

Paris District High School

Student/ Parent Handbook (July 2012)

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PDHS Student/Parent Handbook

Where the GEDSB has a policy related to one of the items below, the link is provided to this policy following the item.

Website

PDHS maintains a website at www.granderie.ca/pdhs. This website is kept up-to-date, including upcoming events on the calendar.

Electronic Newsletter

The school principal sends out an electronic newsletter each week. This newsletter informs parents and community members of events at the school and in the school community. To sign up to receive this newsletter, see the instructions on the school website.

Inclement Weather

PDHS is in **Zone 3**. School closures and transportation cancellations and delays can be found at <http://www.stsbhn.ca/>

Attendance

Students can best demonstrate their commitment to their education by attending class on a regular basis. Attendance is the best indicator of success for students at school. It is the responsibility of parents to ensure that students attend classes. It is the responsibility of teachers to report attendance, and of the school to report absences to parents. Students are required to sign in at the office if they arrive late to school, and to sign out at the office if they are leaving school early. **As per provincial regulations, a note is required for each absence. The note should provide the student name, the date of the absence, and the reason for the absence.**

Temporary absence

If a parent wishes to remove their child from school temporarily for a reason that is not covered under the Education Act (illness, family emergency, observation of religious holidays), parents are required to submit a "Request for Temporary Excuse from School" to the school principal. This form is available at;

<http://www.granderie.ca/Portals/0/Procedures/School%20Operations/SO117%20parental%20rqst%20temp%20excuse%20attendance.pdf>

Punctuality

A student is late for class if he/she arrives after the bell. Students are expected to demonstrate positive habits at school, and punctuality is an important habit to develop and demonstrate consistently. Arrival after the bell is disruptive to the proceedings of a class and is disrespectful to other students and to the teacher. If students are not punctual they can expect that there will be consequences for this.

Cell phones

Cell phones are to be off (not on vibrate) and out of sight during class time. This includes the hallways and other non-classroom areas of the school. Most people carry cell phones but it is inappropriate for them to disrupt the learning environment within the school just as it is to have them on in other places outside of school (meetings, church, theatres, etc.). Having to receive calls from others, including parents, is not an acceptable excuse for having cell phones on. If parents must reach their child, they can call the school office.

If students do not meet this expectation, they will be sent to the office and will have to hand in the phone for the rest of the day. If this happens a third time, a parent will have to come to the school to pick up the phone.

Other electronic devices

Having electronic devices in classrooms can be disruptive and can also be a means for cheating on assignments and tests. Teachers have varying degrees of expectations around electronic devices in their classrooms. It is the responsibility of the student to know what these expectations are, and to follow them.

Homework completion

Homework is assigned to students so that they can practise and consolidate their skills. Students cannot expect to do well in a course if they do not complete homework and for those students who may struggle with some concepts, they may have great difficulty understanding these concepts if they do not complete homework.

Conduct during extra-curricular activities and on buses

Students who are on buses, and students who are participating in extra-curriculars (field trips, clubs, sports, etc.) are all expected to meet the same expectations for behaviour and conduct as when they are in school. Students who are participating in school activities off property or after hours are representatives of the school. If they are not good ambassadors, that privilege of participation will be removed.

Students who cannot meet expectations while riding the bus may have that privilege removed at which point, it is the parents' responsibility to get their child to school.

Students attending dances are reminded that the same expectations around behaviour and dress are in place at dances. Failure to meet these expectations may result in the students privilege of attending dances (including semi and prom) being removed.

Student athletes and students participating in clubs are students first and foremost at PDHS. If students are not demonstrating a commitment to academics, the school administration may remove the privilege of students participating in these activities.

Access to buses

Students can only ride buses that they are assigned to. The GEDSB provides bus transportation for students to get to and from school from their home, and is not a public transit system. If students

need to get to part-time jobs or another students home, parents are responsible for their transportation.

Dress code

Students are not permitted to wear clothing that displays or promotes any activity that is inappropriate in a school environment (sex, drugs, alcohol, profanity, anything degrading or discriminatory). Students will be asked to change this clothing or will be sent home. A school is a place of business and people should dress accordingly - not as though they are going to the beach, a club, or the mall. We do not expect to see underwear or midriffs. Shorts should be an appropriate length and shirts should have straps or sleeves on both shoulders. Tank tops with low cut armholes are not acceptable.

<http://www.granderie.ca/Portals/0/Procedures/School%20Operations/SO112%20appropriate%20student%20dress.pdf>

Lockers and valuable property

All students will be assigned lockers and are expected to use them. Backpacks should be kept in lockers and not taken to classrooms. Students should not share lockers with other students. Lockers are not a guaranteed secure storage facility. Students should not bring objects of value, or significant amounts of cash with them to school. The school is not responsible for the loss or theft of property.

Lockers remain the property of the school and the school administration is able to access these at any time.

The school does maintain a lost and found. If a student loses something, this should be reported immediately to the office.

School common areas

Students are not to loiter in the halls of the school during class time. If a student has a spare, the student is expected to be in the cafeteria, in the library, or off of school property (with parental knowledge). The third floor of the school is out-of bounds during the lunch hour. Students can eat their lunches in the cafeteria or in the halls. In these areas, as well as outside we expect students to take pride in their school, and not to litter.

Student relationships

Students will inevitably form relationships with other students at school. Students are to refrain from inappropriate displays of affection at school.

Smoking

The school discourages smoking because of its unhealthy nature. Provincial law bans smoking on school property. If a student is caught smoking on school property, Grand Erie District School Board policy is that on the first offence the student will receive a two day out of school suspension. As well, students can be ticketed and receive a fine of several hundred dollars from the police or County bylaw officers if caught. Chewing tobacco and other tobacco products are included in this ban.

O.P.P. Community Resource Officer

PDHS is fortunate to have an O.P.P. Officer assigned to our school. This Officer is a resource to staff and students, and it is hoped through his presence at the school, that there will be a positive relationship established between students and police officers. The O.P.P. Officer can be contacted through our main office or through our Guidance office.

Students driving to school

The school does provide parking to students who drive to school. Students are expected to drive with care and to obey the law. If students fail to do so, they will not be permitted to bring a vehicle on to school property.

The school and Grand Erie DSB are not responsible for damage that may occur to vehicles that are parked or driven on school property.

The parking lot is for parking of vehicles - students are not to loiter in the parking lot at any time.

Student conduct

The school will do its best to provide an environment that is a safe place for students, staff, and visitors, and an environment that is conducive to academic learning and social and emotional development. To this end, any forms of discrimination, bullying, harassment, and physical aggression will not be tolerated. Students who engage in these activities will face consequences.

Additionally, students who engage in activities that may contribute, even indirectly, to the above activities will be held responsible for their actions and face consequences. This includes taping events and posting them on the Internet, as well as other cyber activities.

<http://www.granderie.ca/Portals/0/Policies/School%20Operations/SO10%20bullying%20prevention.pdf>

Questions regarding academic progress

Teachers have the most detailed knowledge of how a student is progressing in class. For this reason, when a parent has a question regarding their child's academic progress, the parent should first contact the teacher of the class in question. Please call the school to contact the teacher. Teacher phone extensions can be found on the school website under the staff tab.

Parent-teacher interviews are held each semester about 6 weeks into the start of the semester. Parents are encouraged to contact the school to arrange an interview with their child's teachers.

The school administration and guidance counselors can assist with questions that parents might have after this initial teacher contact.

Student support

Students require support as they move through high school. They receive support each day in their classes from their teachers. Additional academic support is also available. For example, a math help room and other lunchtime supports are available. Additionally, the learning resource centre offers

support to students whether they are identified as exceptional or not. We also have 'student success' teachers whose role it is to ensure that supports are in place for students to be successful.

Students sometimes require emotional and social support. This is available from our guidance counselors. The Grand Erie DSB also has other support workers that can be made available to students. These include attendance counselors, behaviour counselors, child and youth workers, and social workers.

If parents or students wish to inquire about additional supports, they can contact the school administration, guidance, student success teachers, or the learning resource centre.

Student timetables

Students are expected to carry a full timetable - 4 classes per semester. This is to ensure that students stay on track for graduation. If a student has not failed a class and has earned at least 23 credits, they are eligible for a spare.

Exceptions to this policy due to extraordinary circumstances must be approved by the school administration or designates

School property including textbooks

Damage to school property that is caused by student carelessness or neglect will be paid for by the student. Students must ensure that books and other items are well cared for and returned undamaged.

Student Fees

There will be no fees or cost charged to students to participate in the regular day school program. Fees may be charged where the student chooses to upgrade the material or where purchase of material is optional. Students enrolled in Grand Erie District School Board schools 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 program; e.g. field trips, workbooks, upgrading materials in courses such as construction technology and visual arts. Students may choose enhanced program options where fees are required to recover associated costs.

Students are expected to come to school ready and willing to participate actively in their own learning. To that end, students are expected to bring materials with them for their own personal school work. Teachers will communicate the basic materials needed to complete learning tasks in each class; e.g., pencils, pens, pencil crayons, markers, erasers, rulers, calculators, etc.

Students are encouraged to pay the student activity fee. The activity fee includes but is not limited to access to the co-instructional program (e.g., sports, dances and other school activities). Students involved in co-instructional teams, groups and clubs will be made aware of any additional fund-raising obligations or participation fees prior to making a commitment to participate.

Visitors to the school

The school administration is responsible for knowing who is in the building at any time. As such, all parents and other visitors are to report to the main office on their arrival at the school so that we can assist you with inquiries. Parents and visitors are not to go to classrooms or other areas of the school looking for a student.

<http://www.granderie.ca/Portals/0/Procedures/School%20Operations/SO119%20access%20to%20school%20premises.pdf>

Spectators at athletic and other events

All spectators at athletic and other school events, whether on school property or elsewhere, are expected to abide by the school code of conduct. Any behaviour that is contrary to the code of conduct will result in the spectator being asked to leave the event.

Assessment, Evaluation and Reporting

GEDSB policy SO20 deals with assessment, evaluation, and reporting. It also more specifically deals with late or missed assignments, and cheating and plagiarism. This policy can be found at

<http://www.granderie.ca/Portals/0/SO20%20assessment%20evaluation%20reporting.pdf>

Acceptable Use of Computers and Technology

The computers and computers at PDHS are to be used for educational activities only. If students are using these for non-educational activities, or are engaged in activities that are criminal or inappropriate, access to these resources will be removed. The policy governing the acceptable use of technology can be found at;

<http://www.granderie.ca/Portals/0/Procedures/Facilities%20Transportation/FT102%20acceptable%20use%20info%20technology.pdf>

Right to Privacy

Students and the staff at PDHS have a right to expect privacy at school. Pictures of students and staff may not be taken without advance consent of this. Absolutely no pictures will be taken in changerooms or washrooms.

PDHS Booster Club

A Booster Club has been established to promote PDHS in the community, to link the school with alumni and the community, and to organize events that raise funds for the school. For information on the Booster Club, or to sign up to be a member, see the school website.

School Council

Each school has a School Community Advisory Council (SCAC). The role of the SCAC is to provide feedback to the school principal on policies and practices, and to be a liason between the school administration and community. The SCAC is made up of school staff, parents, students, and community members. If you are interested in being a member of the SCAC, please contact the school principal.

Lockdown

If a lockdown is announced students have been given the following instructions;

- Get out of the hallway as soon as possible – teachers have been instructed that after a short period of time after the lockdown has been announced, they are not to let anybody into their room
- Students or staff who are in the hallways or cafeteria must go to the NEAREST, SAFEST, MOST SECURE LOCATION they can find
- If you are in the library move into the seminar room
- Follow the instructions of school staff
- DO NOT USE YOUR CELL PHONES
- Stay away from windows and doors and be quiet
- Do not attempt to leave the classroom until a teacher tells you they have received an all clear signal
- If you are in an open area such as the cafeteria, move to the outside walls and spread out
- If you approach the school and can hear a continuous ringing of the outside bell, do not enter the school
- If the fire bell rings during a lockdown, remain in the classroom until told otherwise by the teacher

YOUR CO-OPERATION WITH THESE INSTRUCTIONS IS NECESSARY TO KEEP EVERYBODY SAFE

These are procedures that have been developed in co-operation with the police. It is critical to the safety of all that students follow these procedures. Parents need to know that in the event of a lockdown, they will not be permitted into the school and that they should not be trying to contact their child on cell phones - doing so may put people at risk.

BELL SCHEDULE

START TIME

END TIME

Warning bell

08:50

ANNOUNCEMENTS

08:55

09:00

PERIOD 1

No Bell

09:00

10:15

A.M. BREAK

10:15

10:20

PERIOD 2

10:20

11:35

LUNCH

11:35

12:25

Warning bell

12:20

PERIOD 3

12:25

01:40

P.M. BREAK

01:40

01:45

PERIOD 4

01:45

03:00

Important Dates...2012-13

Semester I

Semester 1 Begins	September 4, 2012
Picture Day	September 10, 2012
Grade Nine Parents' Night	September 19, 2012
Thanksgiving Day	October 8, 2012
Progress Reports	October 11, 2012
Parent Teacher Interviews	October 17, 2012
Picture Retakes	October 22, 2012
Awards Assembly	November 1, 2012
Commencement	November 2, 2012
Term 1 Ends.....	November 6, 2012
Term 2 Begins	November 7, 2012
Report Cards	November 15, 2012
Professional Activity Days	October 5 & November 16, 2012
Grad Picture Days	November 19 - 21, 2012
Last day of classes before Christmas Holidays	December 21, 2012
Christmas Holidays Inclusive	December 24, 2012 – January 4, 2013
Return from Christmas Holidays	January 7, 2013
Grade 9 Math EQAO Test	January 2013
Grade 8 Parents' Night	January 23, 2013
Semester 1 Ends	January 23, 2013
Semester 1 Exams	January 24 - 30, 2013
Professional Activity Days	January 31 & February 1, 2013

Semester 2

Semester 2 Classes Begin	February 4, 2013
Report Cards from Semester 1	February 8, 2013
Family Day	February 18, 2013
Progress Reports	March 7, 2013
March Break	March 11-15, 2013
Parent Teacher Interviews	March 21, 2013
Good Friday	March 29, 2013
Easter Monday	April 1, 2013
EQAO Literacy Test	April 11, 2013
Term 1 Ends.....	April 16, 2013
Term 2 Begins	April 17, 2013
Report Cards	April 26, 2013
Victoria Day	May 20, 2013
Grade 9 Math EQAO Test	June 2013
Semester II Ends	June 19, 2013
Semester II Exams	June 20 – 26, 2013
Professional Activity Days	June 27 & 28, 2013

School Council dates; Sept 19, Oct. 24, Nov. 21, Jan. 16, Feb. 20, April 17, May 15

Current as of July 2012 - check the school website (www.granderie.ca/pdhs for up-to-date information)

Paris District High School

Code of Conduct

Paris District High School is a community - a community of learners and of citizens. At PDHS, students will engage as part of this community so that they can become compassionate citizens capable of creating, leading and contributing to a democratic society.

The PDHS school community believes that;

- listening to others provides a path to understanding,
- appreciation for all individuals, and treating all individuals with dignity is the cornerstone to a positive relationship between all individuals in the school community,
- respect for the school, and for people in our school community is important to all members of our school community, and
- all students have the right to success at school.

Additionally, all individuals in our school community are expected to demonstrate character traits that are consistent with the Grand Erie District School Board's character attributes. These attributes are;

- Respect
- Integrity
- Responsibility
- Team oriented Perseverance
- Compassion
- Humility
- Inclusiveness

PDHS strives to provide an environment for all students, staff, and visitors that is free from harassment, bullying, discrimination, and any form of violence. The GEDSB Harassment Statement states that ;

"The Grand Erie District School Board has a zero tolerance policy toward all forms of harassment. The Board is committed to providing a working and learning environment that is free of harassment, which supports productivity and the personal goals of dignity and self-esteem of every individual. The Board expects all students, staff and visitors to behave in a respectful, courteous and appropriate manner at all times. The Board will respond to all forms of unacceptable behaviour in a manner consistent with the Board Policy, Procedure on Harassment." In order to provide the safe, inclusive learning environment as described above, the following expectations are in place;

A student is expected to:

- exercise self-control and not disrupt the instruction of others
- complete all assignments to the best of his/her ability and take pride in those assignments
- show respect and tolerance for others in the school
- attend regularly and be punctual

- catch up on missed assignments after absences
- use acceptable language in and around the school
- refrain from physical violence
- dress appropriately
- be clean in person and habits
- follow the instructions of school staff
- demonstrate mature and appropriate problem-solving and conflict resolution skills

A staff member is expected to:

- strive to provide a safe, positive, caring, and supportive climate for learning
- treat all members of the school with respect
- set good examples of behaviour, dress, respect and conduct
- provide assistance/guidance for students when necessary
- communicate with parents regarding student's progress, conduct, attendance
- possess a knowledge and understanding of the characteristics of the learner
- provide effective and motivational instruction for all learners

A parent is expected to:

- be supportive of the school and encourage a positive attitude towards learning
- encourage punctual and regular attendance
- provide a supportive home environment for learning (i.e. a quiet place for home study, sufficient sleep, nourishment and clothing)
- notify or explain lates, absences and changes in transportation routines
- keep the school informed of any situation that may affect a student's learning or behaviour
- attend school interviews and information meetings
- participate in cooperative problem-solving and decision-making and then support the school with these decisions

When a student does not meet expectations consequences are put in place. The goal of these consequences is to change behaviour. When imposing consequences on students the school will put in place the consequence that will bring about the desired change in student behaviour. When behaviours are repeated, the consequences will increase in severity. The GEDSB policy on *progressive discipline and promoting positive student behaviour* can be found at

<http://www.granderie.ca/Portals/0/Policies/School%20Operations/SO11%20progressive%20discipline.pdf>

Further information on school policies and procedures can be found in the Student/Parent Handbook.

The GEDSB Code of Conduct can be found at;

<http://www.granderie.ca/Portals/0/Policies/School%20Operations/SO12%20code%20of%20conduct.pdf>