

IMPORTANT DATES TO REMEMBER

September	8	First Day of School
	15	School Council (6:30 p.m. – Library)
	17	Meet the Teacher (6:00 p.m.)
	24-25	Leadership Camp
October	12	Thanksgiving
	15	Preliminary reports issued
	16	Awards of Excellence (8:30 a.m.)
	20	School Council (6:30 p.m. – Library)
	29	Parent-Teacher Interviews (6:00 p.m.)
November	16	LCD/PA Day
	17	School Council (6:30 p.m. – Library)
	18	Midterm reports issued
	26	Grade 8 Open House
	27	HAWK Luncheon
December	7-15	Christmas Tree of Hope Fund-raising
	9	Winter Concert (7:00 p.m.)
	18	Winter Assembly
	18	December Update Reports Sent Home
	19 – January 3	Christmas Holidays
January	4	Return to Classes
	14-21	Quiet Week
	22-28	Examinations
	19	School Council (6:30 p.m. – Library)
	29	Professional Activity Day
February	1	Semester One Instructional Day
	2	Professional Activity Day
	3	Semester Two Begins
	15	Family Day
	16	School Council (6:30 p.m. – Library)
	19	Semester 1 Reports & Newsletter
	18	Meet the Teachers (6:00 p.m.)
March	10	Preliminary reports issued
	15-19	March Break
April	2-5	Easter Weekend
	8	Ontario Secondary School Literacy Test (OSSLT)
	8	Parent/Teacher Interviews (6:00 p.m.)
	19	LCD/PA Day
	20	School Council (6:30 p.m. – Library)
	26	Midterm reports issued
May	14	HAWK Luncheon
	18	School Council (6:30 p.m. – Library)
	24	Victoria Day

June 1 Music Dept. Spring Concert (7:30 p.m.)
 9 Art Expo (7:00 p.m.)
 14-18 Quiet Week
 15 School Council (6:30 p.m. – Library)
 21-25 Examinations
 28, 30 Professional Activity Days
 29 Semester Two Instructional Day

REGULAR DAILY SCHEDULE

Classrooms Open.....8:05 a.m.	
<i>PERIOD</i>	<i>TIME</i>
1	8:20 a.m. - 9:35 a.m.
<i>BREAK</i>	<i>9:35 a.m. - 9:45 a.m.</i>
2	9:45- a.m. - 11:00 a.m.
<i>Travel Time</i>	<i>11:00 a.m. - 11:05 a.m.</i>
3	11:05- a.m. - 12:20 p.m.
4	12:20 p.m. - 1:35 p.m.
<i>Travel Time</i>	<i>1:35 p.m. - 1:40 p.m.</i>
5	1:40 p.m. - 2:55 p.m.

ACADEMIC OPERATIONS

ADMISSIONS, WITHDRAWALS, COURSE CHANGES

All new admissions to the school must meet with the Guidance Counsellor.

Every student who plans to withdraw from school must complete a withdrawal form obtained from Guidance.

Students leaving school because of lack of school success and poor attendance will normally be required to demonstrate tangible evidence of their ability and intent to achieve school success before the school will re-admit.

A student may drop or change a course only with good reason and only with parental knowledge and Principal permission. Until such permission is obtained, the student **must attend** all classes on the original timetable. To correct errors, timetable changes will be permitted only at the beginning of a semester. Students are expected to take at least 8 courses in Grades 9, 10, and 11.

EXAMINATIONS & REPORTS

Final examinations are compulsory. Examinations will not be re-scheduled or waived to accommodate students who wish to start work early or go on vacations. Students and parents who require exams to be re-scheduled because of emergencies or other critical situations may request consideration in writing to the Vice-Principal. Teachers are not authorized to re-schedule examinations.

Parents must notify the school promptly if students will be **absent from an examination** because of illness or serious emergency. A doctor's note will be required for an illness. If students **are late** for an exam they should report to the office. Normally NO EXTRA TIME is allowed. If students **forget to show up** for an exam, they will not normally be allowed to write it. If the **examinations cannot be held** the entire schedule will be postponed by one day.

Cheating in any form on an examination or culminating activity will result in a mark of '0' on the paper and may also have further consequences administered by the office.

If a school receives a written request from a student or parent who wishes a longer time to study the responses on the student's examination paper to improve student learning, the school is required to provide a photocopy of the student's examination paper to the student or parent. This procedure will allow the school to retain the original copy of the examination for one year.

GRADUATION REQUIREMENTS

The OSSD is awarded to students who successfully complete thirty credits: eighteen are compulsory and twelve are optional. In addition, students must successfully complete the OSSLT (or the OSSLC if appropriate) AND forty hours of community volunteer work. The HWDSB community volunteer criteria can be found on our website. Be sure to consult with the Guidance to ensure that you have met all the graduation requirements.

HONOUR ROLL

Students who excel academically are recognized by having their names placed on the Principal's Honour Roll if their overall average is 80% or higher. To be eligible for the Principal's Honour Roll, students must take at least four courses each semester in their first two years, and three courses each semester in their third and succeeding years.

GRADE 9	GRADE 10	GRADE 11	GRADE 12
80% in 7 courses taken from HWDSB course offerings during the school year.	80% in 7 courses taken from HWDSB course offerings during the school year.	80% in 6 courses taken from HWDSB course offerings during the school year.	80% in 6 senior division courses taken from HWDSB course offerings during the school year.

In order to qualify for an Honour award, students must take courses that are offered from HWDSB during the school year. Night school courses will qualify (students require permission from the Principal to take a night school course). Courses taken from other Boards or institutions do not qualify. Summer school courses do not qualify.

Ontario Scholar Requirements: 480 = 80%
6 credits (480 marks) 477 = 79.5%

- Gr. 12 U, M, C, E or O courses
- awarded as a GRADUATE or POST-GRADUATE
- qualifying courses may be completed over more than 1 year
- any course shall be multiplied by its credit value (i.e. CO-OP mark will count 2X)

GENERAL INFORMATION

FREE TIME

Students on lunch period or a scheduled spare period are permitted access to the Cafeteria, the Carswell Memorial Library, various classrooms where appointments have been made with teachers, and the outside of the building. This does NOT include the area near any stairwell or exit, or outside the East Doors or Technical Wing doors or the staff or student parking lots.

FREEDOM OF INFORMATION (MFIPPA) & PUBLIC HEALTH

In keeping with the Health Promotion & Protection Act, the Social and Public Health Services Division has a mandate to provide health promotion and disease prevention services to the citizens of this community. Public Health staff collaborates with the community to address health issues for children and their families in their neighbourhoods. This includes service within the schools. The school-based service may include one-on-one counselling, education for children and/or their parents about health concerns. In the course of providing this service, information may be collected and recorded by Public Health staff. This information remains confidential in keeping with the Municipal Freedom of Information & Protection of Privacy Act. If you would like further information about the records of Public Health service, please contact the Social and Public Health Department Services Division at 905-546-3550.

FIELD TRIPS

Students must complete permission forms to take part in field trips.

No students may drive other students on field trips. The only exception to this is for eighteen-year-old students; they may drive other students once they have written permission on the appropriate "volunteer driver" form.

Behaviour on field trips is expected to be the same as at school. This includes smoking restrictions.

INCLEMENT WEATHER PROCEDURE

Should weather conditions warrant the cancellation of transportation or closure of schools, public announcements will begin at approximately 6:00 a.m. over local radio stations.

The early morning radio announcements will indicate if transportation services are cancelled for the day or for the morning. In the case of a morning cancellation, an updated radio announcement will begin at approximately 11:00 a.m.

SMOKING

Smoking is **not allowed anywhere** on school property by any member of the school community.

STUDENT REGISTRATION PACKAGE

Information on our registration package is available on our website.

TELEPHONES

Pay telephones are located in the front foyer and near the cafeteria. Please do not expect to be called from class for phone messages.

TEXTBOOKS AND EQUIPMENT

TEXTBOOKS are issued by Highland. You are responsible for all textbooks and equipment issued to you. If you damage or lose them, you will be required to pay replacement costs. EQUIPMENT is usually

provided by the school, but sometimes students must purchase equipment and supplies that supplement normal requirements. Your subject teachers will explain these course fees to you on the first day of each semester. Failure to settle all textbook/equipment accounts at the end of semester will result in textbooks, equipment and/or documents being withheld for the following semester.

VALUABLES

Students are advised **not** to bring valuables or large sums of money to school. The school **cannot accept** any responsibility for the security of belongings and valuables.

VEHICLES AT SCHOOL

Students who plan to drive a vehicle to school must apply for a parking permit at the Main Office. Only vehicles with a clearly displayed parking permit will be allowed to park on school property. **Students must park in the student lot near the tennis courts.** Students who persist in parking incorrectly face the possibility of suspension from school and the removal of their parking privileges.

NOTE: Students are to drive with extreme care and caution around the school. Students are not to loiter in the parking lot.

VISITORS TO THE SCHOOL

Visitors are welcome to Highland only if they have official business with the school. **Do not invite your friends from outside to visit you at school** at any time during the school day. This is to protect the safety of students and prevent them from being distracted by visitors. Visitors **must report** to the Main Office on their arrival in the building.

Visitors not on school business will be asked to leave and may be sent "no trespassing" letters which empower the school to have trespassers charged by the police.

SCHOOL SERVICES

CAFETERIA

The cafeteria provides a variety of food to everyone at Highland. Prices are reasonable, and quality is carefully monitored. The cafeteria is open before school, during morning break, and at lunch periods.

Although the cafeteria provides for basic cleaning services, students are responsible for proper disposal of their own garbage and return of their own dishes, trays, etc.

GUIDANCE

The counsellor is prepared to discuss personal difficulties with students and to arrange for further assistance of a medical or personal nature if required. The social worker assigned to Highland is available to students for counselling by making an appointment at the Guidance Office.

Services are available for academic and career counselling, both computer based, and through personal interviews. Timetabling and other services to students are available. Appointments may be arranged with the Guidance secretary.

LOCKERS

Their homeroom teacher assigns all students a locker. You are to put a secure **combination** lock on it and give the combination to your teacher in writing. Keep your combination secret to prevent theft of your belongings. **Do not bring valuable items to school.** Students are not permitted to change lockers without permission from the Vice Principal. The school will cut locks and empty improperly claimed lockers. Students may use their lockers only at the beginning and end of each class period. Students must not share lockers.

LOST AND FOUND

Lost and found items are located in the Main Office. P.A. announcements will not normally be made to help locate lost items. Students who believe items have been stolen are to report the suspected theft to the Office. Often it is impossible to trace the items, and our best advice is that students not bring expensive personal items to school.

PUBLIC HEALTH NURSE

There is a Public Health Nurse assigned to the school. The nurse is available to students for counselling. Appointments may be made at the Guidance Office to see the nurse.

ATTENDANCE PROCEDURES

ABSENCE FROM SCHOOL

A student who has been absent must, on return, provide a note from a parent or guardian to the office, unless a parent or guardian has called to inform the office of the reason for absence. The note must identify the student, indicate the day of absence, and should **explain the reason for the absence**. Students who are eighteen and over may write these notes themselves. Abuse of this privilege may mean the privilege is revoked. A legitimate explained absence (illness, school business, professional appointment) is sometimes unavoidable. Please make every attempt possible to attend school every day.

ASSIGNED WORK DURING ABSENCE

All students are responsible for maintaining all work, including any work covered and assigned during any absence caused through illness, field trips, or co-curricular activities.

ATTENDANCE

The Ontario Ministry of Education requires that parents be responsible for ensuring that students under the age of eighteen attend school regularly. Parents are asked to call the school to inform us of legitimate absences. The school will attempt to telephone the home of all students who are absent.

Students who reach the age of majority (18 years old) can communicate directly with the school rather than through their parents. Signing of notes is a privilege, not a right.

EARLY LEAVING DURING THE DAY

A note, properly dated and signed by the parents of any student under 18 or signed by the student if over 18, and indicating the time and the reason for leaving early, must be presented to the Office before 8:20. (A doctor or dental appointment notice is acceptable.)

If any situation arises during the day that causes a student to be unable to attend class, the student must report to the Office. The Office staff will see that the student's needs are attended to, including making any necessary telephone calls to parents.

Note: Please do not leave the school without reporting to the office. Students who leave the school without reporting to the office will be considered as "skipping".

LATE ARRIVAL

Late for School: Students who are not in their homeroom by 8:20 a.m. are late for school. A note of explanation from the parent or proof of appointment slip must be presented to the office. Students who come to school late and do not sign in will be considered to be skipping class.

Announcements and Opening Exercises take place every day at 8:20 a.m. Students must be in their class or stand quietly in the halls until announcements are over.

Late for Class: A student who enters a class after the scheduled start of a class is late, and will be dealt with by the teacher of that class. The Vice-Principal will deal with students who are chronically late to class.

MISSING CLASSES

Students who absent themselves from a class without first obtaining permission will be reported to the office. Students who continually absent themselves from class will be counselled; however, chronic truancy may lead to suspension or withdrawal from school.

STRATEGIES FOR SUCCESS

Habitual lates, skips and truancy will be dealt with through a progression of remediation approaches involving counselling, community service, an in-school remediation program and ultimately suspension from school.

SCHOOL POLICIES

CO-INSTRUCTIONAL (EXTRA-CURRICULAR) POLICY

To participate in any co-instructional activity (sports, school organizations, clubs, dances, etc.) a student must be in possession of a valid Student Card.

The privilege of participating in activities may be withdrawn or restricted under the following circumstances:

- (1) The student does not attend all classes on the day of the event / game (including practices);
- (2) The student's overall achievement or attendance is unsatisfactory, or behaviour is inappropriate.

It is expected that a student will endeavour to achieve his / her best in all classes; however, should a student's average fall below 50% his / her participation in co-instructional activities will be under review.

The decision to restrict or withdraw a student's privileges under Section 2(b) will be made by the Vice Principal, in consultation with the staff advisor / coach and subject teachers.

COMPUTER & INTERNET GUIDELINES

Computers are provided for student use in several locations, including the Computer Labs, and many of the subject classrooms. Each student at Highland will receive a computer account, which gives access to word processing, an Internet Browser, and various applications such as desktop publishing, spreadsheet, database, and searchable published articles. This account will NOT permit printing on the school equipment unless the student has paid the "Computer Printing Privileges". All students must sign and comply with the Internet Usage agreement.

LATE ASSIGNMENTS

Each student is expected to do all the assigned work in a timely fashion. Due dates are established by teachers, often in negotiation with their classes, so that the curriculum expectations are met throughout the semester. Learnings tend to be sequential so that assignments may build one upon the other. In order to foster a Culture of Responsibility, we expect students to hand in their work on the assigned due date. If a student has not completed the assignment on time, then the student will conference with the teacher to explain the situation and discuss the appropriate course of action. If the student does not complete the assignment by the "Revised Submission" date, "zero" will be the mark given for that work.

STUDENT ABSENCE FROM SCHOOL

From time to time students are absent from school. The reasons will vary. When the absence is a legitimate explained absence (illness, school business, professional appointment) the student is expected to complete the assignments missed and, if necessary, submit them on the day he returns to class. The same expectation exists for quizzes or tests: they will be done on the day of return to school unless the teacher has indicated otherwise. If the absence is unexplained; no assignments, quizzes or tests will be allowed and a mark of zero will be issued. Excuses for personal business may be evaluated by the administration for validity. Professional appointment cards will serve as a note. A student should follow the teacher's routines regarding catching up on missed work. It is appropriate for the student to make an appointment with the teacher before or after class / school so that communication is clear.

VACATIONS

We do not encourage families to take vacations during the school year. There are holidays in December and March for everyone. **If you take a vacation during exams, no accommodations will be made.** If you take a vacation during the semester, please notify the administration and each classroom teacher in writing, at least one week in advance. All work missed is the student's responsibility.

WRITTEN LANGUAGE USAGE EVALUATION POLICY

All student writing submitted for evaluation is expected to conform to the conventions of standard written English. The only exception to this is personal writing (such as journal writing or personal note taking), where the major purpose of the writing is to help the student make meaning of the experience.

- < Students will be made aware of the departmental policy and general expectations for formal written work at the beginning of the course, and, where appropriate, before individual assignments.

STUDENT CODE OF BEHAVIOUR

The object of the code of behaviour is to encourage a positive learning atmosphere, which assists students in the development of feelings of self-worth, self-discipline and respect for others. To support this objective, clearly defined student expectations are written down for the benefit of students, staff and parents. As well, for students who do not choose to follow these expectations, the likely consequences for their actions are included.

ATTENDANCE AND PUNCTUALITY

The Education Act requires regular attendance. As well, good attendance and punctuality are necessary to be successful in school and on the job.

Therefore, you must attend all classes and arrive on time. Absence from school must be reported to the school upon your return and with a reason for the absence stated.

Consequences

You will be required to make up work missed if you are absent. Your parents will be notified of your absence if you are under 18 years old. Persistent absence from a class may be cause for your removal from that class. Persistent absence from school may result in suspension from school and referral to the Attendance Counsellor if you are under 18.

DRESS CODE

Students are to dress in a neat, clean and business-like manner. Shoes are required at all times. Proper safety equipment and clothing must be used wherever appropriate. Clothing must not bear rude, inappropriate, or profane messages or pictures. Outdoor clothing is to be removed when in the school and stored in student lockers. Inappropriate dress is a distraction from the work of the classroom.

Therefore, you are expected to dress in a neat, clean and responsible manner. Hats, headscarves, and headbands are not to be worn in the school unless specifically allowed by the Principal or Vice-Principal.

Consequences

If your attire is of questionable taste you will be asked by your teachers not to dress that way in the future. If you continue, you will be referred to the Vice-Principal. At that point you will be asked to change, cover up or go home. If you wear a hat it will be taken from you and returned at a later time. If you persistently disregard the school's dress code, you will be considered to be opposing authority and dealt with accordingly.

DRUGS AND ALCOHOL

Students must come to school free from the influence of alcohol or other mind-influencing chemicals. Therefore, you are forbidden to use or be in the possession of such substances in the school, on school property, in school buses or at any school activity.

Consequences

If you come to school under the influence of alcohol or illicit drugs, or have them in your possession, your parents will be called, you will be suspended and the police may be notified. As well, you should expect your locker to be searched. If you are in possession of drugs for the purpose of distribution you will face expulsion from school.

RESPECT FOR AUTHORITY

All students deserve to be treated with dignity and respect. With this as a foundation, teachers are responsible for keeping order in their classrooms, in the school and on school-sponsored events.

Therefore, you are expected to comply with the rules of the school and to accept the authority of school personnel.

Consequences

If you show disrespect to any member of staff you will be confronted. You may be asked to report to that teacher's class on your free time for resolution. If the problem is not resolved, the Vice-Principal and Principal will be involved. Resolution may include parental involvement, removal of free time, an appropriate assignment, your removal from a class or other area of the school or the school bus, or suspension from school to name a few of the possible consequences.

RESPECT FOR LEARNING

The demonstration of academic honesty and personal effort are two behaviours that are expected at Highland.

Plagiarism refers to the **act of submitting and taking credit for work** that has been taken from another source.

This includes using:

- (a) Someone else's ideas or theories;
- (b) Facts, statistics, etc. that the reader may not know or may want to check;
- (c) Opinions that may not be generally known or accepted; and
- (d) Quotations using the exact words of another.

Therefore, if students copy the work of other students, cheat on tests or exams, or plagiarize, they not only do damage to the development of their own academic skills, but also undermine the high value we place on learning.

Consequences

If you copy the work of others you will not receive credit for that work. This could affect your graduation. Discipline may also occur.

RESPECT FOR PEERS AND OTHER PEOPLE

All students are entitled to an environment that is safe, welcoming and free of violence. This means such things as intimidation, weapons and hate literature are not to be part of school life.

Therefore, you are expected to be courteous and considerate in your dealings with others. Physical, verbal, sexual or psychological abuse, bullying, cyber bullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute is unacceptable and will not be tolerated.

Consequences

If you harass or bully others, you will be confronted. Resolution may include counselling, mediation, suspension from school, expulsion, referral to police, and formal complaint procedures brought before the Ontario Human Rights Commission. Students who by mutual consent engage in fighting will face suspension from school.

RESPECT FOR PROPERTY

The school is property paid for by your parents and others through taxes. The taxpayer assumes the cost associated with vandalism, until the responsible person is found.

Therefore you are expected to treat the school grounds, school buses and the school building and equipment with the same respect you would give to your personal property and that you would expect others to give to your property. You are expected to keep the grounds and building clean and free from discarded food and food wrappers.

Consequences

If you litter you will be asked by a teacher, caretaker or cafeteria worker to clean up your mess. You may also be asked to do further clean up. You must pay replacement or repair costs for all lost or damaged books or school equipment. When you are caught vandalizing you will be required to pay for repairs. As well, you may be reported to the police and may also be suspended.

SMOKING

Research indicates that smoking is bad for your health. As well, second hand smoke is bad for the health of others. To support the health issue, the Ontario government has banned smoking anywhere on school property.

Therefore, you are not permitted to smoke in the school building, on school property or in a school bus.

Consequences

If you smoke on school property, you face suspension from school and fines from the Ontario Ministry of Health.

HWDSB Personal Electronic Device Policy and Policy Directive (PEDs Policy)

The HWDSB has approved the Personal Electronic Devices Policy and Policy Directives, which acknowledges the importance of technology in our schools, and also outlines expectations for staff and students regarding the use of PEDs. The full policy is available at www.hwdsb.on.ca, or from your local school.

For quick reference, the information below outlines the use of PEDs in the teaching/learning environment, and the responsibility for these devices.

Learning and Teaching

Environments in Schools:

The use of some technology has also brought challenges related to safety, privacy, and disruption in our schools. The Board recognizes that unacceptable use of technology can be disruptive and intrusive in the classroom instruction and interfere in the day-to-day operations of the school. As well, academic integrity can be compromised through the inappropriate use of technology.

The HWDSB expects that all persons in school can support a positive teaching and learning environment by adhering to the following expectations:

Personal electronic devices must be in silent mode in instructional areas during the instructional periods, and are not to be used in the classroom setting by students or staff

Teachers may, however, allow music (eg. MP3) to be used to accommodate learning styles of students

Personal electronic devices are not allowed in examination rooms or areas

The use of personal electronic devices should reflect expectations in HWDSB policies: eg. Code of Conduct, Respectful Working and Learning Environments, Bullying Prevention and Intervention, Equity Policy, Harassment Policy

The use of personal electronic devices in the school setting should reflect the Board's core commitments of respect, integrity, and accountability

Teachers may confiscate, and securely store, personal electronic devices until the end of the school day if the devices are being used inappropriately. If inappropriate use continues, then the school's Code of Conduct applies.

Responsibility for Personal Electronic Devices:

- Anyone carrying a personal electronic device on to Board premises, including school buses, or at Board sponsored events, will comply with all of the requirements of this policy and associated procedures
- The secure storage of these devices is the sole responsibility of the owner/user;
- The HWDSB does not accept responsibility for lost or stolen personal electronic devices; students bring the devices to school at their own risk
- During the school day the use of cell phones, text messaging, and electronic devices is restricted in instructional areas.
- During classroom instruction, all cell phones and electronic devices must be in silent mode and secured out of sight.
- Students and staff must have their phones in silent mode at all times in the instructional times/areas.
- Cell phones may not be used by staff for personal use while on supervision duties.
- Cell phones may only be used outside of classroom time in designated areas (eg. foyer) as defined by the Principal.
- Staff whose cell phones are related to their work, eg. custodial staff, managers, etc, may have the cell phones on if they are not in the instructional setting.
- Volunteers may have a cell phone on in silent mode however, they must step outside the classroom to answer/return calls.
- Staff in the classroom who are required to have a cell phone to facilitate emergency outgoing calls should verify daily that their phones work in these classrooms.
- Teachers may give permission for these devices to be used by students within the school setting for school-related events.

- The electronic transmission, or posting of photographic images of a person, or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the Principal or designate, and where the student is below the age of 18 years, the consent of the parent/guardian.
- Personal electronic devices may not be taken into examination rooms.
- The Principal may authorize use of these devices on certain occasions, eg. to photograph or video a graduation.