

Waterdown

Waterdown District
High School

STUDENT
HANDBOOK
2018—2019



Regular Day Schedule

PERIOD 1	8:05—9:20
BREAK	9:20—9:30
PERIOD 2	9:30—10:45
PERIOD 3	10:48—12:03
PERIOD 4	12:03—1:18

Calendar of School Events

[http://www.hwdsb.on.ca/
waterdown/events/](http://www.hwdsb.on.ca/waterdown/events/)

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WATERDOWN DISTRICT HIGH SCHOOL
215 Parkside Drive, Waterdown ON
L8B 1B9

- *Curiosity*
- *Possibility*
- *Creativity*

Are supported each day at Waterdown District High School through academic and personal excellence in a positive school climate where everyone is welcome and belongs.

We are committed to supporting your success and well-being in and outside of the classroom each and every day.

Respect • Achievement • Accountability

Principal: Ms. T. Sgambato

Vice Principal(s): Mr. B. Monkley
Mr. D. Pente

Visit Our School Website at: [http://www.hwdsb.on.ca/
waterdown/](http://www.hwdsb.on.ca/waterdown/)





School Services

SCHOOL COUNCIL

The purpose of the School Council is to act as a liaison between the school and the community. School Council meets on a monthly basis usually on the third Tuesday of each month (with some exceptions—see school sign and listen for Synervoice messages for updates). All parents/families are welcome to attend.

STUDENT SERVICES

Counsellors are available to assist students with educational and career planning and support with personal problems or concerns. Counsellors are assigned alphabetically by last name. Appointments can be made with the Student Services Office Assistant before and after school, at lunch or at break.

RESOURCE ROOM

The Resource Staff provides support to students with an Individual Education Plan (IEP) who require academic help, social and emotional support, and individualized programming.

CO-OPERATIVE EDUCATION

Co-operative Education combines classroom instruction with practical work in the community. The work experience is monitored and evaluated by teachers and employers as students earn credits toward their graduation diploma.

POLICE LIASON OFFICER

A Hamilton Wentworth Regional Police Officer supports school administration and students as required.

LEARNING COMMONS

The Learning Commons supports curriculum and literacy by providing

current and varied options for recreational reading, and access to computers, electronic databases, E-books and the Internet. I-pad distribution takes place in the LC. Specialized spaces are available for class instruction, independent study and collaborative learning. Teacher-Librarians are available to assist students and classes with research and reading skills as well as to provide instruction on information and technological literacy. Please see the Learning Commons website for more information about services and updates about the LC:

<http://www.wix.com/wdhs/c/wdhslibrary>

SOCIAL WORKER

The Hamilton-Wentworth District School Board employs Social Workers who work with school staff, students and families to eliminate barriers to school success and support well-being. Contact school Administration and/or Student Services for an appointment or referral.

PUBLIC HEALTH NURSE

A Public Health Nurse works with school staff to support education about health and well-being and related initiatives in the school and community. Contact the school for more information or to request support.

ALTERNATIVES for YOUTH

AY provides free counselling related to the use of tobacco, alcohol and/or other substances to youth ages 13-22. AY provides support to individuals' related to concerns about their own alcohol, tobacco or substance use. Support is also provided to those affected by someone else's substance use. Substance use assessments, individual, group and family counselling Located across from the hall from the second entrance to the Main Office. The AY counsellor is at the school once a week and can be reached outside of school hours. Check website for more information.

www.ay.on.ca

Specialized PROGRAMMING

Outbound

This 4-credit program enables students to become active learners through integrating environmentally focused learning with hands-on, practical, field-related experiences.

ConneXions

Global citizenship and social justice are the focus of this 3 credit program in History, Geography and English. In addition, students gain exposure to conversational Spanish as they explore globalisation issues in Central America. Further exploration of Canadian based issues such as those facing Indigenous communities in Canada further enhances this learning opportunity.

Hockey Academy

The focus of this co-ed course is hockey skill development, leadership and coaching strategies.

Triathlon

Students in the triathlon course will build their individual fitness levels by training for a triathlon. Students will organize, advertise, and participate in a triathlon hosted by WDHS. (Check calendar for availability).

Try

The Try program is a school based Alternative Education opportunity for those students requiring an alternate educational option or individualized programming.

E-Learning

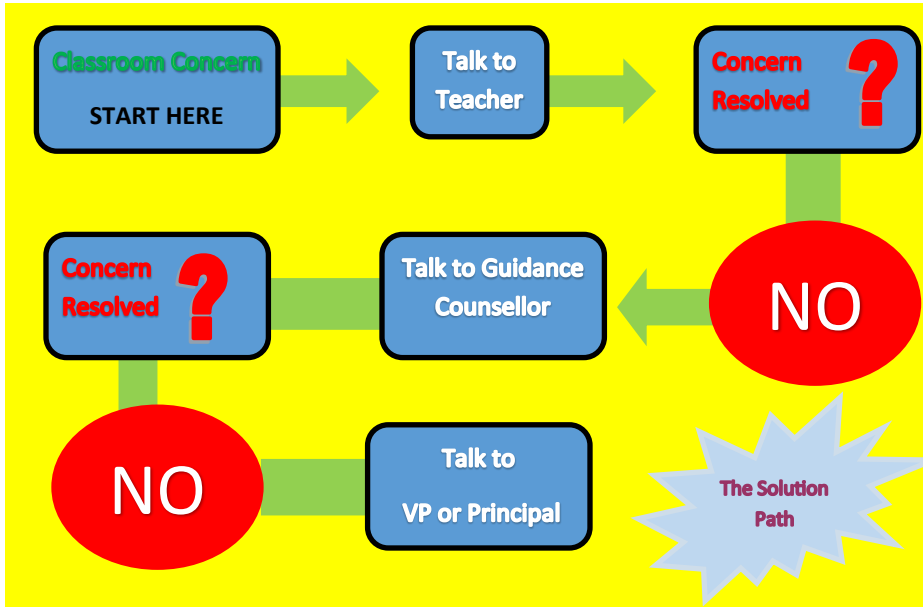
Full new credit and credit upgrade are available for a wide variety of courses.

Compass

This Specialist High Skills Major-Environmental program combines Geography and Physical Education in a double credit format with a heavy emphasis on experiential learning. E.g. Excursions to the RBG, Hamilton and Halton Conservation Authority areas. The Ministry of Education provides full funding for certifications in various sectors.



Where to Go For Help



RESTORATIVE JUSTICE

Restorative Justice is a philosophy, set of principles and values. Restorative Justice states that a focus on punishment is an inadequate response to addressing harm. Punishment may not address the needs of those who have been harmed. Having those who cause harm participate actively in righting the wrong is of far greater value. It allows those who have caused the harm to be held accountable to the people they have hurt, and to take an active role in determining how to make amends to individuals, school and community. Restorative Justice allows those that have been harmed to be heard, to have input into the resolution, to have the harm addressed in a meaningful way, and to have access to support systems to address healing and closure.

Restorative Justice calls for school and community participation in creating safe and healthy school and community. WDHS will include Restorative Justice practices in resolving conflicts whenever possible.

Waterdown Green Policies

We single-stream recycle: all recycling items can be stored in the same container. Our recycling does not include: food waste, films, plastic bags, plastic wrap, or foam cups and containers.

RECYCLING PROCEDURE:

- Collected weekly by students and staff, placed in clear bags.
- Caretaking requirements prohibits any recycling, including that from blue boxes and clear bags, to be placed in regular garbage bins. Teachers/staff may drop off sorted recycling in clear bags in designated area; the caretaker's hallway.
- All students are encouraged to give input or suggestions to improve recycling procedure. Students are asked to use the appropriate bins when disposing of items.

ENERGY

- All lights are to be turned off when leaving any room.
- Hand dryers in student washrooms are only to be used for drying hands.
- Computer monitors are to be turned off when not in use.
- Computers (and other electronic devices, are to be turned off at the end of each school day. Charging to occur in non peak times.
- Staff and students are to ensure windows are closed at end of each school day.
- Staff and students are to report any leaking of air, including around windows/ doors, to the office for caretaking maintenance.
- Photocopiers are to be on energy saving mode when turned on.
- Water fountains at school will all work with sufficient water pressure and flow. They will be cleaned once per day.

Absence and Lates

Call us at 905-689-6692 and press 1 to leave a message 24 hrs. a day.

Pre-arranged Absences

For appointments: Families 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. Students should inform their classroom teacher of the planned absence in order to make arrangements for any missed tests or due dates. In some cases students will be asked to write the test, etc or hand in the assignment prior to the planned absence. Notification of absences is required.

Long term absence other than illness

A note must be provided at least one week in advance of the absence, explaining the circumstances. *For optimal school achievement, families are asked to respect the school calendar and refrain from booking vacations during school time as this may affect your child's progress. If a student must be absent from school during the regularly scheduled school calendar they must consult with administration well in advance of the planned absence. It is the responsibility of the student to make up missed work.* Students are expected to team up with another student in order to have them collect handouts and notes. Absent students are responsible to write any missed tests on their immediate return to class. Assignments and written work can be submitted via e-mail, on teacher's D2L site if applicable, or fax to the school. Other arrangements must be made with the school administration.

ATTENDANCE:

Students are required to attend school regularly and attend all classes when in school. *Students are expected to be on time for every class. Regular, punctual attendance is essential to academic success.* Students are expected to attend all of their classes each day; school attendance is mandatory in the province of Ontario. 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. If a student has been excused from class by a parent the expectation is that they will leave school property.

* ALL absences from school must be justified by parents, guardians, caregivers or students over 18. Students will be recorded as UNEXPLAINED/TRUANT if a phone call or note is not received on a timely basis. Unexplained absences will be dealt with in several ways, including parental notification, detentions, in-school suspension or if problems persist, out of school suspension. Social Work Services will be involved in supporting chronic attendance issues.

* Students late for class must report directly to class. Admit slips will only be issued to students arriving late at school after period one and/or to students returning from being excused earlier.

* Students over 18 may write their own notes, provided they fulfill their primary responsibilities of a good student: good attendance, hard work, passing marks. Sign-out privileges may be revoked if a student's lack of attendance is impacting on academic achievement. Students who have signed out of class are not to remain on school property.

Missed Tests:

Students will be asked to write any missed tests on the day of their return to classes or at a time determined in consultation with the classroom teacher.

High numbers of missed classes:

For unexplained absences or skipped tests, a mark of zero MAY be assigned until evidence of successful completion of curriculum expectations is demonstrated. Students and families should be aware that many classes have a significant portion of the curriculum covered in class E.g. Physical education, technological studies, science, drama and music, etc. Students who miss high numbers of classes may be unable to demonstrate completion of curriculum expectations and therefore may be unable to earn a credit. In the case of illness or other emergency circumstances that impact on class attendance, students and families should contact a school administrator in order to plan an appropriate course of action.

Missed Exams/Final Evaluations:

Absence from an exam is only acceptable if supported by a doctor's certificate. In the case of an exceptional family circumstance, the Principal will decide on appropriate options. It is an expectation that all students write Final Exams. Missed exams supported by a doctor's note or Principal approval will be rescheduled for a later date. Please review the exam schedule before scheduling family vacations during the exam period. This is not an acceptable excuse for missing an exam.

CODE OF CONDUCT

All members of the school community, including Trustees, Board employees, students, parents, School Council, visitors, volunteers, contractors, and community members on school premises, while on school buses, at school related events or activities, or in any other circumstances that could have an impact on the climate of the school, must comply with all board policies. HWDSB policies are upheld by the school administration and staff. They are posted on the board website at www.hwdsb.on.ca



ROLES AND RESPONSIBILITIES:

ADMINISTRATION

Principals and Vice-Principals will hold everyone to the highest standard of respectful/responsible behaviour 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 the school community;
- * Modeling respect, responsibility, and civility, and ensuring these are taught as part of the curriculum;
- * Maintaining consistent standards of behaviour for all students;



TEACHERS AND STAFF

Teachers and 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;
- * Communicating regularly and meaningfully with families;
- * 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;
- * Modeling the character attributes of the Hamilton-Wentworth District School Board.

STUDENTS

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 has 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;
- * Demonstrate appropriate participation in the civic life of the community.

PARENTS/Families

Parents/families 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 if/when concerns arise;
- * 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 expectations for behaviour;
- * Assist school staff in dealing with disciplinary issues involving their child.

CODE OF CONDUCT

PROGRESSIVE DISCIPLINE and PROMOTING POSITIVE STUDENT BEHAVIOUR

When addressing inappropriate student behaviour, disciplinary measures will be applied within a framework that shifts the focus from solely punitive to both corrective and supportive. WDHS will utilize a range of interventions, supports and consequences as well as opportunities for students to focus on improving behaviour. Progressive discipline and best practices for promoting positive behaviour, school climate and well-being for all, will be used by classroom teachers and administration.

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 individuals who intentionally engage in irresponsible or disrespectful behaviour and those whose actions cause harm. Consequences/interventions may include: counselling, detention, parental involvement, formal interview with a Vice Principal, withdrawal of specific privileges, financial or community service restitution, temporary withdrawal, behaviour or performance contract, suspension, referral to community agencies, and/or expulsion. Consequences will be appropriate to the infraction. When consequences are assigned, each case is considered individually and the following will be taken into consideration:

- * Nature and severity of the behaviour;
- * Impact on the school climate;
- * For students with special education needs, disciplinary interventions, supports and consequences must be consistent with the student's strengths, needs, goals and expectations contained in the Individual Education Plan (IEP);
- * Opportunities for the student to learn from the action;
- * Appropriateness and availability of parental involvement in discussions concerning disciplinary action.

Positive School Climate: School climate is the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, respected and actively promote positive behaviours and interactions. Principles of equity and inclusive education are embedded in the learning environment to promote a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of the prevention and of inappropriate behaviour.

SUSPENSION

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

EDUCATION ACT

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol or illegal drugs
3. Being under the influence of alcohol
4. Swearing at a teacher or at another person in a position of authority
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
6. Bullying
7. Any other activity that is an activity for which a principal may suspend a student under a policy of the Board

HWDSB—Revised May 2016

8. An activity in violation of the Equity Policy; E.g. racist, sexist, hate-motivated, trans or homo phobic or derogatory comments.
9. Violations of the Code of Conduct, school and Board policy, e.g. repeated disrespect of authority
10. Using social media in such a way that negatively impacts others or school climate.
11. Inappropriate behaviours including biting, spitting, kicking, etc.
12. Physical fighting and violence (not requiring medical treatment).
13. An act harmful to one's physical/mental wellbeing
14. Being under the influence of drugs.

CODE OF CONDUCT

EXPULSION

The principal will consult with School's Superintendent when considering expulsion and will issue a 20 day suspension pending expulsion while conducting an investigation.

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.

EDUCATION ACT

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- Any activity listed in Ed Act Subsection 306(1) that is motivated by bias,
- prejudice, or hate
- Giving alcohol to a minor
- Any other activity for which a student may be expelled under Board policy.

HWDSB

- Violations of the Standards of
- Behaviour in the Code of Conduct eg. Repeated disrespect of authority
- Committing an act of vandalism that causes extensive damage to Board property.

Factors principals must consider prior to suspension or expulsion: In considering whether to suspend a pupil for engaging in an activity that may lead to suspension or expulsion, the following mitigating factors shall be taken into account by the Principal:

MITIGATING FACTORS

- The pupil does not have the ability to control his or her behaviour
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

Other Mitigating Factors to be considered where the pupil is able to control his or her behaviour and is able to understand the foreseeable consequences of his/her behaviour, the principal will consider whether the following factors mitigate the length of the suspension and whether further investigation should be undertaken to recommend that the pupil be expelled:

- The pupil's history
- Whether a progressive discipline approach has been used with the pupil
- Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment
- How the suspension or expulsion would affect the pupil's ongoing education
- The pupil's age

- Where in the case of a pupil for whom an Individual Education Plan (IEP) has been developed,
- Whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan
- Whether appropriate individualized accommodation has been provided; And
- Whether a suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour.

EQUITY and INCLUSIVENESS POLICY

In the Hamilton-Wentworth district School Board we believe that all students can learn and our mission is to enable each and every student to learn effectively. All of our practices will adhere to the principals of:

1. Inclusive Curriculum and Assessment Practices

Waterdown DHS will implement an inclusive curriculum and will review resources, instruction, and assessment and evaluation practices in order to identify and address discriminatory biases so that each student may maximize his or her learning potential.

2. Religious Accommodation

At Waterdown DHS we acknowledge each individual's right to follow or not to follow religious beliefs and practices free from discriminatory or harassing behaviour and are committed to taking all reasonable steps to provide religious accommodations to staff and students.

3. Accountability and Transparency

As a publicly funded education system, we will endeavor to provide ongoing communication with the whole school community with respect to school goals, progress, and school improvement planning.

4. Accessibility

In order to meet the physical requirements of students, staff and visitors to Waterdown DHS, we endeavor to make all areas of the school accessible.

The SMOKE FREE ONTARIO ACT

SMOKING ON SCHOOL PROPERTY:

The Smoke-Free Ontario Act came into effect on May 31st, 2006. It is a provincial law that replaces the Tobacco Control Act.

VAPING ON SCHOOL PROPERTY:
Beginning January 1, 2016 the Electronic Cigarettes Act makes it illegal to use e-cigarettes (Vapes) in non-smoking areas

Vaping, smoking and/or holding a lighted tobacco product is not allowed by anyone (staff, students, parents and visitors) in school buildings or on school property at any time.

Smoking and/or Vaping is also not allowed in any vehicle on school property. This law is in effect 24 hours a day, 7 days a week, 365 days a year. It is against the law to sell, buy for, or give any tobacco products to anyone under 19. Anyone caught selling, buying for, or giving tobacco products to anyone under 19, can be charged.

This law applies on and off school property. To sell, buy for, or give cigarettes to anyone under 19 can result in a fine of \$365.00. Maximum fine for supplying someone under the age of 19 with tobacco products is \$5,000.00. If you have any questions you can contact the city of Hamilton at: 905-540-5566

WDHS EXPECTATIONS



DRESS CODE

It is the responsibility of students to dress in a neat, clean, safe and sensible manner, suitable to the school environment. School is a place of learning and work, therefore, our dress code reflects an acceptable manner of dress conducive to learning and work.

- * Outdoor clothing is not to be worn in class.
- * Clothing imprinted with symbols of alcohol, racism, drugs, sex, discrimination, hate speech or obscenities is unacceptable.
- * Clothing, hairstyles, make-up, jewellery or costumes that are representative or symbolic of anti-social cliques or gangs will not be tolerated on the school grounds.
- * No boxers, bra straps or other undergarments should be showing.
- * No halter or tube tops are allowed.
- * No bare midriffs should be showing.
- * No bare backs or cleavage should be showing.
- * Pants must be worn at the waistline.
- * Hats may NOT be worn in the main office, assemblies, or library. Verify with teachers the expectation in their classrooms.
- * Book bags and backpacks may be brought to the class at the discretion of the teacher. They are not to be stored in the Atrium. Remember that the school will not be responsible for lost or stolen items. Use your assigned locker!
- * Skirts and shorts should be an appropriate length for an instructional and workplace environment.
- * Students involved in specialty areas such as physical education, technology or science must follow the rules of dress for health and safety as outlined by the department's expectations.
- * Students found in violation of dress code requirements will face progressive consequences which may include parent contact, counselling, confiscation of offensive clothing, student sent home, detention or suspension.

RESPECT FOR PROPERTY

Students will treat the school grounds, the school building and everything in the school with respect. Therefore, vandalism and littering are unacceptable.

- * All students are responsible for clearing garbage from their classroom workspace and/or common areas and respecting the rules regarding food and beverages in classrooms, library and hallways.
- * In situations of vandalism, property destruction and gross misconduct, the police will be called and families will be expected to make financial restitution for the damage.

ACADEMIC EXCELLENCE

WDHS has a tradition of academic excellence. Students are encouraged to demonstrate their commitment to academic excellence by working diligently in their chosen pathway to meet the honour criteria:

Grade 9 & 10

80% average in 7 Ministry approved courses taken July through June of a school year.

Grade 11 & 12

80% average in 6 Ministry approved courses taken July through June of a school year. **NOTE:** For grade 12, courses must be at the senior division level.

Ontario Scholar Requirements

Ontario Scholars are students who are recognized for attaining an aggregate score of 480 points, based on their best 6 grade 12 courses (regardless of the year taken).

Responsibility for Personal Electronic Devices

Anyone carrying a personal electronic device on Board premises, including school buses, will comply with all of the requirements of this policy and associated procedures.

The secure storage of these devices is the sole responsibility of the owner/user. The HWDSB does not accept responsibility for

lost or stolen personal electronic devices; students bring the devices to school at their own risk.

During the school day the use of cell phones, text messaging, and electronic devices is restricted in instructional areas.

During classroom instruction, all cell phones and electronic devices must be in silent mode

and secured out of sight. Cell phones may only be used outside of classroom time in designated areas as defined by the Principal.

Teachers may give permission for these devices to be used by students within the school setting for school / curriculum related events.

Electronic devices may not be taken into examination rooms. No pictures can be taken anywhere of anyone without their express permission.

RESPECT FOR School issued i-pads, SCHOOL COMPUTERS & EQUIPMENT

Students are responsible for remembering their School Connect and Power School email account logins and passwords. Do not share your password with others. If you forget your login or password, please speak with your teacher. If you think that your password has been compromised, speak with your teacher or see a member of the school administration.

*Teachers will allow the use of approved devices such as board issued i-pads and others at their discretion in order to support classroom activities. The use of or downloading of unauthorized software (including games) is not permitted.

*Students must only use their own network and Power School accounts.

*Users will not publish, post, or display inflammatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist, illegal or otherwise offensive material.

*Users will not transmit, download, or print information, files, or software violating copyright laws.

*Violation of Network Guidelines may result in forfeiture of network use at the school.

*Users will not use devices for activities which demean or bully other individuals or groups.

*Be courteous when sending out publishing messages or other information on the Internet or when using Power School.

*Not access, harm or destroy the data or materials of others.

RESPECT FOR OTHERS

O'Canada and Announcements: Students must stop in halls and ensure hats are off.

Staff: Respect all staff in the building. For security reasons, *you must provide your name when asked—failure to do so will result in a suspension.* If you are ever unsure of a request that is made of you, feel it is inappropriate or not sure if the person is a staff member, you are to come to the office for support rather than just refuse the request.

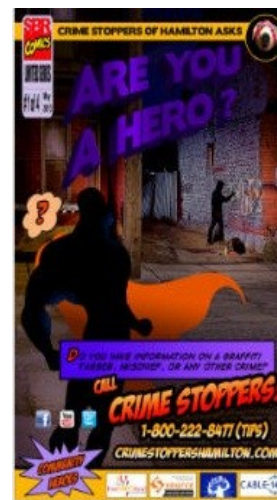
Neighbours/Community: Every time you are out in the community, you are a reflection of your family values and our school values. Make us all, as well as yourself, proud of your behavior. Respect our neighbours and their property. Watch your language while walking to lunch. Be respectful in restaurants and when frequenting local merchants and businesses.

FOOD & DRINK

Eating and Beverages: Food and beverages are not allowed in the hallways, stairwells or on the Atrium steps at any time-this is for health and safety reasons-we do not want anyone slipping, tripping, falling or hurting themselves. Food is only to be consumed in the Cafeteria or off school property. Drinks may be consumed in the socialization areas, if you pick up after yourselves. Food and drink in the classrooms is at the discretion of the teacher (and again, students must clean up after themselves) with the exception of the science and tech rooms where food and drink is not allowed at all.

PARKING LOT

Student parking is in the lot at the east entrance. For the safety of all, please respect the directional arrows when entering and leaving the premises. Also, respect your peers by going a safe speed through the parking lot. Abuse of parking privileges will result in privileges being revoked.



SCHOOL SAFETY PROCEDURES

Safe and Secure School PROCEDURES

A **Code Lockdown** is a safety procedure designed to ensure that students and staff are as safe as possible from a source of danger (internal or external). Students are to listen to all staff instructions and follow the guidelines set out for them during training sessions. Students should be aware of the following terminology:

* **HOLD AND SECURE:** used when the school is secured due to an ongoing situation outside and not related to the school. The school continues to function normally, with the exterior doors locked until the situation is resolved.

* **SHELTER IN PLACE:** used for an environmental, or weather related situation, where it is necessary to keep all occupants within the school to protect them. Examples may include chemical spills, blackouts, explosions or extreme weather conditions. If the 'shelter in place' lasts for a prolonged period of time, emergency personnel and HWDSB staff will arrange for relocation of students. This information will be posted on the board website and Synvoice will be utilized as the situation unfolds.

* **LOCKDOWN:** used when there is a major incident or threat of school violence within the school, or in relation to the school.

FIRE EVACUATIONS and Bomb Threat Protocols

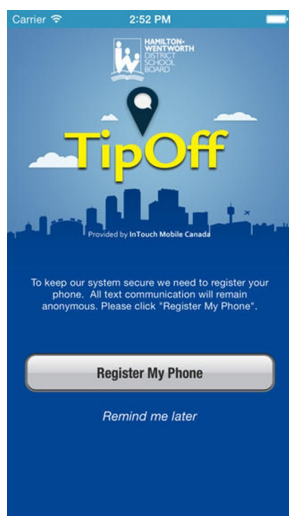
Throughout the year we will also practice several fire and other evacuation drills. These drills will be conducted randomly during school hours. All students are required to follow the directions of staff regarding the procedures during this time. You must stay with your teacher when outside and when directed to evacuate site.

MEDICAL/ALL HEALTH CONCERNS/HEAD INJURIES

Any student who has life threatening medical/health issues (Anaphylaxis, Diabetes, severe allergies, etc.) must inform the office and fill out an Individual Emergency Medical Plan form, so that a plan of action can be created to respond to a medical emergency. Other medical or health information, including mental health, should be shared with the administration to ensure all students are safe and supported at school at all times. Any student experiencing a head injury should be seen by a medical professional. **CONTACT ADMINISTRATION;** they will contact parents and initiate procedures for suspected Concussion as per board protocols. See CHART 1 on page 11

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.



TipOff Reminder

TipOff is managed by a provider, InTouch Mobile, that will receive text messages, gather more information about the tip and share it with the school to enable us to use Board and school protocols to deal with the concern. Every sender's phone number is scrambled to preserve their anonymity. We expect this pilot will result in a safer school when our students can share tips without the fear of reprisal, judgement or discovery.

It is important to note what TipOff will not provide: it will not provide a counselling service. It can, however, direct students in crisis to Kids Help Phone or 911. It is not a substitute for school policies or supports. Instead, it supports Board/school policies. Students and members of the community can download the free **TipOff** App or text or call: 905-963-0066 (standard text messaging rates apply).

SCHOOL LOCKERS

All students **MUST** have their own locker. Coats are not to be brought to class. *Personal items are not to be left in the Atrium. The school is not responsible for the loss or theft of items left unattended within the school.* Students will use their assigned locker and be responsible for keeping it clean. Locker cleanups occur throughout the year. Lockers must be emptied by the last day of school in June. Any items left in lockers at the end of June will be disposed of. The school accepts no responsibility for lost or stolen items. Please lock your valuables with a combination lock. **DO NOT** share your combination number.

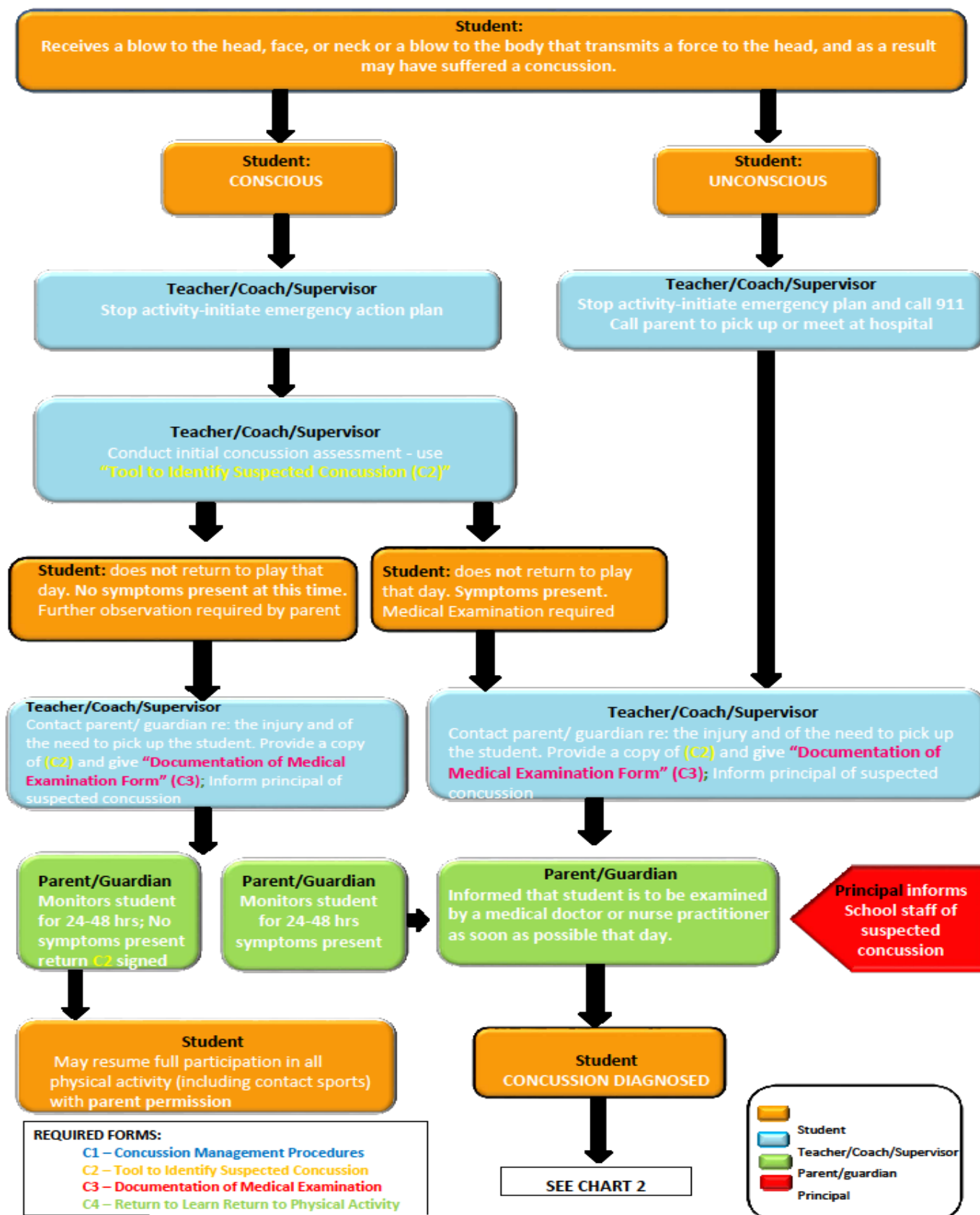
Students will not write graffiti on or in lockers. Locker damage is associated with vandalism consequences.

For everyone's safety, the office needs to know the individual assigned to each locker. Students will inform the office of their locker number and lock combination. If an inaccurate combination is left, the lock may be removed by administration.

Administration will not reimburse students for locks that have been removed if students have failed to provide accurate information.

The locker is the property of the school. School administration has the right to open and search lockers at any time.

CHART 1 ACTIONS FOR SUSPECTED CONCUSSION



*Note: The following information is used with permission from the London District Catholic School Board.

EXTRA CURRICULAR

Guidelines for Participation in Extra curricular Activities

All students have the privilege of participating in extra curricular activities, such as sports, teams, school organizations, clubs and dances. This privilege may be withdrawn or restricted if:

- *The student fails to attend school on the day of a schedule event or game.
- *The student is consistently failing a course/courses, or has excessive absenteeism.
- *The student breaches the Code of Student Behaviour in a serious manner.

TRUE SPORT

Waterdown DHS is a *True Sport* school. We believe it is a privilege, not a right, to play for an interscholastic team. It is the athlete's duty to promote good sportsmanship between their own teammates and opponents. All team members are encouraged to set a good example where each team should be free of foul language, physical and verbal abuse, comments relating to ethnic or religious background or negative comments of any kind. Officials and coaches are to be treated with the highest degree of respect.

TEAM/CLUB MEMBERSHIP DECISIONS

The school administration will support the decisions (team/club membership, playing time) of faculty coaches, supervisors and advisors who volunteer their time to provide these enriching opportunities to our students. Students who have concerns should first approach their coach in order to resolve the problem. If unable to resolve, see a member of the administration.



Teams/Activities Athletics/Clubs

FALL

Girls Basketball
Boys Baseball
Cross Country
Sr. Football
Boys & Girls Touch Football
Boys Jr. & Sr. Volleyball
Grade 9 Girls & Boys Soccer

WINTER

Alpine Skiing
Boys Basketball
Badminton
Boys & Girls Hockey
Girls Jr. & Sr. Volleyball
Boys & Girls Waterpolo
Swim Team
Pickleball

SPRING

Cricket
Girls Slo-pitch
Jr. Football
Boys Jr. Hockey
Rugby
Boys & Girls Soccer
Track & Field
Ultimate Frisbee
Coed Volleyball

CLUBS & ACTIVITIES

Athletic Council
Scorekeeping Team
Book Club
Jr., Sr., Jazz & Pit Band
Music Executive
Choir
DECA
Drama Club
Edgewood Leadership
Green Team
Improv
J.U.M.P. (Positive School) Climate Club
Positive Space
Prom Committee
Wellness Centre (Friendship Room)
Slam Poetry
S.O.L.I.D. (Student Organization for Learning About International Differences)
Student Council
Tech Crew

CONTESTS

Accounting Contest
Language Contest
Mathematics Contest
Senior Science Contest
Writing Contest

ASSESSMENT, EVALUATION and REPORTING

Please note that the Waterdown District High School (WDHS) Assessment, Evaluation, and Reporting (AER) Policy is in alignment with the Hamilton Wentworth District School Board (HWDSB) AER Policy and The Ministry of Education's "Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, 2010" document.

DETERMINING A GRADE

Teachers will take into account various considerations before making a decision about the grade to enter on the report card. Determining a report card grade will involve teacher's professional judgment and interpretation of evidence (conversations, observations, products) and should reflect the student's most consistent level of achievement for each overall expectation, with special consideration given to more recent evidence. Concerns about a grade or student progress should first be raised with teaching staff.

MISSING EVIDENCE OF LEARNING

Students are responsible for:

- Providing evidence of their learning by completing all tests, demonstrations, projects, presentations and assignments to the best of their ability within established timelines.
- Using organizational and time management strategies to meet deadlines.
- Working collaboratively with their teachers to get extra help and support and manage their time when required.
- Ensuring that the evidence they provide is their own work, not the result of cheating or plagiarism.

If a student has not participated in learning activities in the classroom, and the teacher has not been able to evaluate the student through observations, conversations or student products, the teacher may not be able to evaluate student achievement of the overall expectations for a unit, subject or course.

In such situations, the teacher will communicate with families and seek the support of the student success team, student services and/or administration. In the case where a student is not attending, the school Social Worker will be involved. If after strategies for support have been put in place and the student has still not demonstrated achievement of the overall expectations of a course, the teacher will use "Lower Limits" on the report card to indicate where the student is on the continuum of learning. Lower Limits are as follows:

- 40 Additional learning required. Focus on remediation, revision and completion. Recommend credit recovery or summer school.
- 30 Significant additional learning required. May require additional supports, interventions or changes to program. May need to repeat course.
- 25 Used for grades 11 & 12 only. Means a student has had no opportunity to demonstrate achievement of the overall expectations due to unique circumstances (student has joined course late or has been ill or absent with an explanation).
- 1 Used for grades 9 & 10 only. Means a student has had no opportunity to demonstrate achievement of the overall expectations due to unique circumstances (student has joined course late or has been ill or absent with explanation).
- 0 No evidence of learning. A mark of 0 may only be given after consultation with a member of the administration team.

LATE SUBMISSION OF EVIDENCE

If a student has not submitted evidence of learning on the due date, the teacher will use a series of strategies as appropriate to facilitate the completion and submission of the work. These strategies may include; conferencing with the student; requiring the student to complete an alternate task; reviewing the need for extra supports; contacting parents and setting up a contract for completion. An academic penalty of a maximum of a 10% mark deduction may be applied. If a student still does not submit the evidence of learning, ultimately a mark of zero can be given for the product. Also, please refer to the "Missed Evidence of Learning" section of our policy.

ACADEMIC DISHONESTY

Academic Dishonesty is a serious offense and one that must not be taken lightly. When students submit evidence of achievement that is not their own, cheating or plagiarism, the expectation being assessed will be treated as missing (please refer to the "Missed Evidence of Learning" section of our policy) and may ultimately be assigned a mark of zero or the student may be required to complete another task to demonstrate learning.

Cheating is defined as "to violate rules dishonestly" according to www.merriam-webster.com. Students must follow "rules" that are implicit in the tasks that have been assigned to assess and evaluate their learning. Some of these rules include:

- Tasks must be completed independently—unless other wise instructed.
- Products to demonstrate learning should not be shared with other students.
- Tests require students to use only the information they remember and they must not use other resources (unless explicitly provided with resources or permitted as part of the learning expectations for that course, subject or program).
- A product used to demonstrate learning can only be used once.

Plagiarism is a form of cheating. The Ministry “Growing Success” document defines plagiarism as “the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one’s own original work.” Plagiarism can occur in different ways including:

- Improper paraphrasing or paraphrasing without acknowledgement of the source;
- Quoting from a source without acknowledgment (copying);
- Cutting and pasting from an electronic source without acknowledgement, including graphic representations;
- Representing as his/her own a product that a student did not produce.

RESPONDING TO ACADEMIC DISHONESTY

Consequences for initial incidents of academic dishonesty may include the following:

- Student/teacher conference
- Student/parent/guardian/caregiver/teacher conference
- Confirmation of student understanding of academic honesty; teacher re-teaches unit on proper documentation or uses the help of the Learning Commons
- Completing the task under supervision
- Revising and resubmitting the task

Repeated actions of academic dishonesty will be treated as a violation of the code of conduct and will be referred to administration. The students and his/her parents will be made aware that this behaviour constitutes lying and or theft and progressive discipline actions appropriate to these infractions will ensue. Ultimately, a mark of zero can be given for the product.

STUDENT FEES

Please note that Waterdown DHS is committed to following best practices when charging school fees. Every attempt will be made to limit fees charged to our students and to ensure that fees reflect the actual costs of the services and/or materials provided. We will establish a subsidy program so that all students can participate in student activities regardless of ability to pay. We will also work with families who have more than 2 children at the school to come up with a variable fee structure. Fees charged at WDHS are as follows:

- ⇒ **Student Activity Fee:** \$20.00 required by all students upon yearly registration ; will supplement student activities and clubs that are for the betterment of all students
- ⇒ **Athletic Fee:** \$10.00 is a one-time, yearly fee required for all students who participate on an athletic team — will cover the cost of the athletic banquet and wear and tear on the equipment. ***please note, there may be additional costs charged by individual teams for tryouts, uniforms, tournaments, travel, etc.
- ⇒ **Yearbook Purchase:** Optional & pricing TBD
- ⇒ **Optional Programming:** TBD for each program (for students choosing to participate in Hockey Canada Skills, Elite Fitness, ConneXions, Outbound, overseas trips and exchanges)
- ⇒ **Enhanced Programming/Materials:** TBD (for students wishing to participate in field trips or wishing to use superior product or consumables not provided by the school) ***please note, alternative programming and assignments will be provided for students not wishing to participate in a field trip.
- ⇒ **Extracurricular Trips, Events or Activities:** TBD (for students wishing to participate in dances, proms, theme days, drama productions, school council activities etc.)
- ⇒ **Graduation Fee:** \$75.00 required fee for all graduating students that covers the cost of the hall rental, caps, gown maintenance, professional photography, portfolios, grad breakfast, some awards etc.

WDHS shall honour the dignity of every student and family in the fee collection process. If financial support is needed, please contact student services to speak to your student’s guidance counselor or a member of the school administration. If you have any questions about WDHS school fees, please contact the main office to speak to an administrator.





Bookmark this site:

www.hwdsb.on.ca/waterdown

WDHS

Parent Council

Information on Council meeting dates and monthly minutes.

Daily

Announcements

WDHS daily announcements are posted.

Subscribe* to

WDHS website

Subscribe for weather alerts, school closures and school website updates.

Important

Dates

A list of upcoming events at WDHS.

Useful Quick Links:

Career Cruising – IPP	Review your teen's career exploration results. Each student receives a user name and password.
Staff Contact Information	Complete email and voice mail list of all staff.
TipOff	Learn more about the anonymous text messaging app to help combat bullying.
Parent Message Service Sign Up	"Remind" text messaging and email system to keep parents and students up-to-date on events.
Grade 12 Messaging Service Sign Up	"Remind" text messaging and email system to keep grade 12 students informed of important college/university and graduation dates.

Other Websites to Bookmark:

www.hwdsb.on.ca	School year calendar • Sports schedules • Direct Board subscription
www.focusonthe40.ca	WDHS has partnered with HC-HY Flamborough to build the 40 assets in our students.

*The WDHS website is continually updated. Subscribe to the website to receive alerts for new information.



Twitter

@waterdown_dhs
@WDHSLibrary
@Waterdown_Coop
@WDHSCRONICLES
@hchy40assets



Facebook

WDHS Parent Forum
Waterdown Dhs Coop
Healthy Community –
Healthy Youth Flamborough



Instagram

wdhs_stupar



Remind

@wdhs9
@wdhs10
@wdhs11
@wdhs12
@wdhs2016 (for 2016 graduating class)

like

follow

friend