



*F.J. McElligott
Secondary School*

**Student Handbook
2024-2025**

Routines and General Information

School Day Schedule for Intermediate and Secondary Students:

School doors are open at 8:20am each day to welcome students. Morning bell rings at 8:45am.

PERIOD 1	8:50 - 10:05am
Break	10:05 - 10:15am
PERIOD 2	10:15 - 11:30am
Lunch	11:30am - 12:20pm
PERIOD 3	12:20 - 1:35pm
Break	1:35 - 1:45pm
PERIOD 4	1:45 - 3:00pm

Dismissal bell rings at 3:00pm each day.

Late Arrivals/ Early Departure:

Students who arrive to school after the morning bell are asked to sign in at the office and obtain a late slip. Students who are departing from school before the regular dismissal bell are asked to sign out at the office. The school secretary will confirm with parents when a student is departing early.

Student Absence:

In compliance with the Safe Schools Act, parents are asked to call the school office at **(705) 472-5720** to inform the secretary if their child is absent from school (including snow days). We have voice mail access so that messages regarding student attendance can be left after hours. If we don't receive a call, we will contact the parents of absent children.

Lunch Sign Out Privileges for Intermediate Students:

Grade 7 and 8 students are permitted off the school premises at lunch time only if we have a dated and signed note from their parent/ guardian. If you choose to allow your child to leave the school premises during the lunch hour on any given day of the school year, your note must indicate that. Otherwise, the note will be taken as for the day it is submitted to us only.

Visitors to the School:

All visitors must check in at the main office (Parents/Guardians, Community Partners, Agencies). Please be advised that students from other schools will not be permitted to visit the school, unless it is a school organized event.

Medication:

If your child requires prescription or non-prescription medication during school hours, please notify the secretary to provide the required authorization and medical forms. You will be asked to provide a doctor's signature, in some instances, detailing when the medication should be given to the child. We require that any medication, whether prescription or not, be stored at the office. Please label the medication clearly with your child's name and instructions for use. For the protection of all staff and students, school personnel will confiscate unauthorized medication found in the possession of a student. Additionally, if you administer prescription medication to your child on a regular basis, it would be helpful for staff to know. Epi-pens should be kept on hand by the student. We will not be keeping them at the office.

No Scents Makes Good Sense:

Scented products can aggravate health problems for some people, especially those with asthma, allergies and other medical conditions. Please avoid the use of perfume, scented hair spray, cologne and other scented products. Please note, this includes the use of any style of "Vaping" product or apparatus.

School Excursions, Extra-curricular Sports and Clubs:

We will be offering students an opportunity to participate in curriculum related excursions and activities. There will be also be a variety of extra-curricular sports and clubs running throughout the school year. **Often there is an associated cost to participate/ attend.** These fees are used to cover event entrance fees, or bussing costs. Students' participation in excursions and extra-curricular activities requires that excursion permission forms be signed by a parent/ guardian. If the student is 18 and older, the student themselves must complete forms to participate/ attend.

Student Nutrition Program:

The Student Nutrition Program runs each day. Healthy snacks are readily available in designated areas within the school/ learning environments, and in the student cafeteria. These snacks are offered in addition to the lunch that students must provide themselves each day. We ask that your child come with, or purchase a fulsome lunch.

Textbooks and Library Books:

Students will be responsible for the care of school materials. All school materials will be returned them in the same condition as they were given. If school materials are damaged or lost, the student is responsible for replacing the items.

Fire Alarms and Drills:

The signal for a fire drill is a loud continuous beep. Students are to walk, quietly in single file, to the exit indicated on the poster in their classroom. Students will file outside with their teachers and remain in a quiet row as they await the taking of attendance by the teacher. In the event of a sustained emergency and school closure is warranted, students will be taken to an alternate shelter (**Mattawa District Public School**). Parents will be contacted prior to their children being bussed home.

Lock-Down Drills:

Lock-down drills will be held twice a year. Any students or staff in the hallway will go to the nearest classroom. Classroom doors and windows will be closed. Students will remain quietly in the classroom while attendance is taken. There will be an announcement letting staff and students know that the drill is over.

Student Dress Code:

In line with the Ontario Human Rights Code, the Near North District School Board is committed to creating inclusive environments that are safe and equitable. The NNDSB Student Dress Code will use the principles of anti-oppression, antiracism, anti-colonialism, equity, and inclusion to ensure that:

- All students should be able to dress for school without fear of unnecessary discipline, body shaming, bias, or discrimination.
- Individuals are responsible for managing their own personal biases, behaviours and or perspectives/opinions related to others' choices of clothing.
- All students are treated equitably regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.
- Students have a right to wear clothing of their choice that expresses their self-identified gender.
- Students have a right to wear religious attire without fear of discipline or discrimination.

Shared Rights and Responsibilities:

Students:

- The primary responsibility for student dress rests with the students themselves and their parents/guardians.
- Students have the right to make decisions about their attire, and they can wear what makes them comfortable and allows them to express themselves (e.g. clothing, hairstyle, makeup, jewelry, etc.).
- Students have the responsibility to respect the rights of others, and to help support a safe and shared environment that is in compliance with the student dress policy.

Staff:

- Staff are responsible for ensuring that student dress does not interfere with student and staff health or safety requirements, and/or promote an offensive, hostile or intimidating environment.

- Staff are responsible for ensuring the balance of student safety, health and well-being, and fostering a positive environment while also affirming and respecting student rights.
- Staff need to be able to explain the dress policy and address policy infractions without using body shaming language.
- Staff will not use personal standards to alter the student dress policy.
- Staff will respond to all student dress infractions in a manner that treats the violation as minor on the continuum of school rule violations, is consistent and fair in its application, and that does not result in differential treatment.
- Staff will respond to all student dress infractions in a manner that no student is negatively affected by dress policy enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, creed, beliefs, cultural or religious identify, disability, household income, body size/type, or body maturity or any other groups covered under the Ontario Human Rights Code (OHRC).
- Staff will remove any references to outdated dress codes/policy that may exist on school websites, staff or student handbooks and update them according to this Administrative Guideline.

Standards for Student Dress:

- Must be worn in such a way that clothing does not expose or make visible genitals, nipples or buttocks.
- Must be worn in such a way that undergarments (bras, underwear, nipple coverings, etc.) are not substituted as outer clothing.
- Must not include clothing or accessories that display, denote, suggest, or reference: images, logos or language that portray ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech, alcohol, drugs or related paraphernalia, other illegal conduct or activities, and/or pornography.
- Must not compromise health and safety standards.

Additional Considerations:

- Courses that include attire as part of the curriculum (for example, public speaking and job readiness) may include assignment-specific dress. Schools need to be aware there may be diverse culturally specific attire that would also meet the requirements of such a course.
- Schools must maintain a safe learning environment in classes where protective or supportive clothing is required. For example, activity-specific shoe requirements are permitted (e.g. athletic shoes for Physical Education).

Lockers:

Students will be assigned a locker. Students are to provide their lock combination/ extra lock key to the main office. Locker numbers and combinations will be recorded by assigned school personnel. Once personnel in the main office have the lock combination/ extra lock key, the assigned locker will be made available for use by the student.

Students are reminded that lockers are the property of the school and school administration has the ability to search a locker if there is a concern/issue. Students are asked not to share lockers with other students. The school is not responsible for personal items that are lost or stolen. Leave your valuables at home.

Students are required to maintain their locker in good condition. Students are to ensure that their locker is left clean and contents emptied upon the end of the school year.

Cell Phones / Personal Devices:

Effective September 1, 2024, the Ministry of Education requires that students keep their phones turned off or set to silent during the instructional day. Within our Near North District School Board Policy, students are required to keep their phones/ personal devices turned off or set to silent, and left in their locker. **Students are not to keep their phone in their pocket or other easily accessible areas.** This will support better concentration in class by limiting distractions for all students.

Students of FJ McElligott Intermediate Secondary School who have their phone/ personal device out during class time without teacher permission, will be expected to place their device in a designated locked storage area in the classroom for the duration of the instructional period.

It's important to note that school staff including teachers and administrators are not responsible for lost, stolen, or damaged devices. Therefore, we strongly recommend that parents consider whether or not they want to send their child to school with a personal mobile device. Parents who choose to send their child to school with a personal mobile device must understand the expectations for the device's use, as well as the consequences should the student fail to meet the expectations outlined in this Code of Conduct.

Personal mobile devices are defined by the Ministry of Education as any personal electronic device that can be used to communicate or to access the internet, such as a cellphone, tablet, laptop or smartwatch.

Vaping/ Tobacco Products:

Members of the school community will not use, share, or sell vape, nicotine, and / or tobacco products on school property. Anyone smoking or vaping on school property is guilty of an offence pursuant to the [*Smoke-Free Ontario Act, 2017*](#).

Student School Supplies:

This is a list of school supplies that your child will most likely need:

- a large 3 ring binder/ or two
- loose leaf lined paper and dividers
- pencil case
- pencils, pens, pencil crayons, a highlighter
- glue stick, scissors, ruler
- calculator, geometry set (protractor, compass)
- water bottle
- combination lock (practice the combination before the first day!)
- indoor shoes
- gym bag with gym clothes (2 sets), deodorant
- backpack, lunch kit
- headphones
- a strong magnetic hook can come in handy, some lockers are short on hooks