

Highland

2010  2011

Secondary School

MISSION STATEMENT

Highland fosters a safe, positive learning environment while maintaining academic excellence and opportunities for personal growth

Mr. R. Hart
Principal

Mr. W. Gillis
Vice-Principal

Mr. J. Lavery
Superintendent

Ms. J. Brennan
Trustee

This agenda belongs to

NAME: _____

HOMEROOM: _____

If found, please return to school office

310 Governor's Rd., Dundas, Ontario, L9H 5P8

TELEPHONE: 905.628.2203

www.hwdsb.on.ca/Highland

FAX: 905.627.2904

Highland Secondary School

310 Governor's Road, Dundas, ON L9H 5P8
(905) 628-2203

A Message from our Principal

It is our goal at Highland to support all students in achieving their full potential. This agenda will help you achieve your goals.

It is a daily planner which will help you manage your time better. Also, it outlines the many services provided by the school, as well as the responsibilities and expected behaviour of students.

This agenda will be a powerful tool in support of your learning at Highland. Please read it carefully.

Mr. R. Hart
PRINCIPAL

"Success comes most often to those who are organized and plan for success"



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COMMUNITY RESOURCES / IMPORTANT NUMBERS

Adolescent Community Centre	905.524.2501
AIDS Network Counselling	905.528.0854
Alanon Alateen (Alcoholism)	905.522.1733
Alcoholics Anonymous	905.522.8392
Alcohol, Drug & Gambling	905.546.3606
Alternatives for Youth (AY)	905.527.4469
Birthright	905.527.3677
Canadian Mental Health Association	905.693.4270
COAST Child & Youth Crisis Workers	905.972.8338
Community Information Service	905.528.0104
CONTACT (info & links for youth & families for most appropriate services)	905.570.8888
Crimestoppers	905.522.8477
Dundas Community Services/Volunteer Services	905.627.5461
Dundas Food Bank	905.627.0572
Family Services of Hamilton-Wentworth	905.523-5640
Gay, Lesbian, Bisexual Youth	1.800.268.9688
Grace Haven (for pregnant youth & young parents)	905.522.7336
Hamilton Distress Centre (Suicide / Bereavement)	905.574.5070
Hamilton-Wentworth Catholic Children's Aid Society	905.525.2012
Hamilton-Wentworth Children's Aid Society	905.522.1121
Information & Sexual Health Centres	905.628.3000
Kids Help Phone	1.800.668.6868
Legal Aid	905.528.0134
Living Rock	905.528.7625
Martha House Shelter Crisis Hotline	905.523.6277
Mounteen Information & Sexual Health Centre	905.546.3274
Narcotics Anonymous	905.528.3009
Ontario Works	905.546.4800
Planned Parenthood Clinic	905.528.3009
Police (Dundas Station)	905.546.4925
Public Health Nurse	905.546.2424 x1959
Regional Social Services Halton (financial assistance)	1.866.442.5866
Sexual Assault Centre Hotline	905.525.4162
Suicide Prevention Crisis Hotline	905.522-1477
Victim Support Line	1.888.579.2888

Year-at-a-Glance

SEMESTER 1

September	7.....	First Day of School
	10.....	Grade 9 Welcome Day
	14.....	Photo Day
	16.....	Meet the Teacher Night
	21.....	School Council (6:30 pm)
	27 – Oct. 1.....	Spirit Week
October	1-2.....	McQuaid Cross Country
	8.....	Photo Re-Take Day
	11.....	Thanksgiving Day
	12.....	Preliminary Reports issued
	15.....	Awards of Excellence (8:30 am)
	19.....	School Council (6:30 pm)
November	3.....	Take Your Kids to Work Day
	10.....	Semester 1 - Term 1 ends
	11.....	Semester 1 - Term 2 begins
	11.....	Remembrance Day
	16.....	School Council (6:30 pm)
	17.....	Mid-Semester Reports issued
	19.....	LCD/PA Day
	26.....	HAWK Luncheon
December	6-15.....	Christmas Tree of Hope Fund-raising
	7.....	Winter Concert (7:00 pm)
	17.....	Winter Assembly (1:30 pm)
	20-31.....	Christmas Holidays
January	3.....	Return to Classes
	17-21.....	Quiet Week
	18.....	School Council (6:30 pm)
	24-28.....	Semester 1 Examinations
	31.....	Professional Activity Day

SEMESTER 2

February	1.....	Professional Activity Day
	2.....	Exam Review Day
	3.....	Semester 2 Begins
	8.....	Semester 1 Reports & Newsletter
	17.....	Meet the Teachers (6:00 p.m.)
	21.....	Family Day
March	4.....	Professional Activity Day
	9.....	Preliminary Reports issued
	14-18.....	March Break
	31.....	Ontario Secondary School Literacy Test (OSSLT)
April	19.....	School Council (6:30 pm)
	20.....	Semester 2 – Term 1 ends
	21.....	Semester 2 – Term 2 begins
	22.....	Good Friday

	25	Easter Monday
	27	Mid-Semester Reports issued
	28	EnviroVision Days
May	3-9	Music Trip
	5	MADD Assembly (1:15 pm)
	13	HAWK Luncheon
	17	School Council (6:30 pm)
	23	Victoria Day
June	13-17	Quiet Week
	21	School Council (6:30 pm)
	21-27	Semester 2 Examinations
	28 and 30	Professional Activity Days
	29	Exam Review Day
	29	Graduation

Regular Daily Schedule

Classrooms are open at 8:05 a.m.

Period	Time
1	8:20 – 9:35
2	9:40 – 10:55
3	11:00 – 12:15
4	12:20 – 1:35
5	1:40 – 2:55

Assembly Day Schedule

Period	Break/Travel Times(s)	Time
1		8:20 – 10:20
	<i>Break: 10:20 – 10:40</i>	
2		10:40 – 11:40
3		11:45 – 12:45
4		12:50 – 1:50
5		1:55 – 2:55

OPPORTUNITIES AT HIGHLAND

STUDENT PARLIAMENT CABINET 2010-2011

Prime Minister:	Margaret Short
Deputy Prime Minister:	Nikita Rao / Melanie Gavin
Minister of Finance:	Saad Syed
Minister of Social Affairs:	Adrienne Madden
Minister of Spirit:	Crystal Baker
Minister of Publicity:	Monica Lee / Alexandria Rees
Minister of Fundraising:	Emily MacKnight
Minister of the Interior:	Claire-Elise Jones / Erin L'Ortye
Secretary:	Katrina Mulders-Oddy / Laura Jones
Grad Council Rep:	Kate Harrison

COUNCILS

Boys' Athletic Association (BAA)	Drama Student Federation (DSF)
Girls' Athletic Association (GAA)	Grad Council
Musical Arts Council (MAC)	Student Council
Tech Council	Visual Arts Council (VAC)

CLUBS AND COMMITTEES

Chess Club	Dance Team
Debating Club	DECA (Business)
Feel Fit, Feel the Power	Filmmaking Society
FX Club (Lights and Sound)	HAVEN (Human Rights)
Knitting Club	Library Club
Model Building Club	Mountain Bike Club
Naturalization Club	OSAID (Ontario Students Against Impaired Driving)
T.A.T.I. (Teens Against the Tobacco Industry)	Try it Night (Girls physical fitness)
WAC (World Awareness Committee)	Walking/Running Club (Girls physical fitness)

CONTESTS

Art:	Marion Drysdale, Various Art
Business:	Chartered Accountants Challenge, High School Business Heroes, Mohawk Marketing Challenge
English:	Laura Miller Public Speaking (Jr. & Sr.), Marion Drysdale (Essay/Poem/Writing), Shakespeare on the Platform (Oral Speaking)
Mathematics:	Grade 9 Pascal Math, Grade 10 Cayley Math, Grade 11 Fermat Math, Grade 12 Euclid Math
Science:	Bay Area Science & Engineering Fair, Envirothon, Grade 12 Chemistry, SirIsaac Newton Physics, University of Toronto (Biology)
Social Science:	Mock UN Conference
Technological:	Mohawk Bridge Building, Mohawk CAD, Mohawk Robotics, Rockton Fair Derby Pit Crew, Skills Canada Technical Skills Competitions (Animation 2D, Architecture/Engineering, Cabinet-making, Construction, Precision Machining, Transportation/Small Engine, Video Production, Welding), various local Technological Skills competitions

THE ARTS – EVENTS

- Art:** Anime Club, Annual Art Expo, Annual Art/School Trip to New York, Annual Senior Art Show, Annual Senior Show @ The Carnegie Gallery, Art Council Leadership Retreat, Art Council Starlite Supper/Awards, Art Exhibitions Throughout the Community, Art Fundraiser (Highland Idol, Masquerade Ball), Art Senior Portfolio Classes at DVSA, Art Show (Hamilton Artist Inc.), Bi-Annual Art/School Trip to Europe
- Drama:** Sears Drama Festival, Senior Drama Shows
- Music:** Annual Grade 9 Cedar Point Music Festival, Annual North American Music Festival, Community Band Concerts – Fundraisers – Ceremonies, ConcertBand, Junior Concert Band, Junior Jazz Band, Musicfest Canada, Regional Band Festival, Senior Jazz Band, Stage Band, Symphonic Band, Tri-annual International Music Festival Cruise, Senior Music Trip

OTHER

- | | |
|-----------------------------------|-------------------------------------|
| CWB Welding Certification Program | Encounters |
| Friends of Diversity | Hamilton Spectator Pulse Page |
| HAT (Healthy Action Team) | HEAT (Healthy Eating Advisory Team) |
| Highland Leadership Camp | HOBY Leadership Weekend |
| Highland Student Ambassadors | Shakespearean Festival Week |
| | Yearbook |

ACADEMIC OPERATIONS

ADMISSIONS, WITHDRAWALS, COURSE CHANGES

- All new admissions to the school must meet with a 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.
- Course changes are **not** guaranteed. Preference will be given to students requiring courses for graduation and students with timetable conflicts and failures.

COURSE LOAD AND STUDY PERIODS

The expected course load for students is **8** courses (4 per semester). Students may be granted a study period only after the successful completion of **24** credits, and only with the permission of their parents/guardian and the principal. A student in grade 12 must carry a minimum of 3 courses per semester. Students may be considered for part-time if they meet the following criteria:

- 23 credits earned
- All students must have parental permission to go part-time
- Have written a letter to the Principal requesting part-time status with appropriate rationale. Letters are to be given to a Guidance Counsellor who will then present the request to the Principal for approval
- While on a spare, students are expected to be working in the library/cafeteria, or other identified learning space
- Students should be aware of, and responsible for any implications regarding athletics, honour roll, scholarships, and prom eligibility.

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 30 credits: (18 are compulsory and 12 are optional). In addition, students **must** successfully complete the OSSLT (Ontario Secondary School Literacy Test) or (the OSSLC if appropriate) **and** 40 hours of community volunteer work. The HWDSB community volunteer criteria can be found on our website. Be sure to consult with Guidance to ensure that you have met all the graduation requirements. **Graduating students should know that grad gown rental is mandatory during the June ceremony.**

40 HOURS – COMMUNITY INVOLVEMENT PROGRAM

What is it?

- A valuable experience for all secondary school students
- A requirement for an Ontario Secondary School Diploma
- A total of 40 hours of unpaid community involvement activities
- A constructive contribution to the community

Purpose?

- Enhances one's self-confidence and self-esteem
- Reinforces civic responsibility and strengthens the community
- Provides networking for future employment
- Allows students to create a portfolio of experience and community involvement

When can it be completed?

- Outside scheduled class time
- During lunch breaks
- Evenings
- Weekends
- Summer months following the start of grade 9
- Prior to the completion of grade 12 (preferably one semester prior to graduation)

Eligible Activities

- An event or activity designed to be of benefit to the community
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to the ethical standards of the Board and the Ministry of Education
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance
- Participation in an event or activity that supports ethical work of a global nature
- Participation in an event or activity that promotes positive environmental awareness
- Participation in an event or activity that contributes to the health and well being of any ethical group that conforms to community standards of morality and conduct, including school-based activities
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive and ethical contribution in the community

Events or activities that may be based on or with a particular interest group must conform to the ethical and principled standards of the Board and the Ministry to ensure that they are intended to promote a positive contribution to the community in general. Where an event or activity does not clearly fall within the previously stated guiding principles, the parent and student may apply in writing to the Principal. Following is a list which provides examples of activities that may be suitable for completion of the Community Involvement requirement:

- Committee Work
- Community Projects
- Fundraising
- Sports / Recreation
- Community Events
- Environmental Projects
- Religious Activities
- Volunteer Work with Seniors

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).

*Note: Summer School courses and courses from other Boards or Institutions **do not** qualify!*

ONTARIO SCHOLAR REQUIREMENTS

480 = 80%
477 = 79.5%

6 credits (480 marks)

- 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)

ATTENDANCE PROCEDURES

ABSENCE FROM SCHOOL

Regular, punctual attendance is essential to academic success. Students are expected to attend all of their classes each day. Students are responsible for all work missed due to absences. Signing in late or signing out to study, complete assignments/presentations is not an acceptable reason to be excused from class.

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.**

ABSENCES AND LATES - (call 905.628.2203, ext. 553)

- **All** absences from school must be justified by parents/guardians, or students over 18. Students will be recorded as "Unexplained/Truant" if a phone call or note is not received in a timely manner. Please call the school any time, 24 hours a day, and when you call, please pronounce and spell the student's full name clearly.
- **"Unexplained Absences"** will be dealt with in several ways, including parental notification, detentions, in-school suspensions, and out-of-school suspensions.
- **"Late"** students must report directly to class. No late slips will be issued. **"Admit"** slips will only be issued to students arriving more than 15 minutes late to period 1 only.

PRE-ARRANGED ABSENCES

- **Appointments**
Parents/guardians must provide a note or 'phone the school before the absence occurs. Office staff will issue an excuse slip. The student is responsible for missed work, tests, and assignments. Please bring notes to the attendance office before 8:20 a.m., or on breaks or lunches, not during class time.
- **Long-Term Absence other than illness**
A parent/guardian must provide a note at least one week in advance of the absence, explaining the circumstances. The student must pick up and have their teachers complete an "**Extended Absence from School**" form. Students should make arrangements with teachers well before the absence for the work that will be missed, and must be completed. **Marks may be negatively impacted due to missed instructional time.**

ILLNESS OR INJURY

- A student who becomes injured or ill at school during the day must report to the main office for proper care.
- **Do not stay in washrooms alone when ill.** If the illness is severe enough to warrant leaving school, a parent/guardian will be contacted.

AGE OF MAJORITY

- Students over 18 may write their own notes, provided they fulfil their primary responsibilities of a good student ... good attendance, hard work, passing marks. **Note:** The Education Act clearly states that "a pupil may be excused" by the principal.
- Students must report absences by calling the school on the day of the absence or by writing a note and submitting it to the attendance office upon returning to school. **These notes must be received within 3 days of the original absence or the absence will remain recorded as "unexplained".**

GRADE 12 CLASSES

- Students must sign in at the main office for all re-assigned classes. They must sign in by the end of their scheduled class time, or they will be recorded as "unexplained", which will not be changed.

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 (i.e. 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:**
 - 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
- Staff whose cell phones are related to their work, (i.e. 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, (i.e. to photograph or video a graduation).

SCHOOL POLICIES

CO-INSTRUCTIONAL (EXTRA-CURRICULAR) POLICY

To participate in any co-instructional activity (sports, school organizations, clubs, 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:

- 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 will be made by the Vice Principal, in consultation with the staff advisor / coach and subject teachers.

COMPUTER AND INTERNET GUIDELINES

Computers are provided for student use in several locations, including the Computer Labs, library and 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.

Student use of the computers and the internet is a privilege, not a right. Conduct and activities which violate the agreement will result in a loss of computer access privilege, and depending on the severity of the offence, may result in further sanctions and actions. As students search for information and interact with others beyond their classrooms, they will encounter information that may not always reflect, for a variety of reasons, local community standards. Therefore, students **must**:

- Obtain consent from a supervising staff member prior to accessing a computer and the internet
- Refrain from using the computer for non-academic activities
- Refrain from using the computer to play non-curriculum related games (specifically games of a violent or questionable nature)
- Not use the computer for activities which demean or bully other individuals or groups
- Be courteous when sending or publishing messages or other information on the internet, or when using First Class
- Not plagiarize and obey copyright laws
- Use only authorized software
- Not share their login
- Not access, harm, or destroy the data or materials of others

EVALUATION POLICY (CHEATING, COPYING, PLAGIARISM)

- All students who, by borrowing, lending or copying (either electronically or otherwise), conspire to misrepresent and submit work as their own for evaluation may receive a grade of "0" on the assignment or test. If appropriate, both the copier and the originator of the work will be penalized. As another consequence, the administration may share, orally, with other teachers of the student the concern regarding academic dishonesty.
- The normal rules of scholarship require that all sources of ideas, information, or wording be cited. Otherwise, the student is guilty of plagiarism which is a form of cheating.
- Repeated incidents of plagiarism will be addressed by escalating consequences, culminating in loss of credit in a course.
- Co-operative work is often encouraged, requiring students to study together. However, unless specified otherwise, students must submit independent pieces of work.

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. Learning tends 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, "0" 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/she 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. 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.

NUTRITION POLICY - (EFFECTIVE SEPTEMBER 7, 2010)

It is the responsibility of all schools in the HWDSB to comply with provincial legislation relating to nutrition. This policy covers food and beverages sold or served to students during the school day. Cafeterias in all schools will sell or serve foods that comply with the nutrition standards developed by the Ministry of Children and Youth Services. This policy does not apply to food and beverages that are:

- Brought from home or purchased off school premises and are not for resale in schools
- Available for purchase during field trips off school premises
- Sold in schools for non-school purposes (i.e. sold by an outside organization that is using the gymnasium for a non-school-related event)
- Sold for fundraising activities that occur off school premises provided these activities occur no more than 2 times per semester in secondary schools

*For more detailed information please go to the following web site:
<http://www.hwdsb.on.ca/aboutus/policies/pdfs/Nutrition-Policy.pdf>*

SCHOOL SERVICES

CAFETERIA

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 cleaning up after themselves, i.e. 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, and are on a first-come basis.

LOCKERS

A student's homeroom teacher assigns 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 Monday afternoon and Wednesday morning.

STUDENT CODE OF BEHAVIOUR

This Code of Student Behaviour was developed by a committee of students, staff, and parents. It strives to enhance the positive aspects of Highland's environment, and emphasizes the need for co-operation, individual responsibility, and mutual respect.

All students and staff of Highland have the right to a school environment that is conducive to effective learning and teaching. To help students learn personal responsibility for their own behaviour within this environment, this code outlines responsibilities and expectations of the members of the Highland student community.

As well, for students who do not choose to follow these expectations, the likely consequences for their actions are included.

ACADEMIC EXPECTATIONS

In order to reach their academic potential, students must bring the required materials to class, participate actively and positively in class activities, and complete assigned homework. Requirements for borrowing and returning books must be observed.

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.

FURTHER CONSEQUENCES

Responsible behaviour creates an environment which is conducive to effective learning and teaching. Misbehaviour carries consequences. A progressive series of consequences will be taken against individual who choose not to engage in reasonable and respectable behaviour. Consequences may include:

- counselling
- parental involvement
- withdrawal of specific privileges
- temporary withdrawal
- suspension
- financial or community service restitution
- detention
- formal interview with Vice-Principal
- expulsion
- behaviour or performance contract
- referral to community agencies

Consequences will be appropriate to the infraction. Most situations will be dealt with by the staff member and the student on an individual basis. However, when requested by a member of staff, a student must proceed to the main office or consequences will occur (i.e. suspensions).

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.

THE LEARNING ENVIRONMENT

Students have the right to learn in an environment conducive to learning. As a result, students are expected to show respect for self, for others, and for property, and to take responsibility for their actions.

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:

- Someone else's ideas or theories
- Facts, statistics, etc. that the reader may not know or may want to check
- Opinions that may not be generally known or accepted
- 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

Co-operation, mutual respect and trust create a positive school environment for growth and learning. Students are expected to be courteous to and tolerant of others. **Student's must respect and comply with the requests of ALL school personnel.**

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.

It is the policy of The Hamilton-Wentworth District School Board of Education, and in adherence to the Ontario Human Rights code that every employee, volunteer, and student have the right to freedom from harassment in the work place and school system because of sex, sexual orientation, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, employment status, or handicap.

Violence can be physical, verbal (oral or written), emotional, sexual or racial behaviour directed against an individual or a group of individuals that has the effect of hurting the health or welfare of a person. The use of improper or profane language, racist comments, or other forms of verbal or physical harassment is illegal and will not be tolerated. Violence can also be expressed as acts of vandalism and damage to property.

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.

Students have the right to enjoy a clean, safe, and attractive environment. Food and beverages are to be consumed in the cafeteria only; walls, locker doors, desks, and other surfaces are to be kept free of writing and drawing; **garbage is to be placed in the receptacles provided**; cards are to be parked only in areas designated for student parking; vigorous activity such as roughhousing and playing ball/hacky sack is to occur outside the school only, **not** on the driveway. Damage to, theft of, or misuse of school or personal property is unacceptable behaviour and may result in criminal charges and other school consequences. **The building is under video surveillance.**

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.

STUDENT CODE OF CONDUCT / DISCIPLINE POLICY

Listed below are behaviours that may result in suspension or expulsion under the Education Act:

➤ **SUSPENSIONS (up to 20 days)**

May occur as a result of any of the following infractions:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- being under the influence of alcohol
- swearing at a teacher or at any person in a position of authority
- committing an act of vandalism that causes extensive damage to school property or to property on the premises of Highland Secondary School
- any other act deemed injurious to the moral tone of the school as determined by the Principal

➤ **EXPULSIONS (over 21 days)**

May proceed to an expulsion hearing for any of the following infractions:

- possessing a weapon, including possessing a firearm
- using a weapon to cause or threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or illegal drugs
- committing robbery
- giving alcohol to a minor
- threatening with a replica of a prohibited weapon

Note:

The government has passed Bill 21.2 of the Education Act. New provisions with respect to the suspension and expulsion of students are included in this Bill. Guidelines, once clarified from the Ministry of Education, will be notified to students and Parents/Guardians during this upcoming school year.

FROM HWDSB CODE OF CONDUCT – INTERIM POLICY 08/09

The Code of Conduct establishes standards of behaviour that are consistent with the Provincial Code of Conduct, and apply to all members of the school community. The Code of Conduct promotes respect within the learning and teaching environment, and sets clear Board and School standards of behaviour.

The Hamilton-Wentworth District School Board believes that all individuals attending on Board or school property, on school buses, or at school-related events or activities, should be treated with dignity and respect. The Code of Conduct promotes a positive school climate which is a contributing factor to a safe and orderly environment. It also supports The Hamilton-Wentworth District School Board's commitment to Character Education.

DEFINITION OF SCHOOL CLIMATE

School climate may be defined as the sum total of all of the personal relationships within a school. These relationships must be founded in mutual acceptance, inclusion, respect, responsibility, and civility, and must be modelled by all.

PRINCIPAL ROLES AND RESPONSIBILITIES

Principals will hold everyone to the highest standard of respectful / responsible behaviour and will take a daily leadership role in the school by:

- Demonstrating care and commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority, accountable for their behaviour and actions;
- Empowering students to be positive leaders in their school and community;
- Communicating regularly and meaningfully with all members of their school community;
- Modelling respect, responsibility, civility, and ensuring these are taught as part of the curriculum;
- Maintaining consistent standards of behaviour for all students; and
- Modelling the character attributes of The Hamilton-Wentworth District School Board.

TEACHER AND STAFF ROLES AND RESPONSIBILITIES

Teachers and school staff will hold everyone to the highest standard of respectful / responsible behaviour by:

- Helping students work to their full potential and self-worth;
- Empowering students to be leaders in class, school, and community;
- Maintaining consistent standards of behaviour for all students;
- Demonstrating respect for all members of the school community;
- Preparing students for the full responsibilities of citizenship and;
- Modelling the character attributes of The Hamilton-Wentworth District School Board.

STUDENT ROLES AND RESPONSIBILITIES

Students demonstrate respect and responsibility when they:

- Come to school prepared, on time, and ready to learn;
- Show respect for themselves, others, and those in authority;
- Refrain from bringing anything to school that may compromise the safety of self or others;
- Demonstrate responsibility for actions or behaviour off school property or outside of the school day that would have an impact on the school climate;
- Follow the established rules and take responsibility for their own actions;
- Model the character attributes of The Hamilton-Wentworth District School Board, and
- Demonstrate appropriate participation in the civic life of the community.

PARENT ROLES AND RESPONSIBILITIES

Parents support a safe and respectful learning environment when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Become familiar with the Code of Conduct and school rules;
- Encourage and assist their child in following the rules of behaviour, and
- Assist school staff in dealing with disciplinary issues involving their child.

All of the HWDSB Safe Schools policies are available from the school Principal, and on the HWDSB website at www.hwdsb.on.ca

GENERAL INFORMATION

CANCELLATION OF SCHOOL / INCLEMENT WEATHER PROCEDURE

To find out if school is cancelled listen/watch local radio and TV stations. You can also check First Class or the Board's website at www.hwdsb.on.ca. 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.

EMERGENCY PROCEDURES

➤ Lockdown Procedures

A code lockdown is a safety procedure designed to ensure that students and staff are safe from a source of danger (internal or external). Board policy mandates two practice drills throughout the school year. Students are instructed to "Get In", "Get Down", and "Get Safe". Students are to listen to all staff instructions and follow the guidelines set out for them during training sessions discussed before-hand.

➤ Fire Evacuations

Throughout the year, we will also practice several fire evacuation drills. These drills will be conducted randomly during school hours. All students are required to follow the directions of staff regarding the procedures during this time.

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, 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 18 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.

HALLWAYS

Students are asked to remain respectful of the teaching corridors while classes are in session. **No food or drinks are to be consumed in hallways.**

MORNING ANNOUNCEMENTS

Five (5) minutes before class, students will hear music playing to signal that they need to move to classes. During the announcements, students must stop where they are and stand quietly throughout the National Anthem and the morning announcements. Students outside the building during announcements or arriving late should immediately enter the building to hear the announcements.

SMOKING

The Smoke-Free Ontario Act makes enclosed public places and workplaces 100% smoke free. This legislation applies to all school properties. No smoking or other tobacco usage (i.e. chewing tobacco) is allowed anywhere on the Highland campus. Students wishing assistance to stop smoking can contact

their family doctor, or ask their guidance counsellor for more information.

Consequences

Includes some or all of the following: warning, detentions, call to parents, fine (charge), and /or suspension.

STUDENT FEE

Students will be asked to pay a fee of **\$60.00** at the start of the school year to cover the cost of a Yearbook and Student Activity Card.

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, unless it's an emergency.

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.

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. **Do not leave valuables in the change rooms.** If you have lost an item, please check the lost and found at the main office.

VEHICLES AND PARKING

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 in areas clearly designated for student parking. **Students must park in the student lot near the tennis courts.** Once parked, cars may not be used for sitting, eating, or smoking. Students who persist in parking incorrectly face the possibility of suspension from school and the removal of their parking privileges. It is expected that drivers will follow all posted traffic signs. Please remember that parking is a privilege, not a right, and can be withdrawn if expectations are not met. Vehicle owners face possible fines and/or being towed, if signage is not obeyed.

Note:

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

VIOLENCE

Violence is never okay! No one deserves to be the victim of violence. Violence can happen to anyone you know. If you feel you have been harassed or have observed someone else being harassed please see the Principal, Vice-Principal, or a guidance counsellor.

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.

ANTI-BULLYING SUGGESTIONS FOR STUDENTS

- Seek immediate help from an adult you
- Report bullying/victimization incidents

trust	to school administration
➤ Speak up and/or offer support to the victim when they see him/her being bullied	➤ Express disapproval of bullying behaviour by not joining in the laughter, teasing, or spreading of rumours or gossip
➤ Stand up for your friends who are targeted but don't take things into your own hands (e.g. fighting)	➤ Don't erase or delete messages (print or save them) as they can be used by the school or police as evidence
➤ Don't do or say anything online that you wouldn't say in person	➤ Contact Kids Help Phone at above tel # or www.kidshelpphone.ca

