

PARENT RESOURCE



Ancaster High School
374 Jerseyville Road West
Ancaster, Ontario L9G 3K8

Phone: 905-648-4468
Fax: 905-648-8228
Email: ancaster@hwdsb.on.ca
Website: www.hwdsb.on.ca/ancasterhigh

Principal: Mr. R. Gallant
Vice Principals: Ms. L. Baillie & Mr. M. Currie

Contents 2017-2018

SCHOOL INFORMATION

School Vision and Plan

- 1.1 Staff Names and Phone Extensions
 - 1.1.1 Department Heads
 - 1.1.2 Library, Student Council and Custodians
- 1.2 AHS Phone System Menu
- 1.3 Royal Reminder
- 1.4 Time Schedules
 - 1.4.1 Regular Schedule
 - 1.4.2 Timeframe 2 Assembly Schedule
- 1.5 School Calendar
- 1.6 Curriculum
- 1.7 Evaluation and Report Cards
- 1.8 School Services
 - 1.8.1 Student Services
 - 1.8.2 Resource Room
 - 1.8.3 Co-operative Education
- 1.9 Community Involvement Program
- 1.10 Ontario Secondary School Literacy Test
- 1.11 Timetable Changes
- 1.12 Summer and Night School
- 1.13 Code of Student Behaviour
 - 1.13.1 Standards of Behaviour
- 1.14 Internet Rules
- 1.15 School Council
- 1.16 Superintendent
- 1.17 Trustee
- 1.18 Library Resource Centre
- 1.19 Public Health Nurse
- 1.20 Social Worker
- 1.21 School Resource Officer
- 1.22 Alternatives for Youth
- 1.23 The Teen Centre

2. SCHOOL ACTIVITIES AND EXTRA CURRICULAR ACTIVITIES

- 2.1 [Student Council](#)
- 2.2 [Student Activity Cards](#)
- 2.3 [Dance Regulations](#)
- 2.4 [Yearbook](#)
- 2.5 [Music Activities / Creative Arts](#)
- 2.6 [AHS Athletics](#)
- 2.7 [Buyouts](#)
- 2.8 [Co-curricular Activities](#)
- 2.9 [Parent Volunteers](#)
- 2.10 [Common Parental Concerns](#)
- 2.11 [Useful Websites](#)

3. HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD INFORMATION

- 3.1 [Board Website](#)
- 3.2 [HWDSB Main Departments](#)
 - 3.2.1 [Accommodation and Planning](#)
 - 3.2.2 [Athletics](#)
 - 3.2.3 [Special Education](#)
 - 3.2.4 [Superintendents of Education](#)
 - 3.2.5 [Transportation](#)

4. HELPFUL PHONE NUMBERS

- * [Crisis / Emergency Phone Lines](#)
- * [Harassment / Relationship Violence](#)
- * [Emergency Shelters](#)
- * [Counselling & Referral](#)
- * [Addiction Services](#)
- * [Financial Assistance / Housing / Employment](#)
- * [Sexual Health Information & Counseling](#)

5. TEACHERS' PHONE NUMBERS

1. SCHOOL INFORMATION

1.1 SCHOOL VISION AND PLAN

Ancaster High is committed to fostering a safe, supportive and stimulating environment, which promotes and maintains excellence, high self-esteem, mutual respect and personal growth within the Ancaster and international communities.

1.2 STAFF NAMES AND PHONE EXTENSIONS

General School Voicemail Ext 600

Attendance Voicemail Ext 304

Principal: Mr. R. Gallant Ext 305

Vice Principal: Ms. L. Baillie Ext 301

Vice Principal: Ms. M. Currie Ext 302

Principal's Office:

Ms. E. Zidar Ext 305

Main Office Administrators

Ms. K. Brown Ext 300

Ms. C. Grant Ext 306

Ms. V. Kokotec Ext 335

Student Services/Guidance Department

Ms. M. DesRochers Ext. 320

Mr. S. Nicholson Ext. 315

Mr. T. Baker Ext. 317

Ms. C. O'Sullivan Ext. 316

Ms. T. Harrop (Co-operative Education) Ext. 333

1.2.1 Department Heads

Arts Mr. G. Malcolm

Canadian & World Studies Mr. J. Bower

English Mr. D. Sheeler

Humanities Mr. J. Russell

Learning Resources Ms. D. Baker

Modern Languages Ms. Dailey

Math Mr. J. Hendriks

Music Ms. M. Wylie

Physical Education (Boys') Mr. M. Schurer (Acting)

Physical Education (Girls') Ms. D. Adams

Science Mr. R. Varghese

Student Services Mr. S. Nicholson

Technology Mr. R. Kurpeikis

1.2.2 Library, Student Council and Custodians

Student Council Ext 557

Custodians Ext 314

Library Ext 324

1.3 AHS PHONE SYSTEM MENU ... 905-648-4468

Reception Press 0

Attendance	Press 1
Student Services	Press 2
Co-op	Press 3
GET	Press 4
Library	Press 5
Search Directory	Press 6

1.4 ROYAL REMINDER

The Royal Reminder the Student Agenda can be accessed on the Ancaster High website. Students are highly encouraged to use this handbook as a source of information about the school.

1.5 TIME SCHEDULES

1.5.1 Regular Schedule

Period 1	8:25-9:40
Transition Time	9:40-9:50
Period 2	9:50-11:05
Lunch	11:05-12:05
Period 3	12:05-1:20
Transition Time	1:20-1:30
Period 4	1:30--2:45

1.6 SCHOOL CALENDAR

SCHOOL CALENDAR 2017-2018

A full listing of events is updated live on the school website.

1.7 CURRICULUM - FLOW CHART OF COURSES

The Calendar of Course Descriptions and Student Information 2016-2017 contains both the courses being offered and the prerequisite charts that guide the student's educational program at Ancaster High School. The flow charts indicate whether courses are intended for workplace, applied or academic placement after high school. These calendars are available in the student services (guidance) office at the school. The staff of Student Services is also available to assist students and parents in planning an educational pathway from Grade 9 to 12.

1.8 EVALUATION AND REPORT CARDS

- Academic success depends on a daily, well-organized and effective home study plan. A good homework program includes completion of all class assignments, review of class work, and preparation for presentations, projects, and tests.

- Over the course of the semester, students are evaluated by several methods. Not all marks are developed from formal tests. Because of our high level of technology, many students are evaluated with the use of video presentations, small group assignments and independent projects.
- Students are required to write a minimum of one formal examination or culminating activity in each subject each semester, as required by The Ministry of Education.
- Exams & Culminating activities are usually up to 30% combined of the final course mark.
- Students who are unable to write their examination(s) due to medical reasons must submit an official medical certificate to a Vice-Principal.
- Examination schedules will be issued at least ten days before the writing of the examinations. Students are responsible for checking their schedules.
- Students with an examination conflict should contact a Vice-Principal. Exceptions will only be made for serious mitigating circumstances. Vacations do not qualify for exceptions.

Preliminary Report/Notice: Student progress will be communicated after the first six weeks of a semester. While this is not an official report, it is an early indication of how well a student is doing. As a parent, please make note of the “Learning Skills” i.e. Attendance, Organization, Homework etc.

Report Card: Reports on the student’s progress are issued two times per semester; the first giving the mid-term mark and the second the final mark in each course. Each report card indicates the student’s mark, days absent and the subject teacher.

1.9 SCHOOL SERVICES

1.9.1 Student Services

Counsellors are available to assist students with educational and career planning as well as with personal problems. Counsellors are assigned to students by last name. Appointments can be made with the guidance secretary. Please visit the Career Computer Centre in the Guidance waiting area. They can be reached during school hours, 8:30 a.m. to 3:00 p.m. Monday to Friday.

Phone: **905-648-4468 Ext: 320**

1.9.2 Resource Room

The resource room staff give assistance to exceptional students requiring academic help, social and emotional support, and differentiated programming. It is located in room 103 in the East Wing close to the Main Office. Phone: **905-648-4468 Ext:103**

1.9.3 Co-operative Education

Co-operative education combines classroom instruction with practical work in the community. The work experience is monitored and evaluated by teachers and supervisors so that senior students may earn credits toward their graduation diploma. Most co-op placements are outside the school either in the morning or afternoon from Monday to Friday of one semester. For more detailed information on this credit program please contact the school. Phone: **905-648-4468 Ext: 333**

1.10 COMMUNITY INVOLVEMENT PROGRAM (VOLUNTEER HOURS)

As part of the diploma requirements, students must complete a minimum of forty (40) hours of community involvement activities. Students will select one or more community involvement activities in consultation with their parents. These activities may be completed at any time during their years in the Secondary School Program, but must take place outside normal instructional hours. Students must fill out a ‘Notification of Community Involvement Activities’ form and submit them to Student Services.

Forms are available from Student Services. Phone: **905-648-4468 Ext: 320**

1.11 ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)

All students governed by the document 'Ontario Secondary Schools Grades 9-12' must successfully complete the Ontario Secondary School Literacy Test (OSSLT) in order to earn a Secondary School Diploma. The test will normally take place when students are in Grade 10 and will be based on the curriculum expectations for language and communications. – particularly reading and writing up to and including Grade 9. The test will identify those students who have not demonstrated the required skills and will identify areas in which these students need remediation. Accommodations for students with an Individual Education Plan are permitted; however the actual content of the OSSLT must not be altered. Those students entering into Grade 10 after September of 2001 are required to write the OSSLT. For more information contact the Secondary School Reform Team. Phone: **905-527-5092** Ext: 2322 Website: www.eqao.com

1.12 TIMETABLE CHANGES

It is critical that students and parents are as accurate as possible with course selections during option sheet time. This helps the school develop the most effective timetable to meet the needs of our students.

A request for a timetable change must be made through Student Services. This request is to be signed by the parent or guardian. Until this change has occurred the student must continue regular attendance in the course in which he/she is registered. All courses taken will be included on transcripts for Grade 11 and 12. In order for a senior course not to be recorded on your transcript, it must be dropped within 5 days after mid-semester reports.

Parents and students should be aware that timetable changes at the beginning of the semester may not take place for up to one week into the semester as guidance deals with a backlog of changes.

1.13 SUMMER AND NIGHT SCHOOL

Summer school courses are available through the Hamilton-Wentworth District School Board. Preregistration will take place in student services in early June. Night school courses are available in some subject areas with the Hamilton-Wentworth District School Board. If courses are available during day school, students are expected to take them during regular school hours.

CODE OF STUDENT BEHAVIOUR

1.13.1 Standards of Behaviour are outlined in the Student Code of Conduct

Please look in the student Student Handbook & Agenda posted on the Ancaster High website for more detailed information on expected student behaviour and the consequences.

1.14 INTERNET RULES

Students will comply with Federal and Provincial law when using school computers and accessing the Internet. The Board has posted the Acceptable Use Agreement that covers the use of the Internet in schools at www.hwdsb.on.ca/resources/informationtechnology/AUP.pdf.

The school also outlines in the online handbook class the rules to be followed when using computers in the school. Should students not obey the rules on computer and Internet use, consequences can range from loss of right to use computers at the school, to contacting the parents, to suspension, to contacting the Hamilton-Wentworth Regional Police; the consequences depend on the severity of the infraction. Also, the police department has published a brochure on Internet Safety for your information. Please contact them should you wish to access one or visit their site at www.hamiltonpolice.on.ca.

1.15 SCHOOL COUNCIL

The Ancaster High School Council meets eight times a year at 6:30 p.m. in the school library. This is a government-mandated group whose goal is to improve student learning, communicate with the

school community and advise the administration regarding educational issues. The council is comprised of parents (majority), teachers, administration, students and community members. All meetings are open to the school community.

Please contact us through the school should you wish to join the council or simply have your name placed on an email list to receive information on school issues, volunteering or general council activities.

1.16 SUPERINTENDENT

One superintendent is assigned to a family of schools in the west section of the Hamilton-Wentworth District School Board. The schools in this cluster include Ancaster High, Highland, Parkside, Waterdown and Westdale, and their associated elementary schools. Please contact the teacher(s) and school administration first in order to resolve any concerns. The superintendent for this cluster, **Mr. Michael Prendergast**, can be reached to discuss concerns that cannot be resolved at the school.

His assistant's name is Ms. Michelle Lambie. Phone: **905-527-5092 Ext. 2626** Email: mlambie@hwdsb.on.ca

1.17 TRUSTEE

There is one school trustee for Ward 11 and 12 in Ancaster, Glanbrook and East Stoney Creek. Should parents have any concerns regarding their child's education, he/she will be able to outline the process you might follow to voice your concerns and hopefully resolve your issues. Please note, however, that the trustee is not involved in the day-to-day operations of the school. The trustee is our representative on the Hamilton-Wentworth School Board.

If parents have concerns about the policies of the board, the trustee can take these concerns to the board. The board is a corporate body, comprising of 11 elected trustees, who together make the decisions regarding new policies or changes to existing policies. Each trustee has only one vote. The trustee for this area is: Alex Johnstone. Email: ajjohnst@hwdsb.on.ca

1.18 LIBRARY RESOURCE CENTRE

The library provides resources for class assignments, recreational reading, and access to word processors and the Internet. Seminar rooms and study carrels are available for quiet study. Teacher Librarians are available to assist students and classes with research skills and finding information. The library is located off the main foyer near the main office.

An extensive library resource guide is on the school website.

For further information, call Ms. T. Behiel. Phone: **905-648-4468 Ext: 324**

1.19 PUBLIC HEALTH NURSE

The public health nurse is available to the students, staff & families of Ancaster High School one day a week through the student services office or by calling directly at **905-546-2424 Ext: 1959**. All contact with the nurse is confidential unless there are overriding concerns for the student's safety. Their role in our school is to:

- Provide resources and information to staff, students and parents about community programs and the Public Health and Community Services department.
- Provide individual short-term counselling, referral and consultation regarding health issues to students. Some concerns relate to dieting/disordered eating, conflict (at home or school), anxiety, depression, loss & bereavement, substance use, harassment, sexual health and relationship issues.

** Students self-refer but parents and staff can refer with student consent.*

- Provide presentations for students, parents, and teachers on topics such as prevention of injuries related to drug and alcohol use, sexually transmitted diseases, abstinence, dating violence and bullying.

- Facilitate peer support groups to increase social problems solving and conflict resolution skills, and build self-esteem.

For further information please contact Teresa Eaves or visit <http://www.hamilton.ca/phcs>

1.20 SOCIAL WORKER

Social Work services are provided by Instructional Services of the Hamilton-Wentworth District School Board. This support is provided to students, their families, and their teachers.

A large number of non-academic factors can enhance or detract from a student's learning ability. These factors include attendance, social, emotional, behavioural and situational events, which can impact on that student's learning, and also upon the learning of other students. The over-riding purpose of school social work is to better enable students to benefit to the fullest extent from their educational experience.

A social worker will consult with staff and/or parents, make recommendations, offer suggestions and identify appropriate community resources. There are also situations in which there may be direct social work intervention/counselling with a student. A student can be referred for social work services when their attendance, school-related and/or personal concerns negatively impact on the student's performance at school. All referrals require parental consent and are processed through the principal. The social worker for Ancaster High School is available to the school for a minimum of one ½ day week. If you wish to speak to the social worker call the school.

Phone: **905-648-4468 Ext: 315** for Mr. S. Nicholson, the Head of Guidance, and ask for a referral to our school social worker.

1.21 SCHOOL POLICE RESOURCE OFFICER

Some parents wait until it is too late to involve the police in serious issues. Early intervention is the key to a positive outcome.

There is a school resource officer from the Hamilton Police who is available to the Ancaster school community. She/he provides resources to the students, staff and parents that pertain to adolescent issues, including drugs, violent trends, harassment, drinking and driving, etc.

Parents may contact the police resource officer for information, counselling for themselves in parenting, and strategies or counselling for their children to help them make good choices. Counselling for the students occurs in the school with either a VP or a guidance staff member in attendance. Phone: **905-546-3889** and ask for the school resource officer for Ancaster High. Our current Officer is Officer Allen.

Email: police@hamiltonpolice.on.ca (attention to police officer for Ancaster High)

1.22 ALTERNATIVES FOR YOUTH

Alternatives for Youth (AY) provides confidential individual, group and family counselling to youth age 13-22 who are experiencing difficulties related to the use of tobacco, alcohol and other drugs. AY also provides services to those who are experiencing difficulties due to substance use by someone they care about.

Referrals can be made by calling **905-527-4469** and asking to speak to the intake worker or by making a request for service directly at the school.

The philosophy of AY is that services must be customized to meet the individual needs of the client and respect client choices. Treatment is focused on utilizing brief intervention models, harm reduction and motivational interviewing, all of which have research-demonstrated effectiveness.

1.23 THE TEEN CENTRE

Where? Ancaster Rotary Community Centre on Jerseyville Road across from Ancaster High School.

When?	Monday – Friday - 11.00 a.m. – 12:00 p.m. (ages 14–18) Friday – 11:00 a.m. – 12:00 p.m. (ages 14–18) and 6:00 p.m. – 9:00 p.m. (ages 10–14) Saturday 1:00-3:00 p.m. (ages 10–14) ONLY September 30th through June
What?	Pool Table, Foosball, Air Hockey, XBox, Snacks and Drinks for sale
Why?	For all students at Ancaster High School. For further information call the Rotary Centre (Culture & Hamilton Recreation Department) 905 546-2424 Ext: 1698

2. SCHOOL ACTIVITIES AND EXTRA CURRICULAR ACTIVITIES

2.1 STUDENT COUNCIL

The Student Council consists of elected executive and other representatives. The executive is made up of co-presidents, social convenor, treasurer, assistant treasurer and secretary. The presidents of all in-school clubs are part of Student Council (e.g. Boys' and Girls' Athletic Associations, Music Arts Association, Grad Committee, etc.).

In addition, other students can be involved in Student Council through the Grade Rep system. As the voice of the student body, Student Council organizes and administers student activities with a staff advisor.

2.2 STUDENT ACTIVITY CARDS

Students are required to have a student card with their photo on it in their possession at school, for security reasons. A valid student photo I.D. is a requirement of registration at Ancaster High School. This card is required for the following activities: borrowing from the school library, belonging to school sports teams, and participating in student organized activities (e.g. school dances). This card acts as a ticket to school activities.

Students are expected to pay an activity fee. As per new government regulations, this fee will be approved by School Council. The current fee is \$20.00 and includes some extra-curricular activities, student events, clubs, teams and the student athlete card. Financial assistance for this fee can be arranged through the student's guidance counsellor.

2.3 DANCE REGULATIONS

- Dances are for Ancaster High students only. Exceptions will be made for prom, graduation and semi-formal events. (AHS students are responsible for the behaviour of their guest) □ Tickets must be purchased in advance and are not sold at the door.
- Students must show a valid student card to purchase a dance ticket **and to be admitted to the dance.**
- Dances normally begin at 6:00 p.m. and end at 9:00 p.m.
- There is no admittance after 7:30 p.m.
- Once admitted to the event, students who leave the building will not be re-admitted.
- Refreshments are confined to the cafeteria and entrance foyer.
- Smoking is not allowed.
- Lockers are out-of-bounds.
- No coats or purses are allowed in the dance area.

- A suspension from school may result for any student who is under the influence or suspected to be under the influence of alcohol or illicit drugs or who exhibits inappropriate behaviour. Police may become involved.
- Parents or guardians may be called to take the student home if they do not follow dance/school rules.
- Staff and police are at the dances to supervise.
- Dance contracts will be required for all semi and formal events.

2.4 YEARBOOK

The school publishes an annual yearbook. It contains photos of students and staff; team and activity pictures; candid snapshots and students' literary work. The yearbook is distributed on a 'pre-sold' basis. The money is collected in September and the yearbook is distributed in June. A committee that is made up of students and a staff advisors and teachers that create the yearbook. There are several areas in which students may participate; computer layout, photography, advertising and copy etc.

2.5 MUSIC ACTIVITIES / CREATIVE ARTS

There is a Music and Art Association in Ancaster High School that organizes events and activities that relate both to music and the arts.

2.6 AHS ATHLETICS

There is both a Boys' and Girls' Athletic Association (BAA / GAA) in Ancaster High School. These associations organize intramural activities, promote interschool activities and assist the Physical Education Departments in the promotion of athletics in the school.

Both associations consist of a president, executive and volunteers. The aim for both these groups is to develop good citizenship through the medium of athletics.

2.7 BUY INS

Occasionally students are offered an opportunity to "Buy In" or to attend a special event. The events can range from supporting an important sporting event to attendance at a special school function. The money collected from the "buy in" is either donated to a charity or to an in-school program. Tax donation receipts are not provided for Buy- Ins.

2.8 CO-CURRICULAR ACTIVITIES

Ancaster High School supports many types of activities and groups within the school. Many of these activities revolve around academics as well as social events. All students are highly encouraged to join any group or try out for any team.

2.9 COMMON PARENTAL CONCERNS

- **Concern: Attendance Issues**

Solution: Contact the attendance secretary or attendance voice mail in the main office for day-to-day unexplained absences. For more serious attendance issues (i.e. skipping), contact one of the vice-principals. Be sure to stay on top of your son/daughter's attendance through Parent Assistant.

- **Concern: Extended Absence From School (Vacations or Other)**

Solution: Have your student (or parents when child is sick) bring a letter explaining the absence to the Main Office at least one week prior to absence.

A form will then be prepared for your student to take to their teachers so that they are aware of the absence and so that they can record what the student is expected to do while away.

The original form must be returned to the Main Office signed by all of your student's teachers prior to your departure.

The form will then be reviewed and signed by one of our vice-principal.

A copy will then be given to the student, all of their teachers and the attendance secretary so that their attendance for the designated time is updated.

- ***Concern: Missing Final Evaluations***

Solution: This will normally result in a zero except in medical and other emergencies. Be sure to contact a Vice-Principal.

- ***Concern: Leaving School Early or Arriving Late***

Solution: All students are required to sign in and out at the main office. A note or a phone call from a parent or guardian is required.

Students who are eighteen years and older can sign themselves in and out without providing a note. These privileges may be revoked if abused.

- ***Concern: Choosing or Changing Courses / Options Counselling / Career Planning***

Solution: Call the Guidance Office and speak with your child's guidance counsellor (determined by grade).

- ***Concern: Grades/Tests / Assignments / Culminating Tasks / Classroom Activities/ Learning Difficulties / Tutoring /Viewing Student's Work***

Solution: Call your child's teacher and leave a message for them on their voice mail. They will contact you to discuss the problem and possible solutions.

- ***Concern: Allegations of Harassment and/or Violence in School / Concerns for Student Safety in School/Bullying / Violence / Theft / Vandalism***

Solution: If your child is a witness they can choose to contact a vice-principal or call Crime Stoppers anonymously. If your child is involved, they will be referred to a teacher and/or a viceprincipal. The police may become involved if the issue is serious.

- ***Concern: School wide Policy / Board Policy***

Solution: First call the principal to try and resolve the problem. If this is not successful, contact the superintendent. For issues such as transportation and school closure, contact the board trustee.

- ***Concern: Teacher Practices (in the classroom or otherwise)***

Solution: Contact the teacher first; if this does not resolve the issue then call the department head. If the issue is still not resolved, contact an administrator.

- ***Concern: Health Issues: Smoking / Alcohol / Drugs / Depression / Suicide / Pregnancy / Family Crisis, etc***

Solution: Contact the school nurse, school social worker or a guidance counsellor as appropriate to the situation. The nurse has voicemail (see above), social services (guidance) can be contacted directly through their department and a social worker accessed through the board or the school main office. The school nurse will keep information confidential unless she believes the student is breaking the law or seriously harming him/herself or others.

2.10 USEFUL WEBSITES

- Hamilton Community Foundation www.hcf.on.ca
- A webpage on cyber talk where parents can go to learn what their kids are saying: www.cyberbullying.ca
- A website on teen mental health: www.teenmentalhealth.org
- For signs and symptoms of drug use visit the website: www.nationalantidrugstrategy.gc.ca
- For signs and symptoms of depression visit the website: www.camh.net

3. HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD INFORMATION

Board Office is located at 20 Education Court, Hamilton

Phone: 905-527-5092

Fax: 905-521-2536

Website: www.hwdsb.on.ca

3.1 BOARD WEB SITE

- The website contains various departmental and school information, as well as special current information.
- The Board's Vision is a future in which all students can achieve their full potential.
- There is information on schools, trustees, superintendents and how to contact them.
- Information on elementary and secondary school year calendars; including PA days, holidays, exam dates, etc. is available.
- It contains the Board minutes.
- Information on various departments such as: Human Resources, Transportation, Accommodation / Planning, Instructional Services, Athletics, Media, and Purchasing.
- Current issues: for example the impact of provincial funding on Board's budget, Director's report and financial statement.

3.2 HWDSB MAIN DEPARTMENTS

3.2.1 ACCOMMODATION AND PLANNING

This department has the inventory of all properties owned by the board, school capacities, etc. In addition, they are responsible for the implementation of the Transportation Policy and deal with concerns that cannot be addressed by the Transportation Department (see below). They control the rental of gyms, auditoriums, etc. They administer the Student Accident Insurance and deal with school boundaries. They also maintain a website where one feature allows you to enter your address to determine which school your child should attend (from the HWDSB website, click on Staff tab, Departments, Accommodation & Planning, School Seeker button).

3.2.2 ATHLETICS

This department co-ordinates sport schedules referees, coaches, etc. for grades 6-12. Phone: **905-521-2521**

3.2.3 SPECIAL EDUCATION

This department is comprised of the board's special education consultants and principal who are responsible for all aspects of the special education programs in the Hamilton-Wentworth District School Board. This would include class locations, funding, the IPRC process, IEPs, etc. Phone: **905-521-2526**

3.2.4 SUPERINTENDENTS OF EDUCATION

The superintendents are the next administrative level above the school principal. Each superintendent is responsible for a cluster of schools in addition to certain system-wide portfolios. Concerns that cannot be resolved at the school level may be brought to the attention of the superintendents and their staff. Phone: **905-527-5092**

3.2.5 TRANSPORTATION

This department deals with the transportation of eligible students within the board. They can provide information about bus routes, bus stops, schedules carriers, etc. Phone: **905-527-9849**

4. HELPFUL PHONE NUMBERS

CRISIS / EMERGENCY PHONE LINES

- ☐ COAST (Community Outreach Team) Crisis Line 905-972-8338
- ☐ Kids Help Phone Line 1-800-668-6868
- ☐ Suicide Crisis Line 905-522-1477 / 905-525-8611
- ☐ Children's Aid Society (<16 yrs.) 905- 522-1121
905-522-8053 (after hrs)
- ☐ Catholic Children's Aid Society (<16 yrs.) 905-525-2012
905-522-8053 (after hrs)
- ☐ Ontario Problem Gambling Help Line 1-888-230-3505
- ☐ Lesbian, Gay, Bi Youth Line 1-800-268-9688
- ☐ Sexual Assault Centre Crisis Line 905-525-4162
- ☐ Victim Services 905-546-4904
- ☐ Distress Centre 1-416-486-2242

HARASSMENT / RELATIONSHIP VIOLENCE

See School Police Liaison Officer or call POLICE 905-546-4925

- ☐ Sexual Assault Centre 905-525-4162 (24 hrs)
- ☐ Sexual Assault Treatment Program (McMaster site) 905-521-2100 x73557
- ☐ Victim Services 905-546-4904
- ☐ Crime Stoppers 1-800-222-8477
- ☐ Victim Support Line 1-888-579-2888

EMERGENCY SHELTERS

- ☐ Notre Dame House 905-308-8090
- ☐ Martha House Crisis Line 905-523-6277
- ☐ Inasmuch House Crisis Line 905-529-8600

COUNSELLING & REFERRAL

See School Public Health Nurse or Social Worker

- ☐ CONTACT Hamilton 905-570-8888 ☐ Alternatives for Youth 905-527-4469 ☐ Family Services Hamilton 905-527-2002
- ☐ Catholic Family Services 905-527-3823
- ☐ Child & Adolescent Services 905-546-2424 x3678
- ☐ COAST (Crisis Outreach and Support Team)
Crisis Line 905-972-8338
Business Line 905 972-8118

- ☐ Kids Help Phone Line 1-800-668-6868

ADDICTION SERVICES

- ☐ Alanon & Alateen Family Groups 905-522-1733

- ☐ Alternatives for Youth (AY) 905-527-4469
(Services available in Ancaster High School)
- ☐ Alcohol, Drug & Gambling Services 905-546-3606 ☐ Substance Abuse Prevention Program 905-546-3162
- ☐ Tobacco Hotline 905-540-5566
- ☐ Ontario Problem Gambling Help Line 1-888-230-3505
- ☐ Centre for Addiction and Mental Health 1-800-464-6273

FINANCIAL ASSISTANCE / HOUSING / EMPLOYMENT

- ☐ Ontario Works Intake Screening Unit 905-546-4800
(To apply for financial assistance)
- ☐ Notre Dame House 905-308-8090
- ☐ Housing Help Centre 905-526-8100
- ☐ Hamilton Youth Employment Centre 905-528-9803

SEXUAL HEALTH INFORMATION & COUNSELING

Issues related to: abstinence, relationships, contraception, STDs

Contact School Public Health Nurse for information, referral & information

- ☐ Sexual Health Information Line (no call display) 905-528-5894
- ☐ Sexual Health Awareness Centre (downtown) 905-528-3009

5. TEACHER NAMES AND EXTENSIONS:

Please refer to our school website at www.hwdsb.on.ca/ancasterhigh for updated staff lists and contact information.