



Admission Application Form

Student Information

Name(Last name/First name): _____ Date of Birth(DDMMYY): _____

Gender: Male Female

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____ Zip/Postal Code: _____

Domestic International If you are an international student: Native Language: _____

TOEFL Score: _____ IELTS Score: _____

Parents Information

Home Phone: _____

Father: _____ Occupation: _____

Work Phone: _____ Cell Phone: _____ Email: _____

Work Address: _____ Zip/Postal Code: _____

Home Address: _____ Zip/Postal Code: _____

Mother: _____ Occupation: _____

Work Phone: _____ Cell Phone: _____ Email: _____

Work Address: _____ Zip/Postal Code: _____

Home Address: _____ Zip/Postal Code: _____

Emergency Contact

Emergency Contact: Name: _____ Phone Number: _____

Relationship to the Family: _____

Emergency Contact: Name: _____ Phone Number: _____

Relationship to the Family: _____



CESTAR HIGH SCHOOL

Student's Education Background

Previous Secondary School: _____ Grade Attended: _____

Address: _____ Zip/Postal Code: _____

Phone: _____ Email: _____

Program of Study

Grade: 9 10 11 12

Start Date: February April July September

Study Interests: Art Business Administration Computer Science Social Science

Other (Please Specify): _____

Student Services Information

Is the student under 18 years old? YES NO If YES, please provide:

Legal Guardian's Full Name: _____ Occupation: _____

Phone: _____ Email Address: _____

Address: _____ Zip/Postal Code: _____

Cestar High School provides homestay program to all applicants (Homestay application will be provided separately from this application form)



Declaration

I, the undersigned, herewith apply for admission of my child, _____ to CESTAR HIGH SCHOOL and should my application be successful, I undertake the following:

1. I, as the natural guardian of the above named child on behalf of myself, my assigns, heirs and executors, hereby indemnify the owners and employees of CESTAR HIGH SCHOOL from any liability or damage whatsoever and any legal expenses or costs which may arise from any claim as a result of the death of the above child arising from sickness or of injury which the said child might have contracted or sustained during their sojourn in the centre, except where such injury, illness or damage is as a result of the unlawful and intentional negligence of the school or an employee of the said school.

2. I, _____ (parent/guardian) do hereby state that I will not hold the owners or employees of CESTAR HIGH SCHOOL responsible for any accident that may occur while my child is in transit, except where such injury, illness or damage is a result of the unlawful and intentional negligence of the school or an employee of the said school.

3. I, the undersigned, further undertake to abide by the rules laid down by CESTAR HIGH SCHOOL or which may be issued from time to time.

4. In addition to the above understanding, I grant the principal and/or staff my consent to obtain whatever medical treatment might be necessary during an emergency where I shall not be immediately or timeously able to grant consent in person.

5. I, hereby declare, that the information given above is accurate; I agree that the information in this application will be shared with the application committee of the school and potential homestay parents for the purpose of selection.

Student Signature: _____ Date: _____

Student Name (PRINT): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (PRINT): _____



Enrollment Contract

Attendance, Absences, Lates

According to the Education Act, Bill 52, Learning to Age 18, you are required, by law, to remain in secondary school until you have reached the age of eighteen or obtained an Ontario Secondary School Diploma (OSSD). Consequently, absences and lates are recorded on your report card. Daily attendance records are kept in the school's database. Additional course attendance throughout the day is taken and kept by your teacher.

If you are leaving during the school day for an appointment, you must provide your teacher with a written permission note from your parent or guardian, and you must sign out at the front desk. Prior notice of planned absences is appreciated. In the event that you are leaving due to illness, parental permission can be given via a phone call to the front desk. If possible, routine medical and dental appointments should be made outside of the school day.

If you plan to be absent from school for one or more days, your parent/guardian **must** contact the principal beforehand and you **must** contact the teacher, when possible several days before leaving. Teachers will do their best to keep you up to date in the case of family emergencies and illnesses. Teachers are not responsible for preparing work for students when families choose to vacation during regular school hours.

Sign-out Privileges

Students leaving the premises for any reason during regularly scheduled classes must have their teacher's written permission and must first "sign out" with the receptionist in the front office. Subject to written agreement with the parents/guardians, the school can permit Grade 11 and 12 students to leave the premises, provided that they sign out and then back in.

Missed Work

Examinations: If you become sick for an examination, your parent/guardian must contact the school **before** the exam is written and make an arrangement as to when you will write that exam.

Missed Work and Tests for Unplanned Absences: You are responsible for any work you miss. It is vital to catch up on each day's work. If you are absent or late for acceptable reasons, contact your teachers for instructions and due dates when you return to school.

Missed Work for Planned Absences or Lates: If you or your parents/guardians know beforehand that you will be gone and you have a test or a class presentation, you must contact your teachers at least one day in advance to make arrangements with them. Tests and major assignments must be completed before you leave.

Unexcused Absences (skipping class): Attending classes is your privilege and your responsibility. You may never miss a class without permission. If you "skip" a class, you will normally receive a 0% on any work or tests that are missed.

Plagiarism and Academic Dishonesty

Definition: In the 21st century, the use of the Latin word *plagiarius* (literally *kidnapper*) is to denote



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someone stealing someone else's work, which was pioneered by Roman poet Martial, who complained that another poet had "kidnapped his verses."

As an academic institution, CESTAR HIGH SCHOOL intends to maintain the integrity of student work through the implementation of strategies designed to limit the offence of plagiarism. Furthermore, honesty and truthfulness are academic values that we uphold, and plagiarism, in its various forms runs counter to this goal. Thirdly, a reliance upon patterns of plagiarism serves to limit the originality and creativity of students as they interact with the curriculum and ideas presented in class.

We encourage students to read the ideas of others and to integrate those thoughts into their work. However, credit must be given where credit is due. The following list includes examples of what can be considered plagiarism, but is not intended to be exhaustive:

- Copying a text verbatim from a book, without using quotation marks and the proper documentation of the source.
- 'Cutting and pasting' information from an electronic text without giving appropriate citation of the source.
- Changing a few words from the original text does not make it your own. Even a paraphrase with substantial editing should be cited from its original author.
- Submitting a copy of work done by another student as your own.
- Failing to give credit to an author for an idea given in interpretation of a text or idea, even if not quoted verbatim.
- Re-submitting an assignment from one course in another course, without significant re-working and the permission of the teacher.
- Failing to properly document statistics, images, or charts created by another person.

When a **first offence** of plagiarism is suspected or confirmed, the teacher will approach the student directly. At this point, there is an opportunity to clarify the definition of plagiarism and question the student on the sources of the material. For a first offence, the assignment will not be marked and the student will have an opportunity to re-submit the assignment. The administration will be made aware of the event in writing, so as to watch for any pattern of plagiarism with this particular student. In this case of a first offence, should the student deny the plagiarism, a third party from the administration will be included in the discussion to reach a conclusion.

For a **second offence, or an intentional and flagrant first offence by a senior student which the student does not acknowledge**, the grade will be a zero on the assignment, with no opportunity to redeem the grade. The administration will also contact the parents/guardians of the student to make them aware of the matter.

For subsequent offences, **the student could be removed from the course, and the credit in the course will be lost.**

Suspensions and Expulsions

The principal has the right to suspend a student for a number of days. If you are suspended, during the period of suspension, you are cut off from all privileges of being a student here. Thus, you may not be on school property, you may not take part in any school activity, and you may not write any tests, or quizzes. A missed test due to a suspension may not be the sole cause of a loss of credit (i.e. if you would have earned the credit if you had not been suspended, you will be given the credit).

When there are repeated problems with a student and a suspension has been served, expulsion procedures may be initiated. Parents/guardians will be informed of this in writing in such a case. Any



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student involved in a criminal activity may be expelled by the school.

Attending this school is a privilege. The owner may deny that privilege to you if your conduct does not conform to acceptable school standards. In the case of international students, the Ministry of Immigration will be notified of your expulsion.

Textbooks

You will be assigned textbooks from the school at the beginning of each semester. Each book has been stamped and numbered. Please DO NOT write or underline in the textbooks. At the end of the semester, you will return your books to the school. Abused texts will result in you being charged up to the replacement cost for a new text which will also be the case for books not returned. All books must be returned before exams are written.

Field Trips & School Activities

Field trips are designed to be primarily an educational experience to complement classroom studies. Since they are a part of the course, you are expected to attend. If you are unable to attend, please notify your teacher well in advance of the date of the trip. Those students unable to attend the field trip will be assigned a project or report by the respective teacher. Since field trips are a school activity, school rules apply in terms of dress, behaviour and activities.

Personal Electronic Devices (PEDs)

PEDs can include phones, tablets, chrome books, laptops, etc. Use of PEDs in school is a privilege. Students are to use these in class only at the discretion of the teacher. Students are encouraged to leave their PEDs in their lockers until needed as we want students to interact face to face with their school community members.

PEDs that are not being used in appropriate ways (inappropriate times; inappropriate activity; inappropriate place) will be confiscated for a designated period of time dependent on the infraction. Repeated infractions will result in a student not having access to their PED during the school day.

Computer Use

Computers are available for student use but students must abide by the following guidelines:

- login in when you use a computer and always log off when you leave. Turn off the computer if you will be the last person using the computer.
- do not share your pass words with other students
- do not login on another students' network space
- no game playing
- use of the computers for school purposes is always the priority over personal use. Prioritized use of computers is as follows: research for school projects; post-secondary options research; career research, including making of cover letters and resumes; interest inventories
- do not change any configuration settings at any time.

Consequences for non-compliance will result in you losing computer privileges for a period of time.



Use of Language

Students are expected to demonstrate care and respect in the way they address and/or make reference to others. Any expression of disrespect to another student or a staff member by way of spoken words, print media or electronic media will not be tolerated. Racial or ethnic slurs or any other expression of disrespect against an identifiable group will not be tolerated. The use of vulgar language and curses in the classrooms, hallways or outside during any school function is unacceptable. Students who use language that is inappropriate disrespectful and/or injurious to another person will serve detentions or may be subject to a suspension.

Respect for Property

Please treat your own property with care and respect the property of others. Do your part to keep the school neat and clean. Any act of vandalism to school property will involve replacing or repairing the property vandalized at the student's expense, as well as disciplinary action. Writing or marking furniture or lockers is considered an act of vandalism.

Equipment & Supplies from the supply room, office, teacher's desks, etc. are not yours, and you may not take them without permission.

Out-of-Bounds: You are not to be in any other part of the building that is not designated as high school space nor are you permitted in adjacent buildings unless otherwise directed.

Personal Belongings: Coats and footwear can be stored in the closet as you enter the high school. Electronics and other valuables should come with you into the classroom and can be stored there. Respect others' property and to not touch anything that does not belong to you.

Respect for Others

We expect you will treat others and their property with the same respect, kindness and compassion you expect for yourself. Punching, pushing, or any such behaviours, whether playful or aggressive, are not acceptable. No student, teacher or any other person be harassed, humiliated or degraded in any way be it through words, gestures, actions or through social media. Disrespect and threats to members of the school community (students, teachers, etc.) will be dealt with through administration and could include consequences of detention, suspension, expulsion and/or police involvement.

Smoking, Alcohol, and Drugs

CESTAR HIGH SCHOOL is a smoke free campus. Any smoking on the school property during instructional time or school related activities will result in suspension.

The possession and/or consumption of alcohol at school or at school functions are prohibited and will result in a mandatory suspension. The possession and/or consumption of illegal drugs at school or at school functions are prohibited and will result in a mandatory suspension. The police may be involved.

Trafficking in alcohol, tobacco or illegal drugs at school or at school functions will result in a mandatory suspension. The police will be called and the administration will recommend the expulsion of the student(s) involved to the owner.



Personal Privacy

“Personal information” is defined very broadly in the *PIPEDA* as, “any information about an identifiable individual except the name, title, business address and business phone number of an employee.” “Personal information” therefore, includes an individual’s home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)

CESTAR HIGH SCHOOL respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner. CESTAR HIGH SCHOOL collects, retains, and discloses certain personal information in order to provide the best education possible. To protect your privacy, we are committed to honoring the following principles:

1. Accountability

At CESTAR HIGH SCHOOL the principal is responsible for implementing the privacy policy for staff, students, and parental/guardian contact. This information will be kept in a locked filing cabinet in the principal’s office or will be protected by a password on office computers.

2. Identifying purposes

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

3. Consent

Based on the reasons provided for collecting personal information, each individual’s consent will be obtained for the collection and disclosure of that information.

4. Limiting collection

Personal information collected will be limited to that which is necessary for the purposes identified.

5. Limiting use, disclosure and retention

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

6. Accuracy

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used.

7. Safeguards

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

8. Open policy

CESTAR HIGH SCHOOL will readily make available its policies and practices regarding the protection of personal information

9. Individual access



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An individual has the right to access files containing personal information and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

10. Questions and concerns

Please contact the principal or the board chair if you wish to discuss our policy and procedures relating to the protection of personal information.

Anti-Bullying

One of the crucial educational cornerstones is **respect**. It is foundational that persons in schools treat each other humanely and with dignity. Typically, personal and social results are long term, impacting the bullied and the bully as well as the larger community in destructive ways for many years. Victims of bullying often continue to suffer from anxiety, low self-esteem, insecurity, poor academic results, psychological problems, and suicide.

The subsequent policy on bullying in the school setting is an attempt to clarify the problem and present healthy ways of responding when it occurs; in addition, the policy hopes to provide preventative measures ensuring that bullying behaviour is recognized for what it is and does not become acceptable at CESTAR HIGH SCHOOL.

Bullying occurs when persons repeatedly and on purpose hurt other persons with words or actions. The harassment can take verbal, physical, sexual, or emotional forms and often involves someone wielding power.

A list of examples of bullying behaviour includes the following:

- name-calling, swearing hitting, attacking, pushing, pulling body parts or hair obstructing pathways
- teasing, making fun, pointing, laughing gossiping, whispering, manipulating friendships spreading rumours
- social exclusion, forming cliques
- using email social media to make inappropriate comments, posting photos and videos to the web without the permission of the people in the picture(s)/video(s)
- making threats, scaring, stealing or destroying belongings forcing group rituals or hazing
- negative comments regarding gender, age, academic ability, appearance, religious, or sexual orientation

Bullying, disrespect and threats to members of the school community (students, teachers, etc.) will be dealt with through administration and could include consequences of detention, suspension, expulsion and/or police involvement.

Sexual Harassment

Sexual harassment of students by other students (or by employees) of CESTAR HIGH SCHOOL is unlawful and contrary to the commitment of this school to provide a stable, safe learning and working environment. School authorities shall not tolerate any sexual harassment of or by students. It is the policy of this school that all contact between students, teachers, and other adult employees shall be in keeping with respect for the individual students, shall not make a student feel uncomfortable, and shall be conducive to creating a stable environment.



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Sexual harassment includes making unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity and self of others.

If a student has concerns about any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student shall immediately report this concern to an administrator or counsellor, as well as the student's parent or guardian. Students are encouraged to report any conduct or physical contact that makes them feel uncomfortable is bothersome, or is contrary to a stable learning environment. All such reports shall be investigated immediately by school authorities. Criminal charges will be handled by appropriate law enforcement authorities. If a student is found to have violated this policy, he/she shall be subject to disciplinary action, up to and including expulsion from school. If an employee is found to have violated this policy it shall result in the termination of employment and possible criminal charges.

All such reports shall be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency which protects the rights of individuals in such cases.

Student Achievement

Assessment at CESTAR HIGH SCHOOL follows the standards set in *Growing Success* (2010) and as such is a standards-based model. Students' achievement is judged according to clearly established and stated standards, not through comparison with work by other students in the class. It is based on expectations which state exactly what students should know and be able to do in each stream of each course. Each lesson and learning activity is based on these expectations, and assessment tools are designed to target those expectations.

Rubrics or achievement charts are used to identify degrees of achievement. Four levels provide a framework for assessing, evaluating, and reporting how well students achieve the expectations. Teachers assess assignments using these levels and then assign a percentage grade base on the achievement levels.

Teachers use rubrics and achievement charts to clearly state the expectations and achievement levels to students and parents in advance. This allows students to better understand how to complete an assignment because they are aware of the expectations.

Uses a wide assortment of assessment methods. In addition to teacher-led assessment, CESTAR HIGH SCHOOL encourages teachers to develop in students the ability to assess themselves. Through journals, self-editing, and self-assessment sheets, students learn to evaluate how well they have met the expectations for themselves. Also, peer assessment is encouraged through peer-editing and group evaluations. Teachers think of assessment in three ways; assessment *for* learning, assessment *as* learning and assessment *of* learning.

Teachers take into account the most consistent and most recent student achievements when assigning final grades. The process should always be fair, transparent and equitable for all students.

Achievement Levels

The manner in which marks are assigned to student work is complex and varies with the type of subject.



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Grades may be interpreted as follows:

- ❖ 90 - 100% - work of outstanding quality (A, A+)
- ❖ 80 - 89% - very good work (B+, A-)
- ❖ 70 - 79% - average work; meets expectations (B-, B)
- ❖ 60 - 69% - below the school average (C-, C, C+)
- ❖ 50 - 59% - borderline pass (D-, D, D+) under 50% - failure (F-, F, F+)
- ❖ I – incomplete; there is work that must be completed by the time reports are distributed before a grade can be assessed.
- ❖ W – Withdrawal from the course after one week of instruction.

Unsuccessful Completion of Credits

If a mandatory credit required for the OSSD is not successfully completed (50%+), a diploma will not be issued. Course may be completed by retaking the class another year, doing an independent learning course, or enrolling in summer credit recovery courses if available.

Test and Assignment Policies

Students are expected to take a test on the day it is given unless:

- a) the absence was excused by the principal and cleared with the teacher well ahead of time;
- b) a parent/guardian provides contact by phone saying that illness made attendance impossible on the day of the test; or
- c) some improbable event occurred that made attendance impossible, despite the student's efforts

Students who are absent on the day of a test will make up the test as soon as they return. Missed tests will normally be made up outside of class time. Students should realize the makeup test may be different from the original.

Students found cheating in any way on any part of a test will receive a zero for that test.

Major assignments such as Independent Studies or Cumulative Projects are due on their due dates regardless of illness or computer breakdown.

No student will have more than one test per day.

Students are expected to complete homework/assignments within the deadlines defined by the teacher.

Teachers are expected to give adequate notice of deadlines for any assignment and are expected to give complete instructions about the expectations for the purpose of the assignments.

A student who fails to hand in an assignment on time will have to complete the work in the following way:

- the student will need to complete their work on their own time
- parents/guardians will be informed by the teacher that their child has not completed their work on time

If the student fails to complete the assignment within the defined marking period, an incomplete will be entered into the grading book until such time as an alternative learning assignment is completed.

The following points will be considered when reporting student achievement:



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- a multitude of late or missing assignments will affect the evaluation of the students' Learning Skills and Work Habits
- Formative assignments - no marks are deducted - all students are only receiving feedback on these assignments. The student who fails to turn in these assignments do not have the benefit of practice, receiving feedback and he/she misses out on learning his/her level of understanding.
- Summative assignments - the teacher, based upon their professional judgement, will make a determination upon the level of achievement based on the achievement chart. A maximum 10% penalty may be applied to a late assignment.

For students in Grades 9 and 10, a number of missing assignments may result in an incomplete (I) for the course as the student has not demonstrated that they have met the objectives of the course. An incomplete (I) remains on the transcript until the student has shown an acceptable level of achievement in his/her complete assignments.

For students in Grades 11 and 12, assessment will be based on the evidence the student has shown for their learning.

Reporting Student Achievement

CESTAR HIGH SCHOOL communicates formally with parents/guardians regarding the students' strength and weaknesses during interim learning reports. For the end of semester final reports, the school complies with the Ministry of Education's directive that 70% of the grade is based on assessments and evaluations conducted throughout the course. 30% of the grade is based on a final evaluation in the form of an examination, performance, essay, and/or other

Code of Conduct and Safe School Policy

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All members of the school community must demonstrate honesty and integrity and treat one another with dignity and respect at all times. When inappropriate behaviour occurs, CESTAR HIGH SCHOOL will utilize a range of interventions, supports, and consequences that are appropriate and include opportunities for students to learn from their ways and improve their behaviours. The code applies in school, on the way to and from school, and in home-stays provided by CESTAR HIGH SCHOOL.

❖ Respect for Self

- Come to school well rested, on time, and ready to learn.
- Show respect for himself or herself, for others, and for those in authority.
- Students are expected to wear school appropriate clothing and be expected to be neat and clean.
- Refrain from smoking within sight of the school.
- Attend school and school related activities free of alcohol or drugs. Follow the established rules and takes responsibility for your own actions.

❖ Respect for Others

- Respect and comply with all applicable federal, provincial, and municipal laws.
- Be courteous, considerate and respectful to students, all staff and guests to our school. Use acceptable language (verbal and non-verbal) at all times.
- Respect all staff members and comply with the expectations of their classroom.



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- Refrain from bringing anything to school that may compromise the safety of others. (weapons, lighters, fireworks, etc.)
- Restrain behaviour that is disruptive to the learning environment of the class or school.
- ❖ Respect for School Property
 - Treat the school building, grounds, contents and the property of others located on or in school premises with respect.
 - Respect the ownership of school property.
 - Clean up after yourself when finishing your meals or projects.
 - Help maintaining the cleanness of classrooms, lounge space and washrooms at all time.
- ❖ Respect for Safety
 - Follow procedure during fire drills and other safety drills.
 - Refrain from tampering with fire alarms or other safety equipment.
 - Be aware of your actions and avoid those things that endanger the physical and/or mental well-being of other persons.
 - Follow the municipal traffic by-law at all times. Sheppard and Yorkland are very busy streets.
- ❖ Attendance and Punctuality
 - You are expected to arrive on time for school and each class.
 - You are expected to attend school regularly and make up the work for any absence.
 - You are expected to bring all necessary supplies, materials and books to every class.
 - You are expected to complete all homework, assignments and projects on time.
 - You are expected to attend all school related activities.

Please visit the Ministry of Education website for further information on the Safe Schools Policy.

Student Signature: _____ Date: _____

Student Name (PRINT): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (PRINT): _____



Refund Policy

Full Tuition Fee Refund, less the administration fee (CAD \$500.00) and registration fee (CAD \$200.00), will be granted if Immigration, Refugees and Citizenship Canada (IRCC) does not issue the Study Permit. To obtain a refund, the student must submit the following documents within 60 calendar days from the issue date as indicated on the original refusal letter from IRCC:

- The original Letter of Rejection from IRCC
- The original CESTAR HIGH SCHOOL Official Letter of Acceptance
- The original receipt of tuition payment
- Completed and Signed Refund Request Form by the parent/guardian

Refund will only be issued to parent/legal guardian or custodian.

Student Signature: _____ Date: _____

Student Name (PRINT): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (PRINT): _____