *Growing Success* (2010), consequences will be applied to students for not completing assignments or for submitting late assignments.

## EXAMINATION POLICY

It is the responsibility of every student to write their examination at the time and place stated on the schedule. The only exception to this rule is severe illness, substantiated by a medical note, submitted to the Main Office (the note will be verified), stating the student was too ill to write the exam. For students who legitimately miss exams (due to severe illness, supported with a doctor's note), the missed exam will be subject to a "fair" replacement mark at the teacher's discretion based on professional judgement - exam marks will not be omitted from final averages.

Vacations and other trips are not valid reasons for missing examinations. Failure to write an examination will result in a mark of zero. No examination will be changed from the final printed schedule, for any reason. If a student is late, they must report immediately to the examination room. Late students will be given the balance of the examination time only. Students who arrive after the examination time has expired will receive a mark of zero.

## REPORTING ON LEARNING SKILLS

In addition to earning a mark on the report card, Learning Skills will be evaluated by each classroom teacher. The Learning Skills are: Responsibility, Organization, Independent Work, Collaboration, Initiative, Self-Regulation. The learning skills are evaluated using a four-point scale: E for Excellent, G for Good, S for Satisfactory, and N for Needs Improvement. The evaluation of Learning Skills may be derived from the work done on curriculum expectations and/or through measurement vehicles specifically designed for the evaluation of learning skills. Such evaluations are not to be considered in the determination of the final grade in the course, unless embedded as part of the course's expectations, as outlined in the relevant Ministry of Education curriculum policy documents.



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LEARNING SKILLS AND WORK HABITS IN GRADES 1 TO 12

## ACADEMIC HONESTY (Plagiarism)

Honesty is essential for the academic integrity of our school. Evaluations must be fair to all students as a measure of their success. Academic dishonesty includes, but is not limited to, the following behaviour:

- Submitting any part or copy of someone else's work
- Failing to cite sources for your work
- Bringing any written or electronic information into an examination or test that is not allowed
- Submitting the same work to different teachers or programs without the prior consent from all teachers involved
- Passing on, in any form (including oral, written, and electronic), the contents of a test or examination to other students
- The consequences for academic dishonesty may include disciplinary action and an academic penalty up to 100% of the evaluation.

# TDSB VIRTUAL LIBRARY

Visit [tdsb.on.ca/library](https://tdsb.on.ca/library) for information on how to access digital resources at home and at school.

# PART 3: GUIDANCE DEPARTMENT

The Guidance Department provides counselling for all students entering, attending, and graduating from Agincourt Collegiate. Counselling is aimed at helping students make wise decisions in their course selections, and to develop short and long term educational and career goals. Personal concerns are also addressed. A wide variety of services are available to students, parents/guardians and teachers. Special referrals to support services such as Special Education Consultants, Social Workers, Speech Pathologists, Psychologists and Health Services can be initiated by counsellors, students, parents/guardians, and teaching staff. Appointments for counselling may be made in the Guidance office.

## SCHOLARSHIPS

To be eligible for Staff Scholarships and the Awards of Excellence, ALL COURSES MUST BE DONE AT DAY SCHOOL.

## STUDENT TIMETABLES

- Grade 9, 10, 11 students MUST BE registered in 8 courses at ACI.
- Grade 12 students are advised to stay with 8 courses. If a student has earned 24 credits by June of grade 11, they may carry a minimum of 6 courses if **diploma is not at risk**.
- Students in 5<sup>th</sup> year MUST have 6 or more courses on their timetable. Approval by a Vice Principal needed before being enrolled in a fifth year.

## TIMETABLE CHANGES

Timetable changes are only done on an exception basis after June, given the impact on class sizes and balance. Students have the responsibility of ensuring that their timetable is appropriate before that date. Consultation with a counsellor is advisable.

# CONTINUING EDUCATION:

## ADMISSION TO NIGHT SCHOOL

- Grade 9 and 10 students are not eligible to take night school courses except for INTERNATIONAL LANGUAGE courses.
- If a course is offered and can be accommodated in the student's day timetable, then the student is not eligible for night school.
- An ESL student should have the recommendation of their ESL secondary school teacher before taking an ESL or English continuing education course.

## ADMISSION TO SUMMER SCHOOL

- **Acceleration - New Credit Courses:** Students may sign up for new credit courses through the Guidance Office in late May.
- **Remedial Courses:** Students must have completed the course during the school year and earned a final mark of at least 35% but less than 50% to be eligible to retake a course in the summer.
- **E-Learning:** Students can register for E-learning courses throughout the year, including July and August. Students work independently and are expected to login and complete work on a daily basis. These courses are intense and are recommended for highly motivated students.

Students planning to earn a credit for a continuing education course (including private school) must receive the **required signed permission form from the Agincourt Guidance Department** before registering for the course. Students must have the **required prerequisite**, as stated by the Ministry of Education and the Toronto District School Board, to be eligible for a continuing education course. **Private schools may grant credits which are not recognized by the Ministry of Education and these will not be granted by Agincourt Collegiate Institute.**

If a course is taken outside of Day School, it is the responsibility of the student to ensure that a formal report card is mailed to the Guidance Department.

# COMMUNITY SUPPORT SERVICES AND AGENCIES

## Community Support Services

Chinese Information and Community Support	416-292-7510
Agincourt Community Service Association/Information (ACSA)	416-321-6912
Tropicana Community Services	416-439-9009

## Counselling

East Metro Youth Services	416-438-3697
What's Up Walk-In Clinic	416-438-3697
Hong Fook Mental Health Association	416-493-4242
Teen Info/Toronto Public Health	416-338-7600
Youth Link	416-967-1773
Scarborough Health Network - Centenary Site - Shoniker Clinic	416-281-7301

## Hot Lines

Addiction Research Foundation	416-595-6000
A.I.D.S. and Sexual Health	416-392-2437
Assaulted Women's Helpline (24 hours)	416-863-0511
Emergency Community Services Line	416-392-8600
Eva's Place Youth Shelter	416-441-4060
H.E.Y.Y	416-423-4399
Kids Helpline	1-800-668-6868
Metro Police Youth Services	416-808-4205
Scarborough Distress Centre	416-408-4357
Scarborough Housing Help Centre	416-285-8070
Scarborough Second Base Youth Shelter	416-261-2733
Toronto Rape Crisis Centre	416-597-8808
Toronto Distress Centre	416-408-4357
Y.M.C.A. Housing/Emergency Shelter	416-504-9700

## Job Search - Job Training

A.Y.C.E. (Alternative Youth Centre for Employment)	416-491-7000
Scarborough Y.M.C.A. Employment and Community Services	416-286-9622



# Part 4: Extra Curricular

Agincourt Collegiate Institute offers students many opportunities to enhance their educational experience through co-curricular activities. However, successful fulfillment of their academic requirements has the highest priority. We support and encourage co-curricular programs at Agincourt C.I. It is a privilege to be a part of any program sponsored by the school. With your involvement comes the responsibility of making choices and following the expectations of all policies. In order to participate in co-curricular activities, a student must fulfill the following requirements:

## ACADEMIC ELIGIBILITY

- Students must be registered as a full time student (Grades 9-11 - 8 courses, Grade 12 - 6 courses)
- Achieve and maintain a passing grade in a minimum of 75% of their courses in the most recent report card
- Be in compliance with the ACI Code of Behaviour
- Students' behaviour and attitude while participating in activities must be consistent with school expectations for behaviour, and in the case of athletics, the T.D.S.S.A.A Code of Behaviour
- Students must demonstrate regular attendance and punctuality in all classes and meet all course requirements.
- Any student who wishes to participate in any co-curricular program will be personally responsible for any course expectations or work missed

## ACADEMIC ELIGIBILITY - REVIEW AND APPEALS

- Any student has the right to appeal their academic eligibility
- Appeals must be made in writing (with parental signature, regardless of age) to a Vice Principal outlining their rationale for appeal
- The Vice Principal will call an eligibility review meeting involving the Vice Principal, the CL/ACL of the department, another CL/ACL and the student and/or parent
- All decisions will be made by this panel on a case by case basis and will be considered final

# Part V: School Policies

## AGINCOURT COLLEGIATE CODE OF BEHAVIOUR

At Agincourt Collegiate, we believe it is essential that students gradually assume responsibility from parents and teachers for their own behaviour and develop a sense of their responsibilities toward others in the school and the community. Our students will then be prepared for responsible citizenship, further learning and productive employment. This Code will help our students to attain these worthy goals! Its rules will be applied fairly and consistently to all staff and students, on or off school property.

### STUDENTS SHOW SOCIAL RESPONSIBILITY BY RESPECTING:

- Canadian and Ontario law
- Toronto District School Board policies
- Public Health Guidelines and policies and protocols
- Persons in positions of authority, giving name, home form and teacher if requested
- School property, and the property of others - trespassing, theft and vandalism are in violation of the values of society, the community, and the school
- The abilities, views, languages, cultures, religions, sexual identity, and contributions of others
- The right of all people to an emotionally and physically safe environment, free from the threat of verbal and physical harassment or abuse.
- Weapons, including knives of any type, are strictly forbidden on school property.

## STUDENTS INDICATE PERSONAL RESPONSIBILITY BY:

- Using appropriate language in and around the school
- Refraining from the use of illegal drugs, alcohol, tobacco, e-cigarettes and other abusive substances. Smoking is understood to be a serious health threat and is therefore ill-advised. Smoking is not permitted anywhere in the building or on school property. Students who smoke on school property will be suspended and may be fined under the Smoke Free Ontario Act
- Going promptly to class and listening quietly to announcements
- A student who is sent out of class must report immediately to the Main Office and be seen by an administrator
- Demonstrating self-respect by dressing in an appropriate manner for school
- Being accountable, explaining actions, and accepting the consequences for inappropriate behaviour
- Role modelling positive behaviour
- Using the building and grounds in a safe manner (i.e., no running in the halls, no horseplay, no snowball throwing)
- Completing all work and assignments associated with courses
- Being courteous, attentive, and participating in the lesson
- Fulfilling commitments to teachers, students, classmates, coaches and teammates
- Bringing all necessary books, supplies and equipment to class or the activity

# ATTENDANCE PROCEDURES

## EXPECTATIONS REGARDING ATTENDANCE

There is a strong correlation between regular attendance and academic success. Students who are absent miss vital instructional activities and assessment on day to day learning activities. It is school policy that regular attendance is a responsibility shared by the student, his/her parents, the teachers and the school administration. Students have a responsibility to attend classes, to study and to learn. Parents have a right to expect that their child is, in fact, attending classes and learning. The school has an obligation to report to the parents when their child's attendance or punctuality is unsatisfactory. Parents will be contacted if such a pattern begins to emerge.

## IF YOU ARE LATE FOR SCHOOL

Late students will be admitted to their first period class, but recorded as late by their first period classroom teacher between 8:45 – 8:55. After 8:55 students must report to the main office. Late students may be assigned detentions.

## IF YOU ARE ILL DURING THE DAY

Obtain permission from your teacher to go to the office, then report immediately to the Main Office. A member of the office staff or a Vice Principal will contact a parent/guardian for permission to sign you out.

**DO NOT, UNDER ANY CIRCUMSTANCES, LEAVE WITHOUT PERMISSION DURING THE SCHOOL DAY.**

## IF YOU ARE ABSENT

Have your parent/legal guardian phone the school before 8:45 a.m. to explain your absence or reason for being late. You can leave a message at any time on the student absence line regarding a student's late arrival or absence. When you return to school bring a note explaining the absence to the main office. If you are 18 years of age or older, you may submit the required note to the Main Office.

Each day, through our Safe Arrival Program, an automated telephone call is made to Priority 1 Contacts for any unexplained student lates or absences.

If a student knows that he/she/they will be absent from school for a prolonged period of time, it is the student's responsibility to come to the main office and pick up a 'Prolonged Absence Application Form (for reasons other than health).' It is the student's responsibility to inform his/her/their teacher and have their parent(s) and teachers sign the form. It is also the student's responsibility to get all the work ahead of the prolonged absence.

# EXPECTATIONS OF STUDENTS

## ASSEMBLY PROCEDURES

All assemblies are on voice call from the office. All students are expected to be in the Auditorium, even if they are on a spare. Students are expected to show proper courtesy and respect for the speakers and the programs presented during assemblies. The wearing of hats during formal assemblies is not permitted.

## STUDENT DRESS POLICY

What is the Student Dress Policy?

The Student Dress Policy has been developed to provide students with learning environments that are safe, equitable, welcoming and inclusive. The Student Dress Policy also recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, economic factors and are personal and important factors to a person's well-being and health.

To this end, all students may not wear anything that promotes or symbolizes drugs, alcohol, illegal activity, hate or discrimination, profanity, pornography; or that incites violence or harassment; or threatens health and safety.

To read the complete Student Dress Policy please refer to <https://www.tdsb.on.ca/High-School/Your-School-Day/Student-Dress>

# DRUGS/ALCOHOL

Users of these substances endanger their own and others' health and welfare. The use of drugs and alcohol during school-sponsored activities and events, is strictly prohibited. The use or possession of such substances will result in parent notification, suspension and possible police involvement. A positive school climate and a safe learning and teaching environment are essential for student success. Everyone has a role to play in promoting a positive school climate.

Smoking or Vaping on School Property is Prohibited.

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## Minimum age is 19

You must be **19 and older** to buy, use, possess and grow **recreational** cannabis.

This is the same as the minimum age for the sale of tobacco and alcohol in Ontario.

You cannot smoke or vape tobacco or cannabis at school, on school grounds, and all public areas within 20 metres of playgrounds. Possession of cannabis or alcohol is not permitted on school grounds or school related activities. Being under the influence of cannabis or alcohol is strictly prohibited. Giving Cannabis or alcohol to a minor is illegal.

### Did you Know?

- Giving or sharing a cigarette with anyone under 19 could cost **you** \$490.
- Smoking/holding lighted tobacco/vaping anywhere on School property could cost **you** \$305.
- This law is in effect 24 hours a day, 7 days a week, 365 days a year.

The **Smoke-Free Ontario Act** is intended to reduce the number of children and teens who start smoking and to protect Ontarians from second-hand smoke.

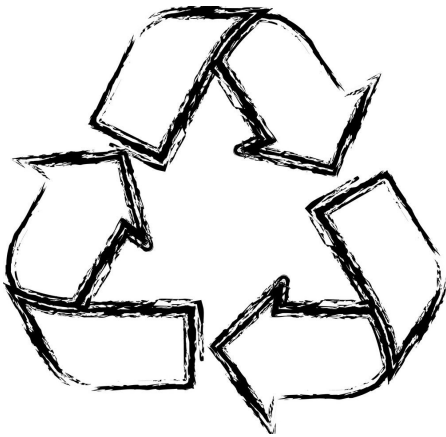
For more information call **Toronto Public Health** at 416-338-7600.

**[www.toronto.ca/health](http://www.toronto.ca/health)**

## LOST AND FOUND

Lost articles are usually taken first to the Main Office. Students will have to pay **full replacement cost** for lost or damaged school books and equipment. Put your name in your books and on your gym equipment. Valuables may be left in the office during the day for safekeeping, if absolutely necessary. **The school cannot and will not be responsible for electronic devices, wallets, watches, and other valuables left in the change rooms, in lockers, or in other school facilities, including classrooms and the Library Resource Centre.**

## ENVIRONMENT



Agincourt prides itself on being environmentally friendly, but we need your help. We intend to recycle 70% of all our waste materials. Each classroom is equipped with a box for paper recycling. Almost any type of paper, except construction paper and facial tissue, can be discarded in these boxes. Each home form representative will be responsible for emptying the hallway blue bin assigned to their home form class, every home form day.

**It is also in the Cafeteria that we need the most help.** Please put tins, bottles, juice boxes and paper in the big blue bins. Please do not put food or plastic in any blue/grey recycling bin.



## MEDICAL FORMS & RESPONSES

**Any student who suffers from allergies, asthma, anaphylactic shock or any other medical condition is to specify details of the condition on the school Medical Information Form.** Every student must complete a Medical Form each year to reflect any changes in medical conditions. These forms are kept on file in the office for quick reference. Two EPI-pens are available in the office should a student require this medication. It is expected that a student susceptible to anaphylactic shock will have their own EPI-pen available at all times.

Staff will respond to medical emergencies by calling the office to request an administrator, and identifying the student, problem and location where help is needed. The administrator's response will be to attend the scene as quickly as possible, keep in touch with the office by radio and determine if an ambulance, EPI-pen or other response is required. Site personnel who are trained in First Aid and CPR may also attend the scene. Parents or guardians will be notified as quickly as possible, to advise them of the student's condition and the action taken.

# SAFETY and SECURITY

## VISITORS

Agincourt is a welcoming and safe environment. We wish to maintain this environment and keep it safe for students and staff alike. Therefore, in keeping with TDSB policy, we invite all visitors to begin their visit by reporting to the main office upon arrival.

## PERSONAL PROPERTY

Cellular phones and electronic devices are allowed on school property so that students may contact their parents, if necessary, but they cannot be used in the classrooms or during an examination. **Electronic devices are permitted only with the classroom teacher's permission when being used for educational purposes.**

Students are not permitted to invade the privacy of others by making video recordings or taking pictures while on school property.

Laser pointers can cause permanent damage to the eyes and are absolutely prohibited in school unless approved by the teacher for classroom purposes.

Students are advised not to bring electronic devices (i.e gaming devices, smart watches, headphones) to school, since they are vulnerable to loss. **These items are not permitted in any classroom or gymnasium.** Students should not play music in the hallway. It is strongly recommended that students not bring any valuable items to school. If students choose to bring such items to school, they are assuming responsibility for any potential loss, damage or theft. The school takes no responsibility for the loss of these items.

## VANDALISM/GRAFFITI

Agincourt staff and students take tremendous pride in the school. We demonstrate respect for our building and grounds by keeping our facilities clean and free from graffiti and other forms of disfigurement. Defacing and/or damaging furniture, lockers, fixtures and walls will be regarded as vandalism. Students found guilty of vandalism will be suspended, parents will be notified, and charges may be laid. In most cases restitution may be required.

## THEFT

Thefts are to be reported to the Main Office immediately. Claims for stolen property are to be made through the individual's family insurance policy.

## FIRE ALARMS

False fire alarms disrupt learning in all classes. They may create hazards, such as in Science classes, where experiments may be in progress, or endanger students' health, such as in Physical Education classes, where students are dressed in light clothing. In order to maintain our safe, orderly environment at Agincourt, all of us, staff and students alike, must be vigilant and report any suspicious actions to the Main Office. Causing a false fire alarm or misusing fire-fighting equipment is a criminal offence. Offenders will be prosecuted to the full extent of the law. When a continuous sounding of the fire alarm occurs, we are all obliged by law to evacuate the building **immediately**, without stopping for coats. **All** staff and students in the building are to leave by the designated door as indicated on the fire exit signs in the classrooms. Everyone is required to move at least 20 metres away from the building, and no one may re-enter the school until the all-clear signal is sounded. All fire routes must be kept clear.

## LOCK-DOWNS

When circumstances necessitate a "hold and secure mode" or "lockdown mode" students must follow the directions closely and cooperate fully with supervisors (faculty or police). Classes will resume following a P.A. announcement.

We all play a role in keeping the building safe. If you see anything suspicious, report this to a staff member immediately.

# Part 6: Information for Parents/Guardians

## AGINCOURT SCHOOL COUNCIL AND PARENT ASSOCIATIONS

Each year these groups offer an opportunity for parents to be actively involved in all levels of education. The school encourages parents to consider participating in one of these groups to support students.

### AGINCOURT SCHOOL COUNCIL

The Agincourt School Council meetings will be held at least four times per year and these meetings are open to all members of the community who wish to attend. Meetings are held in the library and traditionally on the last Wednesday of the month.

All parents are invited to attend school council meetings and participate in School Council business. 16 elected Parent Members will vote on motions on behalf of all members. The School Council is governed by the Education Act and Agincourt School Council By-laws.

### MUSIC PARENTS' ASSOCIATION

Parents of all music students are invited to be members of the Music Parents' Association. Come and join this delightful group to support your child's music program. Meetings are held the first Monday of each month at 7:30 p.m. in the Guidance Conference Room.

### CHINESE PARENTS' ASSOCIATION

The Chinese Parents' Association is an opportunity for parents to join our learning community. All parents are invited to come out and be a part of this organization. Meeting dates will be announced at a later date.

## REPORTING TO PARENTS

The school issues a report on each student's progress in November, February, April, and at the end of June. In addition, parents are invited to meet the teachers at the Parents' Nights. Parents may telephone the school to request a meeting with any teacher via phone or person. Our teachers are encouraged to contact parents by phone, letter, or email whenever the need arises

## CHANGE OF ADDRESS/TELEPHONE NUMBERS

Any change of home address or telephone number(s) for home or parents' businesses must be reported to the Guidance Office as soon as possible. This is required by law. Documentation may be requested. Please keep in mind that if you move outside Agincourt's catchment area, you will be required to attend the school in your area.

## VISITORS/TRESPASSING

Board policy requires all visitors to report to the office upon entering the building. Use of washrooms and other facilities in the building are for the exclusive use of staff and students of the school. School is a place for learning, and visitors frequently disrupt learning. Students must arrange their visits from friends outside of school hours and off school property. Friends, brothers, sisters or other relatives are **not** to visit the school or attend classes.

Parents of students are welcome at any time. They, too, should report to the office to make the purpose of their visit known. Visits to school property are limited to authorized persons only - current Agincourt students, parents and Board employees.

## ACCIDENTS AND INSURANCE

The Toronto District School Board makes available to all students an accident insurance plan. It is the responsibility of the student's family to mail the insurance application form. Personal accident insurance is recommended for all students who participate in any co-curricular activities. Accidents of any nature must be reported IMMEDIATELY to the supervising teacher or to the Main Office. An Accident Report Form must be completed.