



Mitchell District High School

PALMAM QUI MERUIT FERAT
TO THE DESERVING GO THE REWARDS

STUDENT HANDBOOK 2016 - 2017

Mrs. E. Bannerman

Principal

Mr. Allen

Vice Principal

Mr. Moore

Vice Principal

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School Website: <http://mitchelldhs.com>

Board Website: <http://yourschools.ca>

Twitter: [@MitchellDHS](https://twitter.com/MitchellDHS)

Huron Perth Student Transportation Services: <http://ourschoolbuses.ca>

This handbook belongs to:

Name _____

Phone _____ **Home Form** _____

Welcome to Mitchell District High School

Our purpose at Mitchell District High School is to develop in our students those academic skills necessary for them to become enthusiastic, independent, life-long learners and to encourage them to achieve their fullest potential as responsible, productive members of society.

By providing a positive learning environment, we are committed to instill in our students such values as self-worth, co-operation and respect for others, so that they will be able to cope successfully with the challenges of the future.

IMPORTANT DATES

August 30, 2016	Grade 7 Student Registration & Orientation
August 31, 2016	Grade 8 & 9 Student Registration
September 1, 2016	Grade 10, 11 & 12 Student Registration
September 6, 2016	First Day of Classes
September 16, 2016	School Photos
September 22, 2016	Elementary Meet the Teacher Evening 5-7 p.m.
September 23, 2016	PA Day
October 7, 2016	Secondary 1 st Semester Interim Reports
October 10, 2016	Thanksgiving Day – Holiday
October 20, 2016**	Electronic Ontario Secondary School Literacy Test
October 14, 2016	Photo Retakes
October 20, 2016	Secondary Parents' Night 5-7 p.m.
November 1, 2016*	Elementary Progress Reports
November 3, 2016*	Elementary Parent-Teacher Interviews Evening
November 4, 2016*	Elementary Parent-Teacher Interviews Morning
November 4, 2016	PA Day
November 18, 2016	Secondary 1 st Report for Semester 1
Nov. 28 – Dec. 1, 2016	Gr. 12 Grad Photos
December 2, 2016	PA Day
Dec. 24, 2016 - Jan. 6, 2017	Christmas Break – Holiday
Jan. 9-13, 2017	Course Selection Information Sessions
Jan. 16 - 27, 2017	Grade 9 EQAO Math Test Period (exact date TBD)
Jan. 27 - Feb. 1, 2017	Grade 9 to 12 Exams
February 1, 2017	Grade 8 Open House
February 2, 2017	PA Day
February 3, 2017	Semester 2 Begins
February 3, 2017	Grade 9-12 Course Selections Due
February 9, 2017	Grade 8 Course Selections Due
February 10, 2017	Secondary Final Report for Semester 1
February 20, 2017	Family Day - Holiday
February 17, 2017*	Elementary 1 st Reports
March 10, 2017	Secondary 2 nd Semester Interim Reports
March 13 - 17, 2017	March Break - Holiday
March 23, 2017	Secondary Parents' Night 5-7 p.m.

March 30, 2017**	Ontario Secondary School Literacy Test
April 14, 2017	Good Friday - Holiday
April 17, 2017	Easter Monday – Holiday
April 28, 2017	Secondary 1 st Report for Semester 2
May 8, 2017	PA Day
May 22, 2017	Victoria Day - Holiday
June 9, 2017	PA Day
June 5 - 16, 2017	Grade 9 EQAO Math Test Period (exact dates TBD)
June 22 - 29, 2017	Grade 9 to12 Exams
June 26, 2017	Elementary Final Reports
June 28, 2017	Grade 8 Graduation
June 29, 2017	Grade 12 Commencement
June 29, 2017	Grade 7 and 8 Final Day of Classes
June 30, 2017	PA Day

* Dates may change due to Ministry of Education changes to the Growing Success document.

** Details will be shared as they become available

To import the MDHS calendar into iCal:

Settings

Mail, Contacts, Calendars

Add Account

Other

Add Subscribed Calendar

Paste: <http://goo.gl/fkGhIS>

Next

Save

Student Schedule 2015/2016

Grades 7 and 8

Times	1	2	3	4	5
8:50 - 10:30					
11:10 - 12:50					
1:30 - 3:10					

Grades 9 to 12

Period	Regular Day Times	2 Hour Bus Delay Times	Student Timetable	
			Semester 1	Semester 2
Homeroom Announcements	8:50-8:55	10:45 - 10:50		
1	8:55-10:10	10:50 - 11:20		
2	10:15-11:30	11:25 - 11:55		
Lunch	11:30-12:20	11:55 - 12:40	Lunch	Lunch
3	12:20-1:35	12:40 - 1:45		
4	1:40-2:55	1:50 - 2:55		

MDHS STUDENT LEADERS 2016-17

Student Council Executive

President:	Mikayla McMann
Vice-President	Alicia Vos
Student Senators:	Jill Contois, Jenni Schouwstra
Social Conveners:	Calvin Nutt, Jim Tubb
Advertising:	Mary Kolkman, Jenny Tubb
Representatives:	Erica Babb, Elisa Bolinger, Sarah Skinner, Myah Vingerhoeds
Member at Large:	Nicole Sykes
Grade 7 and 8 reps:	TBA
Staff Advisors:	Heather Cumming Ed Havenga Courtney Miller

Yearbook Committee

Editors Mary Kolkman
 Alicia Vos
 Kez Wolfkamp

Staff Advisor: Mrs. Caldwell

Five Ways to Ensure Success!

1. **BE PUNCTUAL AND IN REGULAR ATTENDANCE**



MDHS Absence Policy:

The school is required by law to account for all students each day. Students who are aware of an upcoming absence (for tournaments, medical appointments, family vacations, etc.) are required to have a parent/guardian telephone the school or bring a note to the office **prior to the absence**. **A message can be left 7 days a week 24 hours a day at 519-348-8495, ext. 210.**

Students who are absent due to illness or family emergencies are to have a parent/ guardian telephone the school the day of their absence (519-348-8495, ext. 210). Failure to provide a note or telephone call within **two days** will result in the student being declared truant and detentions will be assigned during which time they can catch up on missed work.

Students are not to leave the building during class time without notifying the office. Students who must leave school during the day must bring a note from their parent/guardian to the office before 8:45 a.m. to obtain an Excuse Slip. Upon return to school, students must check in with the office before going to class.

Students who are ill during the day must report to the office. If necessary, a parent or guardian will be called to pick up the student or give permission for the student to return home. In the case of an emergency, it is essential that the school knows who is in the building. **Failure to sign out through the main office will result in assigned detention.** Additional detentions are assigned for any truancy.

If a student is deemed truant they will make up the time they missed. For example, if a secondary student misses an entire period, 4 detentions will be assigned. It is also noted that in the case of lateness, the minimum consequence is one 20 minute detention.

Attendance at school assemblies is mandatory. Assemblies often provide essential school information and are designed to be educational, build positive citizenship qualities and promote school spirit.

Reminders regarding missed work...

- a) Work and assignments missed due to absence must be completed to the teacher's satisfaction within a reasonable length of time. It is the responsibility of the student to consult his/her teacher concerning deadlines.
- b) Students absent due to authorized school activity participation (Avon Maitland league games, field trips, etc.) should consult their teachers in advance of their absence concerning class work, homework assignments and/or tests they will miss. Failure to make prior arrangements may result in an "incomplete" for the work missed.
- c) Absences from tests:
 - i. When a student misses a test, upon returning, he/she will be required to provide to the office and teacher a valid reason for the absence and will write a make-up test.
 - ii. When a student will be missing an announced test due to an absence to participate in an authorized school activity (e.g. Avon Maitland league games, Science Fair, Concert Choir trips), or for some other valid reason, he/she is required to discuss alternative arrangements with the teacher, WELL IN ADVANCE.
 - iii. Missed Tests and Assignments: It is the responsibility of a student who misses a test or assignment to discuss his/her absence with the teacher before the absence, when possible, or immediately upon return. Assignments not submitted will receive an "incomplete". Missed or late culminating (year end) activities will result in a "0" (zero) being assigned. Culminating activities count for 30% of the final course mark. Term work counts for 70% of the final course mark.
 - iv. Assignments should be submitted directly to the classroom teacher; however, when assignments are handed in to the office they must be given to an office staff member and include the date and time submitted.
- d) Absence from exams: Please contact the school principal as soon as possible. Absence from an examination usually requires a medical or legal certificate. Unauthorized absences from final assessments or exams will result in a mark of "0" and this mark will be used in the calculation of the final course mark.
- e) Students are not permitted to miss class to complete assignments or study.



MDHS Late Policy:

Punctuality shows respect for the teacher, your fellow students, and the learning environment. At MDHS we expect you to arrive on time, ready to learn. Students are considered **late for class** if they are not in their seats when the bell rings.

Grade 9-12 students who are late to period 1 shall report **directly to the office** before going to class. The office will issue an admit slip. Teachers will not admit students who arrive late to period 1 unless they have an admit slip. Students who are late to **period 2, 3, and 4** shall report directly to class.

Grade 7 and 8 students who are late to class after breaks will report directly to the office.

Students who are habitually late for class will receive consequences. On the **5th cumulative late**, students will be given a warning by a vice-principal. **One detention** will be served for each subsequent late.

Refusal to serve a detention will result in suspension from school.

2. BE PREPARED, ATTENTIVE AND HARD-WORKING

You are expected to go to each class prepared to learn, with all books, pens/pencils needed, to pay attention to all classroom activities, and work to the best of your ability. The better prepared, more attentive and hardworking you are, the greater the contribution you will make to the learning of all involved, most importantly, your own.



MDHS Electronic Device Policy:

Cell phones and other electronic devices may **only** be used **before school, between classes, at lunch and after school**. The use of cell phones should never cause students to be late for class. If cell phones or other electronic devices are brought into the classroom, they should be **off and put away in a secure place** unless permitted for use by the teacher. Students who have spare periods should only use their cell phones in the cafeteria.

Cell phones, iPads, iPods, etc. are prohibited from use in the change rooms, and washrooms. Students must adhere to all privacy and criminal laws regarding electronics use.

Phones and other electronic devices that are used inappropriately **will be taken to the main office** by staff and securely stored for the remainder of the day. In some cases, a parent will be required to pick up the device.

3. BE RESPECTFUL OF AND CO-OPERATIVE WITH OTHERS

Everyone is expected to be courteous, co-operative and accepting in your interactions with others. It is understood you will not harass others verbally, physically or emotionally. Courteous, co-operative and accepting behaviour creates a positive environment both in school and in the workplace. Inappropriate behaviour used to intimidate others who are perceived to be different or have differing opinions will not be tolerated.

MDHS is a Community of Character

We are working together to create a culture in our school that is built on values, goodwill and the community-accepted character traits found below.

FAIRNESS	Treating everyone in a just and accepting manner.
HONESTY	Being trustworthy, sincere and truthful.
EMPATHY	Understanding how someone else feels.
RESPECT	Valuing self, others and our world.
INTEGRITY	Doing what is right and honourable.
OPTIMISM	Choosing to be positive.
COMPASSION	Showing care and consideration.
PERSEVERANCE	Staying purposeful and committed.
COURAGE	Facing the challenges.
RESPONSIBILITY	Being reliable and accountable.



Staff

All school staff, under the leadership of school administration, are expected to adhere to the highest standard of respectful and responsible behaviour.

As role models, the staff upholds these high standards when they:

- demonstrate and model respect;
- help students unlock their full potential and promote self-esteem;
- empower students to be positive leaders in their classrooms, school and community;
- communicate regularly and meaningfully with parents in a co-operative and respectful manner;
- maintain consistent standards of behaviour for all students;
- report and respond to any inappropriate and/or disrespectful behaviour in a respectful manner, which allows all involved to maintain their dignity;
- speak well of all members of our community.

Parents/Guardians

Parents/Guardians have a responsibility to support the school community.

Parents/Guardians fulfill this responsibility when they:

- provide the school with information needed to support their child;
- promptly dialogue with staff in a meaningful and respectful manner when student concerns or disciplinary issues arise;
- promptly report their child(ren)'s absence or late arrival to the school;
- ensure children attend school regularly, on time (required under the Education Act [2006, c. 28, s. 5 (1)]) and prepared;
- encourage and assist children to follow the school expectations; and
- speak well of all members of the school community.

4. BE RESPECTFUL OF OTHER PEOPLE AND THEIR PROPERTY

You are expected to treat the school grounds, the school property, and the personal property of others with respect. This respect extends to our textbooks, library books, lockers, iPads, computers, and other school property on loan to students for use during the school year. It must be maintained in good order.

Textbooks

Students are issued texts by the subject teacher. The student's name is to be placed in the space provided in each book. It is the responsibility of each student to ensure the safe return of these books. The student must pay the replacement cost of a book that is lost or damaged.

General Agreement with our Neighbours:

Our school neighbours have the right as private property owners to enjoy peace and quiet. Students are expected to show their consideration of these rights **by not loitering on or near their properties** and the adjacent sidewalks, and by not defacing or littering neighbouring properties in any way.

Fighting and Harassment

Verbal abuse, threats, intimidation and fighting on or off school property is unacceptable. Engaging in these activities may result in suspension and/or police involvement.

Bullying

Bullying is a form of repeated, persistent, aggressive behaviour that is directed at an individual or individuals and is intended to cause (or could be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying adversely affects students' ability to learn and undermines healthy relationships and the school culture. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate. Consequences can range from a discussion with a staff member, to restitution, to expulsion, depending on the situation and mitigating factors.

Suspension

The denial of a student's privilege to attend school and school activities for one (1) to twenty (20) days.

Infractions for which a suspension must be considered:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or restricted 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 against any school property or property located on the school premises
- Bullying, including cyber-bullying
- Any act considered by the principal to be injurious to the moral tone of the school
- 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 considered by the principal to be contrary to the Board or School Code of Conduct

Long Term Suspensions

- Where a student is suspended for six (6) or more days, the student will be assigned an alternative program (Alternative Suspension Program, ASP). A Student Action Plan (SAP) will be developed for every pupil who agrees to participate in an Alternative Suspension Program.
- A student suspended for six (6) - ten (10) days will be provided with a SAP including academic supports. Students suspended for eleven (11) or more school days will be provided with academic and non-academic supports where appropriate and available.

Expulsion

The full-time withdrawal of a student's right to attend a particular school and/or all schools in the Avon Maitland District School Board.

Information regarding progressive discipline, suspension and expulsion processes and programs can be obtained from the school principal or by accessing Administrative Procedures 352 Promoting Positive Student Behaviour, 352 Student Suspension, and 354 Student Expulsion on the board website.

All students, parents and guardians, teachers and staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. There is a code for all the schools in the Avon Maitland District School Board developed from the standards of behaviour and consequences are outlined in The Provincial Code of Conduct, legislated by the provincial government. These standards of behaviour apply not only to students, but also to all members of the school community including parents/guardians, volunteers, support workers, school staff, and all those who contribute to the school environment. These standards apply on school property, school buses, and at school-authorized events and activities. This also includes any activity that will have an impact on the climate of the school such as cyber bullying done at home.

5. RESPECT YOURSELF



Students should dress appropriately for school to ensure a safe and respectful learning and teaching environment.

MDHS Dress Code Policy:

Hats may be worn in the halls. Taking your hat off as you enter a room shows respect for the environment. Other forms of headgear, including **sunglasses, bandanas and sweater hoods, are not to be worn** inside the school.

Clothing which depicts vulgarity, profanity, drugs, alcohol, violence, racism or sexism **is not** appropriate.

Midriffs and undergarments should not be showing. Tops must have **two** straps. **Low necklines are inappropriate.** Shorts and skirts must be of **reasonable length.**

Students are expected to be **clean** in person, habit and dress. Students who do not comply may be asked to go home to change their clothing. Further non-compliance may lead to disciplinary action.

GENERAL POLICIES AND PROCEDURES

ACCIDENT & INJURY

Students who are injured at school are required to report such injury to the supervising teacher immediately, and an Accident Report shall be completed. Claims on insurance may be invalid if an accident is not reported the same day it occurs. Accidents which result in damage to school equipment or property must also be reported immediately to the Office.

Accident Insurance:

Forms are distributed at the beginning of the year. We encourage all students to purchase this insurance as Board insurance does not cover student accidents, including injuries obtained while playing sports or while participating in physical education class or field trip activities.

HALLS

STUDENTS SHOULD NOT LOITER OR ROAM THE HALLS/FOYER WHEN CLASSES ARE IN SESSION.

1. Students are expected to move promptly to their next class during the change of periods.
2. Students are to use the library or the cafeteria as a study or group work area during their spare.

FOOD AND DRINK IN CLASS

The consumption of food and drinks in class is strictly up to the discretion of each teacher.

LOCKERS

- Every locker must have a combination lock and must be kept secure. Open lockers will be emptied and bolted.
- Students are to use only their assigned locker and are not to share with others. Requests for a change of locker **MUST** be made through the Office.
- Locks may be purchased from the Office for \$6.00 each.
- Lockers are the property of the school, on loan to the student, and must be maintained properly by the student. The school administration reserves the right to search lockers without notice. If students have not provided the combination, as required, locks will be cut in order to gain access, at the student's expense.

DO NOT GIVE YOUR LOCK COMBINATION TO ANYONE!

PARKING

- The student parking area is located on the east side of the school.
- Students are expected to park properly, observe NO PARKING restrictions, and observe all safe and courteous driving practices.
- All vehicles must have a valid MDHS parking pass displayed. Parking passes can be obtained from the main office. Snowmobiles must also be registered with the main office. At the beginning of winter, there will be a meeting for all students wishing to bring snowmobiles to school.
- Student vehicles parked in the staff parking lot or abusing the privilege of parking on AMDSB property will be towed away at the owner's expense.
- Parking on school property is a privilege that can be revoked if students fail to observe these rules.
- Students must use the bike racks provided in the student parking lot. Bike locks are strongly recommended.

INCLEMENT WEATHER

If the weather forces a cancellation of buses, announcements will be made on the following radio stations as early as possible: CJCS 1240 Stratford, CBC FM 93.5 London, CFPL 980 London, CKNX 920 Wingham. Information may also be accessed on our school website at www.mitchelldhs.com, through twitter: @MitchellDHS, and the AMDSB home page: www.yourschools.ca. Click on "weather related delays and cancellations". Unless the school is announced as being closed, the building will be open for students to receive additional help from teachers. The school library will usually be open for student use. The cafeteria will not be open for the purchase of food.

BUS POLICY

Bus students who occasionally need to ride a different bus must submit a note from a parent/guardian before 8:45 a.m. and pick up the Bus Pass at 3:00 p.m. from the office. Students are reminded that busing to/from school is a privilege. If behaviour warrants, this privilege will be revoked for a period of time. Also, all rules applying to school conduct and bus travel also apply on school trips, field trips, and athletic activities. Non-bused students are not permitted to travel to/from school on a bus.

DANCE POLICY

Secondary Student Identification Card is required for admission to any dance. An MDHS student may sign in one guest (in advance) who must present their student card, and accompany the MDHS student to the dance. Students are responsible for their guest's behaviour. Any individual may be refused admission at the discretion of the staff members on duty.

No student may return to the dance once he/she has left.

SMOKING

No Smoking or Vaping on School Property

The use of any tobacco products (for example cigarettes and chewing tobacco) are not allowed on school property. Using e-cigarettes and vaping on school grounds is also prohibited. The *Smoke-Free Ontario Act* is a law that bans anyone (including visitors) from smoking or holding lit tobacco on school property, 24 hours a day. This also includes smoking in your car on school property. You can be fined \$305 for breaking these laws.

Supplying anyone under the age of 19 with tobacco is against the law and you may be fined \$365. School staff will report cases of tobacco use or supplying tobacco to the Tobacco Enforcement Officer at the Health Unit. Littering, especially our neighbours' properties is unacceptable and creates conflict between them and the school community. Do not put cigarette butts on their property.

RESPONSIBILITY FOR VALUABLES

The Avon Maitland District School Board, Mitchell District High School and its staff will not be responsible for any personal property brought to the school.

Every year we receive reports of students losing valuables from Physical Education change rooms. Do not take valuables to this area of the school. You are advised to keep all valuables at home and not to share your locker combination with anyone.

STUDENT FEES

Students enrolled in the schools of Avon Maitland DSB can expect to be provided with the basic classroom learning resources that are required in order to complete the course expectations. It is recognized there may be optional resources that students may purchase to enhance their programs: e.g. field trips, workbooks, art supplies, and technology supplies.

Grade 9 to 12 students pay an annual student activity fee of \$25 for a student card that helps defray the operational costs of school clubs, teams, events, and activities.

Students involved in teams, groups and clubs will be made aware of any additional fund-raising obligations or participation fees prior to making a commitment to participate.

A yearbook may be purchased annually at an additional cost.

ASSESSMENT and EVALUATION

The primary purpose of assessment, evaluation, and reporting is to improve student learning. We are committed to designing and implementing authentic assessment strategies that promote improved student achievement, encourage students to set goals for learning, help establish plans for teaching, and assist parents/guardians in supporting the learning of the provincial curriculum expectations.

ACADEMIC HONESTY

The Avon Maitland DSB values the highest standards of academic conduct. Research for essays, projects and assignments is an important part of learning. Our students learn proper procedures for citing the work of others and are honest about the work they submit under their own name. A variety of research methods which are appropriate to the subject, grade and course type are taught to help students avoid plagiarism (the unaccredited use of others' work, from sources such as the Internet, books, magazines). Students are strongly encouraged to work with their teachers to ensure that the work submitted is honest and reflects the students' best efforts and learning.

When it is clear a student has not been academically honest, teachers, department heads and school administration view the results as a serious matter with progressive consequences. Consequences for academic dishonesty may include, but are not limited to, any of the following:

- Discussion with the teacher and/or principal about the importance of academic honesty;
- Reduction in the student's learning skills achievement;
- Resubmission of the assignment or completion of an alternative assignment;
- Additional testing;
- A mark penalty on the assignment;
- Loss of credit.

Late or Missed Assignment

The policy on late or missed assignments is outlined in the course of study for each subject. The courses of study are provided to the students at the beginning of the course. It is important to note the consequence for students who submit an assignment late or do not complete assignments for evaluation, can include:

- A mark deduction of up to 10% (up to one level) on the assignment;
- Receive an I (insufficient evidence to evaluate) and/or
- Learning skills achievement reduction.

Honour Roll

To be included on the MDHS Honour Roll:

- Grade 7 and 8 students require an 79.5% or greater average
- Grade 9 and 10 students require an 80% or greater average in their 8 courses.
- Grade 11 students require an 80% or greater average on the best seven credits achieved in the current school year.
- Grade 12 students require an 80% or greater average on the best six senior level credits achieved in any one school year.

VISITORS

All visitors to the school MUST report to the office to sign in and speak with an administrator. Students are expected to inform their visitor-friends of this requirement and are encouraged to report unfamiliar people to the office.

LIBRARY

- The mission of the MDHS library media centre is to support student learning and promote information literacy and a love of reading, which are essential to critical thinking and independent, life-long learning.
- The library media centre is open daily from 8:30 a.m. to 3:20 p.m.
- Books are checked out for a two week period.
- A maximum of 5 books can be signed out at one time.
- Late returns will be fined 10¢ per book per day, to a maximum of \$15.00.
- All books must be returned and outstanding fines paid by the last day of classes.
- A wide variety of ebooks are available to sign out, as are several e-readers.
- Food and drink are not permitted in the library media centre.
- Computers in the library must be used responsibly for academic work only.

CODE OF CONDUCT FOR COMPUTER USE

Our computer network is a tool for students and staff engaged in academic work, and we depend on it operating reliably. To ensure reliable operation the following rules are in place.

Computer use will be for curriculum and/or professional development purposes only. THERE SHALL BE NO DOWNLOADING OF MUSIC, MOVIES, TV PROGRAMS, COMPUTER PROGRAMS, EXECUTABLE FILES, ETC.

Students are not to change any settings on school computers.

Students are given 100 print credits per school year.

Internet access through a Board computer will not be used for:

- Private commercial purposes unrelated to the Board,
- Illegal or unauthorized acts,
- Participation in Internet News conference and/or chat rooms outside of those provided by the Avon Maitland District School Board system without specific approval of a school official.
- Software and other information downloaded from the Internet will be used in a business-like manner (no pirating of software and all sources of information must be cited). **DO NOT RUN PROGRAMS FROM FLASH DRIVES OR CD ROMS OR DOWNLOAD PROGRAMS FROM THE NET.**
- Virus protection software is to be used on all software or data files received from any sources prior to using the software/files on a school computer.

Read and follow the generally accepted rules of “Network Etiquette” as posted in school.

Protect your password to ensure system security and change your password regularly to protect yourself. DO NOT SHARE YOUR PASSWORD WITH ANYONE OR USE ANOTHER STUDENT’S ACCOUNT.

STUDENTS ARE GIVEN 100 PRINT CREDITS PER YEAR. THE CHARGE FOR ADDITIONAL PAGES IS \$5.00 FOR 100 PAGES.

The Avon Maitland District School Board reserves the right to monitor all traffic in and out of the Board’s Internet access point (through Board owned and operated computers), to review any material on user accounts and to monitor file server space in order for the Board to make determinations about whether specific uses of the network are appropriate. Students who fail to abide by this code of conduct are subject to disciplinary measures which include, but are not limited to, temporary or permanent revocation of computer privileges.

ACCESSING THE WIRELESS NETWORK

- Search for the “amdsb-guest” wireless network;
- Open a browser (internet explorer, firefox, or chrome). It will ask you to accept a security certificate; accept it. You should get to a login page;
- The user name is the same as you use to log in to Novell: first 4 letters of your first name, first 4 letters of your last and a three-digit number;
- Password: Your Novell Password;
- Once you log in you will be redirected to a scan page. This will check that your computer passes. It may require a Java update, and it will look for an acceptable virus scanner. It will also look for programs it doesn’t like, such as if Frostwire (or other file sharing programs) is open (it’s fine to have it installed, just not open). A message will inform you if there is a problem.

SCHOOL SERVICES AND CLUBS

STUDENT SERVICES DEPARTMENT

Student Services offers a range of services to help students.

- Individual counseling about courses, careers and personal matters;
- Group presentations about careers and future education;
- Information about jobs, colleges, universities and other opportunities;
- Assistance with applications to post-secondary educational institutions;
- Records of accumulated credits (transcripts);
- Information about scholarships and financial aid for further education;
- Referrals to community agencies for additional support;
- Assistance with timetable concerns.

To make an appointment, please visit Student Services to put your name on an appointment schedule. You may not schedule appointments during class time.

Change of Course Request (Grades 9 to 12)

If a student wishes to initiate a change in their timetable –

- i. The request is discussed in an interview between the student and a Student Services Counselor.
- ii. The student is provided with a change in program form with the credit information and Counselor's comments.
- iii. The student takes the form to his/her current teacher for a signature.
- iv. The student takes the form to his/her receiving teacher for a signature.
- v. The student then takes the form home for a parent/guardian signature and comments.
- vi. The form must be returned to the Student Services Counselor within two school days.
- vii. The request is reviewed by the Principal for approval.
- viii. If the request is approved, the student will receive a new timetable, and the change in schedule will take effect that day. If the change request is not approved, the Counselor will contact the student.
- ix. Students are to continue to attend all of their originally scheduled classes until a new timetable has been issued to them.

Note:

1. Deadline for student-initiated addition of a new course is three weeks after the semester begins.
2. If a student withdraws from a course five days after the first Provincial Report, that course will be recorded on the Official Student Transcript as "W" (withdrawn).
3. If a student repeats a course, the final marks for both attempts will be recorded on the Official Student Transcript, but only one credit will be granted.
4. All attempted grade 11 and 12 courses will be recorded on the Official Student Transcript (whether the marks are a passing or failing grade).
5. Student athletes should make sure they are aware of the OFSAA eligibility rules in regards to what is considered a full-time student when making course change.

34 Credit Threshold

Ontario secondary school students need to successfully complete 30 credits in order to graduate. Starting in the fall of 2013 the Ministry of Education implemented a 34 credit threshold. All students have the same access to courses and classes for the first 34 credits of their program. Once a student reaches 34 credits any further course requests will be scheduled only if there are empty seats available. In most cases this only becomes a concern during the second semester of the fifth year a student is with us. Students with Individual Education plans are exempt from the 34 credit threshold. Throughout the option sheet process our student services counselors will work with students who might reach the 34 credit threshold in order to make sure that their highest priority courses are counted within their first 34 credits.

ATHLETIC TEAM POLICY

It is expected that:

- All student athletes regularly attend school. Poor attendance will result in the athlete remaining at school while the rest of the team attends a game or event.
- All student athletes will work to their potential in all classes to remain a member of a school team.
- All student athletes will consult their teachers in advance concerning class work, homework assignments and/or tests they will miss as a result of team events. Failure to comply may result in removal from the team.

It is also important for athletes and parents to understand the following:

- Attendance at practices is expected. Poor attendance may result in the athlete receiving decreased playing time or remaining at school while the rest of the team attends a game or event;
- Athletes who are absent from classes on the day of a game or event will not be permitted to play;
- All students will travel with their team using the arrangements made by the coach. No student will be permitted to drive him/herself to a game or event, except in extenuating circumstances, and in such event, is not be allowed to transport teammates.

No student will participate in a game or event until:

- Their MDHS student fee is paid;
- Their Pay to Play team fee has been paid;
- A cheque has been given to the coach to cover the cost of replacing the uniform. (This cheque will only be cashed if the uniform is not returned at the end of the season.);
- All "Athletic Events" consent forms are completed and signed by a parent or guardian and returned to the coach;
- The student-athlete contract is returned to the coach signed by a parent or guardian, all classroom teachers, and the student athlete.

SOCIAL SERVICES FOR TEENS

Students 12 years and older may request confidential counseling, on their own. Counselors must discuss with you, at the earliest opportunity, the desirability of involving your parent(s)/guardian(s). The following community agencies provide information and/or counseling related to problems or concerns. Except where indicated, there are no fees.

A public health nurse and a drug/alcohol addiction counselor are available one day a week to meet with students to promote their health and well-being. Students can arrange a time to meet with the nurse or counselor by dropping by the nurse's office, located within Student Services.

<p style="text-align: center;">OPTIMISM PLACE An emergency shelter for abused women and their children 270 Freeland Dr., Stratford Crisis Line (519)271-5550 Dating Violence Prevention Program 519-271-5310 Ext 24</p>	<p style="text-align: center;">PERTH DISTRICT HEALTH UNIT 1-877-271-7348 (toll free) ext. 267 Monday to Friday 8:30 – 4:30 HEALTH LINE - TELEHEALTH 1-866-797-0007 (toll free) Talk to a nurse about personal health information and confidential health services.</p>
<p style="text-align: center;">SHELTER LINK (Provides emergency housing) 519-272-2294 www.shelterlink.org</p>	<p style="text-align: center;">SEXUAL HEALTH CLINIC Free confidential services. Birth control, emergency contraception, counseling, pregnancy testing, STI testing and free treatment. Appointment preferred. Stratford 519-271-7600 ext 704</p>
<p style="text-align: center;">CHILDREN'S AID SOCIETY – HURON/PERTH 639 Lorne Ave., Stratford 519-271-5290 or 1-800-668-5094 Concerns about parents, birth control, or abuse</p>	<p style="text-align: center;">Huron-Perth Crisis Intervention 1-888-829-7484 or 519-272-8210, ext. 2481 www.hpha.ca Will provide a counselor for individuals in Crisis</p>
<p style="text-align: center;">KIDS' HELP LINE 1-800-668-6868</p>	<p style="text-align: center;">CHOICES FOR CHANGE 1-877-218-0077 or 519-271-6730 www.choicesforchange.ca Concerns about drugs & alcohol</p>
<p style="text-align: center;">CRIME STOPPERS 1-800-222-8477 (TIPS)</p>	<p style="text-align: center;">WEST PERTH O.P.P. 519-348-9700 or 1-888-310-1122</p>
<p style="text-align: center;">CCAC Mental Health Worker Available by school referral</p>	<p style="text-align: center;">MENTAL HEALTH SERVICES (students 18 years & over 1-866-531-2600)</p>



THE ONTARIO STUDENT RECORD (OSR)

FACT SHEET

WHAT IS THE ONTARIO STUDENT RECORD (OSR)?

The OSR is the ongoing, confidential record of a student's educational progress. The collection of this information is authorized by the Education Act. The Freedom of Information Act and Protection of Privacy Act protect its contents.

An OSR is established for each student who enrolls in an elementary or secondary school that is operated by a public or separate school board in Ontario.

WHERE IS THE OSR KEPT?

A student OSR is securely housed at the student's school. If a student transfers to another school in Ontario, the OSR folder and all its contents are transferred to the new school.

WHAT DOES THE OSR CONTAIN?

An OSR consists of the OSR folder, various supporting documents and other information.

On the OSR folder itself, the following information is entered: biographical data, school attended, name(s) of student's parent(s) or guardian(s), information on any special health conditions and other information that is considered relevant for improving the instruction of the student. Photographs may also be attached.

The following material is filed in the OSR folder:

- Report cards
- The Ontario Student Transcript, which is the cumulative record of a student's successful completion of secondary school courses
- A Documentation file, if required, which might include such material as verification of a custody or a change-of-name order; assessment reports; placement decisions; suspension letters etc.
- The record of the student's accumulated instruction in French as a second language, if applicable
- Additional information considered relevant for improving the instruction of the student

WHO HAS ACCESS TO AN OSR?

The information in an OSR is available only to supervisory officers, the principal and the teachers of the school for the purpose of improving the instruction of the student. Written permission is requested for any outside agency/personnel to access the OSR.

All students, and the parents/guardians of students under 18 years of age, have the right to examine the OSR and to receive a copy of its contents, if they so desire. Contact the Principal for details of the procedure to be followed.

WHAT IF THERE IS AN ERROR OR CHANGE REQUIRED?

If the parent/guardian or adult student feels the information contained in the student's OSR is inaccurately recorded or inappropriate, the parent/guardian or adult student may request in writing that the principal correct the alleged inaccuracy or remove the information from the record. If the principal complies with the request, the information will be corrected or removed from the file. If the principal does not comply, the matter may be referred to the appropriate supervisory officer with a request in writing from the adult student or student's parent/guardian.

WANT TO KNOW MORE?

More information can be obtained from the Ontario Ministry of Education web site:
www.edu.gov.on.ca