



# **Ancaster High**

## **School Handbook & Agenda**

**2018-2019**

September	4..... First Day of School 13 ..... Picture Day 14..... <b>Grade 9 Welcome Evening</b> 17..... School Council (6:30 p.m. – Library) 21..... Professional Activity Day
October	8.. ..... Thanksgiving Day 11..... Photo Retake Day 15..... School Council (6:30 p.m. – Library) 17 ..... Parent-Teacher Interviews (5:30 to 7:30 p.m.)
November	2..... Professional Activity Day 12. .... School Council (6:30 p.m. - Library) 21 ..... Grade 8 Open House
December	7..... Professional Activity Day 24 – January 4..... Winter Holidays
January	14 ..... School Council (6:30 p.m. – Library) 24-30..... Examinations 31..... Professional Activity Day
February	1 ..... Semester Two Begins 11 ..... School Council (6:30 p.m. - Library) 18 ..... Family Day
March	1..... Professional Activity Day 11-15..... March Break 20..... Parent/Teacher Interviews (5:30 – 7:30 p.m.) 27..... Ontario Secondary School Literacy Test (OSSLT)
April	15 ..... School Council (6:30 p.m. - Library) 19..... Good Friday 22..... Easter Monday
May	13 ..... School Council (6:30 p.m. – Library) 20 ..... Victoria Day
June	20-26 ..... Examinations 27,28 ..... Professional Activity Days

## REGULAR DAY SCHEDULE

<i>DAY ONE</i>	<i>DAY TWO</i>	<i>TIME</i>
1	2	8:25 a.m. - 9:40 a.m.
<i>Travel Time</i>	<i>Travel Time</i>	<i>9:40 a.m. - 9:50 a.m.</i>
2	1	9:50- a.m. - 11:05 a.m.
<i>LUNCH</i>	<i>LUNCH</i>	<i>11:05 a.m. - 12:05 p.m.</i>
3	4	12:05- a.m. - 1:20 p.m.
<i>Travel Time</i>	<i>Travel Time</i>	<i>1:20 p.m. - 1:30 p.m.</i>
4	3	1:30 p.m. - 2:45 p.m.

Day 1 and Day 2 follow the calendar dates.

Example: September 1 is DAY 1 (odd numbered date = day 1)

September 2 is DAY 2 (even numbered date = day 2)

## 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 and culminating activities 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 rescheduled 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 or culminating activity** 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.
- Cheating in any form on an examination or culminating activity may result in a mark of '0' and a referral to the office for possible further consequences.
- A student or parent, if the student is under 18, may provide a written request to the Principal to receive a photocopy of a student's examination paper.

### 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 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
<b>80% in 7 that meet HWDSB honours criteria.</b>	<b>80% in 7 courses that meet HWDSB honours criteria.</b>	<b>80% in 6 courses that meet HWDSB honours criteria.</b>	<b>80% in 6 senior division courses that meet HWDSB honours criteria.</b>

### **(FINAL) HWDSB Honours Criteria (updated 2015-16)**

In order to qualify for an Honour award, students can take courses from one or a combination of the following avenues: HWDSB Secondary School (day school), any school in the Province of Ontario that follows the Ontario Curriculum, elearning, night school, and summer school (these courses also must meet the Ontario Curriculum expectations).

Course must be taken July through June of a school year. The calculation date will take place in June of the school year. Any courses taken after June will count for the next school year.

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 and 1 year
- Any courses shall be multiplied by its credit value (i.e. Co-op mark will count 2X)

## GENERAL INFORMATION

### FREE TIME

Students on lunch or a scheduled spare period are permitted access to the Cafeteria, the Library, various classrooms where appointments have been made with teachers, and the outside of the building.

### 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. If the other students are not 18, parental permission is required.

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.

Check the Board website at [www.hwdsb.on.ca](http://www.hwdsb.on.ca) for updates; information there will be updated regularly.

### SMOKING

Smoking is **not allowed anywhere** on school property by any member of the community; please note: this includes school buses.

### TELEPHONES

Please do not expect to be called from class for phone messages.

In emergencies, there is a telephone in the office for student use.

### TEXTBOOKS AND EQUIPMENT

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.

### 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 areas clearly designated as "Student Parking Only"**. 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. NOTE: The spaces next to the east wing entrance are for handicapped parking ONLY. Students and parents should not park/stop here unless they have valid handicapped parking stickers.**

### VISITORS TO THE SCHOOL

Visitors are welcome to Ancaster 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 Ancaster. 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.

Food is to be eaten only in the East Wing cafeteria, West Wing cafeteria or Gym D. Eating or drinking elsewhere violates the Fire Code.

### GUIDANCE

Counsellors are 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 Ancaster 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

Homeroom teachers assign 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. **It is recommended that you do not bring valuable items to school; if you choose to do so please keep valuables with you at all times.** 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. Lockers remain the property of Ancaster High and may be accessed at any time.

### 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.

### PUBLIC HEALTH NURSE

There is a Public Health Nurse assigned to the school. The nurse is available to students. 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. Absences submitted through the school website will not be accepted.

#### **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.) 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.

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 timeframe 1 class by 8:25 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 8:25 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. Students who are more than 15 minutes late are to report to the main office for a late slip. 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**

#### **ASSESSMENT, EVALUATION AND REPORTING**

The Ministry of Education introduced **Growing Success**, a provincial assessment and evaluation policy in 2010, based on longstanding guidelines developed to inform our Assessment and Evaluation practices. The Hamilton-Wentworth District School Board began implementing a board-wide assessment and evaluation policy based on this provincial policy in September 2011. Details of



the HWDSB Assessment, Evaluation and Reporting Policy will continue to be made available for students and parents on the board website.  
There are consequences for cheating, plagiarizing, submitting work late, or not submitting work.

#### **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 Ancaster 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. All students must sign and comply with the Internet Usage agreement.

#### **VACATIONS**

There are holidays in December and March for everyone. **If you take a vacation during exams, no accommodations will be made.** Please attempt to avoid vacations outside of school holidays. If you take a vacation during the semester, please notify the administration and each classroom teacher in writing by completing an Extended Absence form, 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**

In all cases, Ancaster High School complies with the Safe Schools Act and other pertinent legislation. Inappropriate behaviour will lead to a range of interventions, up to and including suspension and expulsion.

#### **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

The Board Dress Policy requires that, in the interest of safety, health and good taste, appropriate dress should be clean, neat and suited to the learning requirements and location of the learning. Expectations for appropriate dress must be consistent with the Charter of Rights and the Human Rights Code. No clothing, hats, or jewelry will be worn that bears any of the following: sexual or racist comments, suggestive or objectionable messages, any representation or an advertisement for alcohol, drugs or tobacco, or any representation of violence. Clothing that reveals underwear, navels or midriff is not appropriate dress for the learning environment. For females, no tube tops and spaghetti straps are to be worn. For males, no muscle shirts or sleeveless shirts are to be worn. Students may be removed from class if dress or appearance is inappropriate. If a student is unable to modify his/her dress, parents will be called to bring appropriate dress. Specific information related to religious attire, physical education classes and technical/science education can be found on the Board website.

### Consequences

*If your attire is of questionable taste you will be asked to report to the office, and you will be referred to the Vice-Principal. At that point, you will be asked to change, cover up or go home. The decision of the Vice-Principal is final. 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 and possessions 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

*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 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.*

## RESPECT FOR LEARNING & ACADEMIC HONESTY

The demonstration of **ACADEMIC HONESTY** and personal effort are **two** behaviours that are expected at Ancaster. High.

**Plagiarism** refers to the **act of submitting and taking credit for work** that has been taken from another source. **It is using and submitting someone else's work, copied during a test, assignment, culminating activity or an exam, or copied from textbooks, newspapers, periodicals, Internet sources, and other students' work as if it is one's own work. In all assignments, students must give credit using the accepted documentation formats:**

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.

(E) self plagiarism – using one’s own work that has been previously submitted for assessment or evaluation

**Students who allow their work to be copied by fellow students are as guilty of academic dishonesty as the students who have copied the work.**

***When evidence of student learning involves cheating or plagiarism, the evidence provided is not considered and the expectations are identified as missing or not yet achieved. In initial instances, teachers inform administration and use appropriate strategies for students to demonstrate achievement of the expectations. The incident of plagiarism will be recorded in the student data base in Powerschool. Subsequent incidents of academic dishonesty are reported to Administration and treated as infractions of the code of conduct that may lead to further consequences. Ultimately a mark of zero may be applied at any point of the investigation or after other interventions have not changed behaviour.***

#### **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 all staff and students. 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**

*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.

**School Environment**, including classrooms, the cafeteria, hallways, stairwells, and external properties of the school. The physical environment of the school directly reflects the Ancaster community and special attention should be made to keep these areas free from litter.

Students are expected to place garbage in the proper containers that are located throughout the school, and as responsible citizens, students are promoted to reduce, reuse, and recycle whenever possible.

##### **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.*

**Lunch Hour** Students are asked to exhibit pride for our school and our environment by placing all garbage in the containers provided both inside and outside school. Please do not leave garbage on the table.

**The cafeteria will be closed daily from 12:05-12:30 so that it can be cleaned after lunch.**

**Student Parking** Students are limited to parking on the NORTH side of the school near the football field. Under no circumstances, should students park in front of the school or in assigned parking spots. Absolutely no parking on the far-east section of the building. There is also no student marking in sections indicated. By laws will be enforced.

**Morning Announcements:** All movement in the halls and talking must stop during the playing of the National Anthem and during the morning announcements.

**Food and drink:** No food or drink may be consumed in classes. We must make our classrooms as safe as possible. There are students who suffer severe food allergies/nut allergies and eating in classrooms can stimulate a dangerous reactions. Students are asked to consume any foods before entering into the classrooms. Exceptions are permitted for special events and in Family Studies classes.

**Skateboards** No skateboards, roller blades or bikes are to be used in the school or on any school property.

## **SMOKING ON SCHOOL PROPERTY**

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.

**Expectations:** It is expected that no one will smoke anywhere on school property. At all times, students must adhere to the SMOKE-FREE ONTARIO ACT. By -laws officers may ticket/fine students for smoking on school property.

**Reasons:** Bill 199 bans smoking on school property anywhere, by anyone, at any time. Furthermore, smoking causes irreparable damage to personal health.

**Consequences:** Warning and/or detentions, incident will be recorded in powerschool, phone calls home, Suspension and/or Fine issued by law officers

## **Activities Leading to Possible Suspensions**

A Principal or Vice Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school:

- **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 another person** in a position of authority;
- **committing an act of vandalism** that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- **bullying** – physical, verbal, emotional or via the internet.

- any act considered by the principal to be injurious to the positive tone of the school; **including inappropriately using social media or cellphones/ipads**
- any act considered by the principal to be **injurious to the physical or mental well-being** of any member of the school community;
- any act that may be considered by the principal to be contrary to the Board or school Code of Conduct; and/or
- **persistent opposition to authority.**

**For the complete Safe School Policies please see: [www.hwdsb.on.ca](http://www.hwdsb.on.ca)**

**Activities Leading to Expulsion:**

A Principal shall suspend a pupil if he or she has reasonable grounds to believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or event, or in other circumstances where engaging in the activity will have an impact on the school climate;

- possessing a weapon, including –possessing a firearm;
- using a weapon to cause or to 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 in illegal drugs;
- committing robbery;
- giving alcohol to a minor; · engaging in any other activity for which a principal must suspend a pupil under a policy of the Board;
- engaging in a pattern of behaviour of a nature that the pupil’s continued presence in school is injurious to the effective learning and/or working environment of others in the school;
- engaging in activities on or off of school property that are of a nature that cause the principal to consider the pupil’s continuing presence in the school to constitute an unacceptable risk to the physical or mental well-being of other persons in the school or Board;
- engaging in activities on or off of school property that have caused extensive damage to the property of the Board;
- any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

***It’s your school – it’s your call....***

We believe in providing a safe, healthy school environment.

To help students help us, there are three methods of reporting incidents or providing information to help us keep our school safe:

1. Text the administration:  
289-204-2346
2. Report anonymously through our website:  
<http://schools.hwdsb.on.ca/ancasterhigh/ancaster-alert/>
3. Call Crime Stoppers



**YOUR FRIENDS - YOUR SCHOOL - YOUR CALL!**

TO ANONYMOUSLY REPORT THEFTS, HARASSMENTS, BULLYING, ASSAULTS, DRUGS AND WEAPON VIOLATIONS THAT OCCUR ON SCHOOL PROPERTY OR IN THE COMMUNITY

CALL: **1-800-222-8477 (TIPS)**  
[www.crimestoppershamilton.com](http://www.crimestoppershamilton.com)

## AHS Personal Electronic Device Policy and Policy Directive (PEDs Policy)

**It is the spirit and intention of Ancaster High School to support the use of technologies within instructional settings. These supports are encouraged to be used in a manner that supports the learning environment in a respectful manner and enhances student learning and positive well-being.**

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 should not be a distraction within the learning environment.
- 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.

### **PED Use in Instructional Environments:**

Key point: Appropriate PED use is determined by the Teacher

- The Teacher will determine when PED use is appropriate to support student learning; until the Teacher addresses it, all PEDs should not be accessed and kept out of sight
- As of the 2018-2019 school year, all students from Grades 9 to 11 will have a HWDSB supplied Ipad and so should not be using their other PEDs (cell phones, etc) during instructional time
- During the 2018-2019 school year, Grade 12 and Post-Grad students may use their PED to support their instructional learning at the teacher's sole direction and discretion

*Consequences:*

*Students caught using their PED during class time will face consequences. The following may occur:*

- a. Reminder of the PED policy and teacher's expectations*
- b. Parental/Guardian/Ward contact*
- c. Lunch Detention*
- d. Referral to the office*

### **PED Use During Examinations:**

Key point: Unless explicitly directed by the Teacher, PEDs are not to be accessed during examinations.

- To maintain the integrity of the examination, PED use is prohibited during the exam; this includes any time after the student completes the exam but remains in the examination room.

- All PEDs should be either left at home, placed in the student's assigned locker or in their pocket or backpack
- All PEDs should be set to silent before the examination begins

*Consequences:*

*Students caught using their PED during an examination may be considered in breach of Ancaster High's Academic Honesty Policy and, in consultation with Administration, the following may occur:*

- Parental/Guardian/Ward contact*
- Note in the student's file*
- Discipline as warranted by Academic Honesty Policy's consequences*
- Zero on part or all of the examination*

#### **PED Use in Non-Instructional Environments:**

Key point: PEDs should not be used when it results in a discourteous distraction

- PEDs should not be accessed or visible in the Auditorium during presentations/performances
- PEDs should not be accessed or visible in the Main Office or Principal's Office, unless otherwise permitted
- PED use in the cafeterias, L/LC and other accessible locations (at lunch), during sporting events, extra-curricular activities, dances, etc is permitted unless otherwise indicated

*Consequences:*

- First Offence: Student will be reminded of the school policy*
- Subsequent Offences: Student may be removed from the event and sent to the office*
- Protracted Offences: Administration will determine appropriate interventions (eg. parental contact, PED confiscation, revoking Board supplied Ipad, etc)*

#### **Responsibility for Personal Electronic Devices:**

Key point: PEDs' (personal and Board supplied) safety and security are the student's responsibility

- The secure storage of these devices is the sole responsibility of the owner/user; students bring the devices to school at their own risk.
- Ancaster High will not be responsible for lost or stolen devices and recommends that students keep them at home or in a secure location.
- 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/ward.



## **TEENAGERS AND MENTAL HEALTH**

### **Children and Youth Mental Health**

1 in 5 children and youth struggles with mental health problems.

#### **Source: Children's Mental Health Ontario**

Mental health problems often begin in childhood. Early treatment may help prevent life-long problems. When left untreated, mental health problems can lead to school failures, family conflicts, drug & alcohol abuse, violence and even suicide. Help is needed when feelings of sadness, worry, or fear don't go away.

#### **Warning Signs of Mental Health Problems Can Include :**

- Anxiety or fear that does not go away
- Frequent crying and weepiness
- Loss of interest in activities that were a source of pleasure in the past, like team sports or school activities
- Difficulty concentrating
- Lack of energy or motivation
- Problems at school with falling marks
- Withdrawal from family, friends, and school activities
- Increased school absences
- Loss or increase in appetite
- Sleeping too much or too little
- Increased irritability, anger, or aggression
- Neglect of personal appearance
- Frequent stomach aches or headaches
- Increased alcohol or drug use

#### **Where to Get Help in Hamilton:**

Contact Hamilton - access to children and youth mental health services 905-570-8888

If in crisis, call the youth COAST (Crisis Outreach and Support Team) program 905-972-8338

#### **Other Supports:**

- Family doctor
- School social worker

#### **Other Community Resources -**

- Alternatives for Youth - drug, alcohol and tobacco related services for youth ages 13-22 and their Families: 905-527-4469
- Schizophrenia Society of Ontario, Family Support 905-777-9921
- Settlement and Integration Services Organization, Children's Mental Health Outreach Program 905-667-7476

## **RESOURCES FOR STUDENTS**

- [www.coasthamilton.ca](http://www.coasthamilton.ca)
- [www.contacthamilton.ca](http://www.contacthamilton.ca)
- [www.connexontario.ca](http://www.connexontario.ca)
  - [www.camh.net](http://www.camh.net)
  - [www.cmha.ca](http://www.cmha.ca)
- [www.kidsmentalhealth.ca](http://www.kidsmentalhealth.ca)
- [www.mindyourmind.ca](http://www.mindyourmind.ca)
  - [www.ay.on.ca](http://www.ay.on.ca)
- [www.offordcentre.com](http://www.offordcentre.com)
- [www.kidshelpphone.ca](http://www.kidshelpphone.ca)
- [www.youthnethamilton.ca](http://www.youthnethamilton.ca)
- [www.teenmentalhealth.org](http://www.teenmentalhealth.org)
  - [www.stjoes.ca](http://www.stjoes.ca)