

# **Wellington Heights Secondary School**

2011-2012

**Mr. B. Serafini  
Principal**

**Ms. J. Arbuckle  
Vice-Principal**

**405 Sligo Road East  
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## 2011 - 2012 SCHOOL DATES

### SEMESTER 1

Sept. 6	First Day of Semester 1
Sept. 8	Photo Day
Sept. 9	Welcome back BBQ
Sept. 16	Magazine Campaign
Sept. 22	School Dance
Sept. 28	National Terry Fox Run
Oct. 5-7	Grade 9 YLCC Camp
Oct. 10	Thanksgiving Day
Oct. 11	Interim Reports
Oct. 19	Parents' Night
Oct. 20	Hire a Student Day
Oct. 21	Photo Retakes
Oct. 27	School Dance
Nov. 2	Take Your Kid to Work Day Gr. 9 only Grade 8 Visit – options
Nov. 4	WHSS Commencement
Nov. 9	Civics/Careers Turn Around Day
Nov. 11	Remembrance Day Assembly
Nov. 17	Drama Presentation “An Evening of One Act Plays”
Nov. 17	Mid-Term Reports
Nov. 18	P.A. Day
Nov. 21-25	Grad photos
Nov. 24	Semi-Formal
Dec. 7	Gr. 8 Parent Information Night
Dec. 26 – Jan. 6	Christmas Holidays
Jan. 9, 2012	Classes resume
Jan 19-20	Math EQAO
Jan. 27-Feb.2	Final Exams - Compulsory Attendance
Feb. 3	P.A. Day (no buses)

## SEMESTER 2

Feb. 6, 2012	Semester 2 Begins Course fair/course selection a.m.
Feb. 13	Semester 1 Reports sent home
Feb. 16	School Dance
Feb. 20	Family Day
March 7	Interim Reports
March 12-16	March Break
March 21	Parents' Night
March 29	Ontario S.S. Literacy Test
April 6	Good Friday
April 9	Easter Monday
April 17	Civics/Careers Turn Around Day
April 19	Hire a Student Day
April 23	P.A. Day
April 25	Mid Term Reports
May 10-13	Drama Presentation "Anything Goes"
May 21	Victoria Day Holiday
May 26	Prom
June 13 -14	Math EQAO
June 14	Athletic Banquet
June 15	Year-end BBQ
June 18	Year-end Assembly
June 20-26	Final Exams - Compulsory Attendance
June 27-29	P.A. Days (no buses)
July 2-6	Final Report Cards pick up 8:00 a.m. to 3:00 p.m.

### DAILY SCHEDULE

Time	Week 1	Week 2	Week 3	Week 4
<b>8:55 - 10:15</b>	Period 1	Period 2	Period 3	Period 4
<b>10:20 - 11:35</b>	Period 2	Period 1	Period 4	Period 3
<b>11:35 - 12:25</b>	<b>LUNCH</b>			
<b>12:25 - 1:40</b>	Period 3	Period 4	Period 1	Period 2
<b>1:45 - 3:00</b>	Period 4	Period 3	Period 2	Period 1

## **A SHARED RESPONSIBILITY**

The identification and achievement of the goals of education are shared responsibilities of students, teachers, and parents. The major purpose of Wellington Heights S.S. is to help each student develop his/her potential as an individual learner and as a contributing, responsible member of society, who will think clearly, feel deeply, and act wisely. This purpose can be achieved when school facilitates the intellectual, physical, social, cultural, emotional, and moral growth of each student and develop more fully the knowledge, skills, and aptitudes that each student learner brings to the school. School programs give emphasis to what the school is best equipped to do, namely, to contribute significantly to the fulfillment of the intellectual, physical and social needs of the student. The school co-operates with parents and guardians in facilitating the emotional, cultural and moral development of the student. Students, teachers, and parents recognize the uniqueness of each student, the dignity of work, and the satisfaction of achievement. In this way students of varying interests and abilities take pride in their personal efforts.

## **CODE OF CONDUCT**

The Code of Conduct is intended to:

1. Serve as a guideline for all members of the school community in determining acceptable behaviour within the learning environment, on school and Board property, school buses, and at school and board related events and activities, or in other circumstances that could have an impact on the school climate.
2. Ensure that all members of the school community are treated with respect and dignity, especially persons in positions of authority.
3. Promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
4. Maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
5. Encourage the use of non-violent means to resolve conflict.
6. Promote the safety of people in the school.
7. Discourage the use of alcohol and illegal drugs.

## STANDARDS OF BEHAVIOUR

### 1. RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All members of the school community must:

- a) respect and comply with all applicable federal, provincial and municipal laws;
- b) demonstrate honesty and integrity;
- c) respect differences in people, their ideas and opinions;
- d) treat one another with dignity and respect at all times, and especially where there is a disagreement;
- e) respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- f) respect the rights of others;
- g) show proper care and regard for school property and the property of others;
- h) take appropriate measures to help those in need;
- i) respect all members of the school community, especially persons who are in a position of authority;
- j) respect the needs of others to work in an environment that is conducive to learning and teaching;
- k) not swear at a teacher or at another person in authority; and
- l) seek school staff assistance, if necessary, to resolve conflict peacefully.

### 2. Safety

All members of the school community must not:

- a) engage in bullying behaviours;
- b) commit sexual assault;
- c) trafficking weapons or illegal drugs;
- d) be in possession of any weapon including, but not limited to, firearms;
- e) use any object to threaten or intimidate another person;
- f) cause injury to any person with an object;
- g) be in possession of, or under the influence of, or provide others with alcohol or illegal drugs;
- h) inflict or encourage others to inflict bodily harm on another person;
- i) engage in hate propaganda and other forms of behaviour motivated by hate or violence;
- j) commit an act of vandalism that causes extensive damage to school property or property located on the premises of our school; or
- k) engage in any form of electronic communication directed to an individual or group of people that is intended to cause (or should be known to cause) fear, distress and/or harm to other persons' feelings, self-esteem, or reputation, or that has a negative impact on the school climate.

### **3. Roles and Responsibilities of Teachers and School Staff**

As role models, under the leadership of the Principal, the Board expects that teachers and school staff will:

- a) maintain order in the school;
- b) maintain consistent standards of behaviour for all students;
- c) help students work to fulfill their potential, develop self-worth, and prepare them for the full responsibilities of citizenship;
- d) communicate regularly and meaningfully with parents/guardians;
- e) demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- f) empower students to be positive leaders in their school and community.

### **4. Roles and Responsibilities of Students**

Students are to be treated with respect and dignity, and will:

- a) accept responsibility for their personal actions;
- b) demonstrate respect for self, and others, and for those in authority;
- c) fulfill expected academic obligations;
- d) come to school and attend assigned classes and activities and events punctually each day, prepared and willing to learn;
- e) obey the rules of the school, on school buses, and other sites during school activities;
- f) dress appropriately for a school setting ensuring that no part of their clothing has portrayals of alcohol, illegal drugs, inappropriate language or pictures;
- g) use respectful language, free from profanity;
- h) work cooperatively with staff and other students;
- i) be honest in their academic work (refraining from plagiarism, cheating, etc.); and
- j) use free time responsibly.
- k) students 18 years old and older must complete an office form to indicate the student as the primary contact for the school.

### **5. Roles and Responsibilities of Parents**

Parents play an important role in the education of their children and fulfill this responsibility by:

- a) demonstrating respect for all students, staff, volunteers and members of the school community;
- b) supporting the efforts of school staff in maintaining a safe and respectful learning environment;
- c) showing an active interest in their child's school work and progress;
- d) communicating regularly with their child's school;

- e) assisting staff in dealing with disciplinary issues involving their child;
- f) helping their child to be neat, dress appropriately, be well-rested, and prepared and ready to learn;
- g) ensuring that their child attends school regularly and on time;
- h) promptly reporting their child's absence or late arrival for acceptable reasons;
- i) showing that they are familiar with the Ontario School Code of Conduct, the Board's Code of Conduct, and the school's Code of Conduct and rules of behaviour; and
- j) helping and encouraging their child in following the Board's Code of Conduct and the School's Code of Conduct and the rules of behaviour.

## **7. Police Services**

Police are partners with our school in maintaining a safe school and community. Through the guidelines established in the Police/School Boards Protocol Agreement. Police support our school by encouraging, enabling and maintaining positive relationships with the Principal, Vice-Principal, teachers, support staff, students, parents, and members of the school community.

## **8. Community Partners**

Community agencies and members of the school community are resources that can help our school deliver prevention and intervention programs. We look forward to continuing to work with our community in encouraging, supporting, and enhancing relationships to maintain a safe school and community.

## **ELECTRONIC DEVICES**

Equipment such as cell phones and devices which play music, games or videos are **not permitted** to be turned on or used during classes, unless authorized by the teacher. If you must bring these devices to school, leave them turned off during class time. Students who fail to comply with this will see their equipment confiscated by staff, and there may be further disciplinary consequences. The school accepts no responsibility for the loss of such items.

## **DRESS CODE**

### **APPROPRIATE DRESS**

All school members are expected to:

- dress in attire that is modest, free of symbols of hate or negative images which portray violence, death, abuse, alcohol, cigarettes, drugs, racial, political or sexist statements;
- wear clothing that does not provide a distraction from the learning environment (e.g., immodest clothing such as excessively short or revealing clothing, bottom of shirt must overlap top of pants);

- remove hats and other head coverings before entering the school;
- under normal circumstances, not wear coats, jackets and heavy winter clothing in classrooms.

The continued reinforcement of dress policies is the responsibility of all Wellington Heights teaching staff.

Consequences for violations of the dress code are the responsibility of the Wellington Heights administration and may include a reprimand, parental contact, being sent home to change, and/or suspension.

**NOTE:** Appropriate clothing must be worn in order to participate in a physical education course. A WHSS uniform can be purchased through the Phys. Ed. at the school.

### **ATTENDANCE AND PUNCTUALITY**

Consistent attendance is a vital part of a student's academic success. The regulations state that a pupil shall attend classes punctually and regularly. Late to class or absence interferes not only with your learning but also with that of other members of the class. A student is responsible for any work or tests missed, or projects assigned during the absence. This includes absence during field trips and co-curricular activities. When you know ahead of time that you will be away, find out from your subject teachers what you should do to prepare yourself for subsequent classes. A student is also expected to attend all general school assemblies, and all special days. Persistent truancy may result in the loss of the privilege to participate in a course and the consequent forfeit of a credit and/or the removal of the student from the school.

### **PROCEDURES**

#### **ABSENCE FROM SCHOOL**

A student who has been absent from school for any period of time is required to bring a note, on the first day of return, written and dated by the parent or guardian stating the reason for the absence. Parents are encouraged to phone the school to inform us in advance when their student will be absent. For attendance phone the school at 519.323.3430 and press "1".

#### **LEAVING SCHOOL DURING THE DAY**

A note signed by a parent or guardian, stating the reason for requesting that the student be given permission to leave school early, must be presented to the classroom teacher. Students will then take the note to the office to sign out. Any student who goes home for lunch and, due to illness, is unable to return for afternoon classes should have their parent promptly notify the school, by telephone.

#### **LATE TO SCHOOL**

If you are late either in the morning or after lunch you must sign in at the Main Office.

Students who are late without a valid reason will report directly to their class for attendance.

### **ABSENT FOR AN EXTENDED PERIOD OF TIME**

Please inform the school as soon as you know that you will be absent for an extended period of time that exceeds three school days. A Temporary Withdrawal From School Permission Form will be required. These forms can be picked up in the Main Office. When you are able to resume homework, you or your parents must contact the school to request that work be sent home to you.

### **ILLNESS DURING THE DAY**

If you become ill during the school day, report to the Main Office. Your parents will be contacted. There is no accommodation for students to lie down. Alternative arrangements should be made in advance in the event you become ill at school. **Please note that school personnel cannot, by law, administer any medication.**

### **CONSEQUENCES FOR INVALID ABSENCES AND NOTES**

#### **LATE TO CLASS, NO VALID REASON**

5 lates in any single class = 1 full lunch-time detention

10 lates in any single class = 2 full lunch time detentions plus parental contact home by the vice-principal.

Students who go beyond 10 lates in any class will experience further consequences including in-school suspension and possible suspension.

#### **ABSENT FROM CLASS, NO VALID NOTE OR PHONE CALL RECEIVED**

5 absences - student interviewed by vice-principal; parent contacted by vice-principal. If absences are determined to be "skips" student receives 1 full lunch-time detention.

10 absences - parent and student meet with school administration. Student receives in-school suspension.

15 absences - student is suspended from school. Referral is made to Attendance and Counseling worker.

Continued absences past 15 days will result in increasing lengths of suspension.

### **ATTENDANCE RESPONSIBILITIES**

#### **Student:**

- attend all classes, on time
- when absences are planned (medical appointments etc.) bring a note to sign out of school or to explain your absence in advance

#### **Parent:**

When absences are planned send a note with your student explaining the nature of the

absence in advance.

When your student is absent due to illness call the school to report the absence.

**School:**

- keep accurate records of absences and lates
- contact home when students are absent or late in any class (automated dialer)
- ensure students under 18 years of age do not leave school without parental consent (note, phone contact)

## **ACCIDENTS**

### **INJURY DURING THE DAY**

Report to the Main Office. Your parents will be contacted. If you are injured during class time or during a school sponsored activity, you must fill out a Student Accident Report form which may be obtained from the Main Office.

### **SCHOOL ACCIDENT INSURANCE**

All students, especially students who are active athletically, should give this insurance serious consideration. This is offered to all students in September. Parents must send the application for school insurance directly to the insurance company. The school only distributes the application forms.

## **STUDENT SERVICES**

All students have access to a Guidance Counselor.

**No changes of courses may be made after 5 school days from the onset of the course. Students in Grades 9 – 11 must carry a full course load of 8 courses.** For any courses in Grade 11, 12 dropped more than 5 days after a midterm report is issued, current marks will be recorded on your transcript.

## **SUPPORT SERVICES**

**(Make an appointment through Guidance)**

### **HEALTH SERVICES AND TEEN CLINIC**

The Nurse is available most Mondays and Fridays. She offers confidential counseling to students about any health issue. In addition, a physician visits WHSS once or twice each month. Appointments are made through the nurse.

### **DRUG AND ALCOHOL ISSUES**

Brenda Atkins, Addiction Therapist with Community Addiction Services, is available to meet with students and parents at Wellington Heights. She will be in the teen clinic office from 9:00 a.m. to 11:30 a.m. every Tuesday. Students may request an appointment through the guidance office or by dropping a note into the box outside of the teen clinic. Parents may request appointments by speaking to the school office or

calling 519-323-4558, Ext. 426

Brenda is here to answer any questions you may have about drug and alcohol use, dispel myths, and provide information and support to students and their families.

**WELLINGTON HEIGHTS S.S. LIBRARY:**

an area for quiet study and research.

**HOURS:** As posted.

**BORROWING REQUIREMENTS:** A student **must** present a current Student Card to borrow materials. No library loans are permitted to students with overdue materials or unpaid fines.

**COMPUTERS** are available for student use, but e-mail, chat, and games are **not** permitted.

**DATABASES** are available for research.

**LOCKERS**

Lockers are assigned each September through home room. Students are required to use Dudley combination locks. If a lock is brought from home, students will provide the combination and serial number, in writing, to the home room teacher. Otherwise, they may buy one from the school for \$5.00.

The school owns the lockers. Any damage incurred by the student while in possession of the locker will be charged to the student. All locks must be removed from the locker by the last day of exams. Lockers must be completely cleaned out and emptied prior to the last day of exams. Materials remaining in the lockers after this date will be given to a local charity.

**PLAGIARISM POLICY**

It is the policy of **Wellington Heights Secondary School** that students do not plagiarize or engage in **academic dishonesty**. Those who do engage in such activities are subject to progressive discipline according to the policy outlined below.

To prepare students for post-secondary academic expectations (college and university), WHSS, as with other high schools, will be using software for plagiarism checking.

Students will be asked by their teachers to submit their written assignments in electronic format for plagiarism checking, as well as print (hard copy) format for teacher assessment and annotation.

**PLAGIARISM IS DEFINED AS:**

- the act of using another person's ideas or expressions without acknowledging the source, including any of the following: essays, newspaper articles, literary journals and compositions, art works, Internet sites, software, television programs, live plays or other oral presentations, recorded music, images, translations and movies, etc. It is a serious offence that will not be tolerated!

### **ACADEMIC DISHONESTY IS DEFINED AS:**

- the representation of another person's work, ideas, expressions or projects, whether directly quoted, paraphrased or summarized, as your own, without permission and/or proper documentation;
- cheating on a test, quiz or exam;
- submitting previously graded work to the same or different teacher without their knowledge or permission. This constitutes self-plagiarism.

### **PROGRESSIVE DISCIPLINE PROCEDURES:**

Once plagiarism or academic dishonesty is determined to have occurred, the teacher will meet with the student and/or the appropriate administrator to review the situation and arrange appropriate consequences.

\* NOTE: In this chart "NLA" denotes "No Level Achieved," which means that curriculum expectations being assessed by the assignment have not been successfully completed.

#### **GRADES 9 and 10 FIRST OFFENCE**

The student is given a chance to rewrite the paper within 3-5 days under supervision. No mark is assigned until the student submits the paper. If there is no rewrite, then the student will receive a NLA. The incomplete assignment could therefore result in the loss of the credit.

Parents are contacted and information is forwarded to administration.

A note is entered by the administrator in Maplewood notepad.

#### **SECOND OFFENCE** (including an offence in any other course during the student's high school career)

The student receives an immediate mark of NLA on the plagiarized assignment.

The student is given a chance to rewrite the paper within 3-5 days under supervision to stay in the course. This allows the student to fulfill the requirements of summative assignments and therefore the requirements of the program. The teacher will determine if the assignment is complete, and assign a pass/fail grade.

Parent contact is made, followed by an interview with administration.

A note is entered by the administrator in Maplewood notepad.

#### **THIRD OFFENCE** (including an offence in any other course during the student's high school career)

The student is immediately suspended.

The administrator contacts the parents and meets with the student.

A note is entered by the administrator in Maplewood notepad.

### **GRADES 11 and 12 FIRST OFFENCE**

The student receives an immediate mark of NLA on the plagiarized assignment. The student is given a chance to rewrite the paper within 3-5 days under supervision in order to remain in the course. The teacher will determine if the assignment is complete, and assign a pass/fail grade.

Parent contact is made, followed by an interview with administration.

A note is entered by the administrator in Maplewood notepad.

### **SECOND OFFENCE** (including an offence in any other course during the student's high school career)

The student receives an immediate mark of NLA on the plagiarized assignment.

Administration contacts the parents and meets with the student.

The student receives an automatic suspension.

Term assignments are not eligible for resubmission; culminating activity assignments must be resubmitted.

A note is entered by the administrator in Maplewood notepad.

### **THIRD OFFENCE** (including an offence in any other course during the student's high school career)

The student is immediately suspended.

The student is immediately removed from the course.

The administrator contacts the parents and meets with the student.

A note is entered by the administrator in Maplewood notepad.

Adapted from the published policies of John F. Ross SS, Guelph; Orangeville DSS, Orangeville; Centre Wellington DHS, Fergus and Quinte Secondary School, Belleville)

## **EVALUATION**

### **QUALIFICATION FOR CREDIT**

To earn a credit, a student must have a passing mark (a minimum of 50%) and must have been present regularly in class, must have written the formal examination, and must have submitted, by the last day of classes, or due dates as presented in the course outline all required assignments. Failure to meet **ANY** of the three criteria may result in a failure. For further details, see each course's information sheet.

### **ASSIGNMENT SUBMISSION POLICY**

Every teacher will make his/her students aware of the procedures for assignment submission and course evaluation. To promote student success, we are encouraging students to submit their assignments on time.

## **EXAMINATIONS**

Final examinations must be written at the scheduled time and place. **Please keep all exam days free from other commitments.**

Students will only be able to write their final evaluation upon fulfilling their obligations to obtain an **exam pass**. This means that all library fines are cleared, library books and textbooks have been returned, and any other obligation cleared.

## **AWARDS, PRIZES, SCHOLARSHIPS, HONOUR ROLL**

The school Honour Roll will include those students with 80% average:

- in a full program for grades nine and ten;
- in 7 subjects for grade 11;
- in 6 subjects for grade 12;
- the only summer school courses that will be considered will be new credit courses;
- upgrade courses will not be calculated for the Honour Roll;
- all new credit courses taken during day school, night school and summer school from September 1<sup>st</sup> to August 30<sup>th</sup> will be used to calculate Honour Roll status;
- Ontario Scholars (80% or better in best 6 4U/4C/4M/4E/4O courses).

School letters and awards policy will be in Student Services.

## **SCHOOL BUS TRANSPORTATION**

The bus driver is responsible for the student on his/her vehicle. For reasons of safety, students must abide by the driver's request. Under the regulations of the Upper Grand District School Board, unruly and disorderly conduct will result in a student's bus privileges being withdrawn.

When buses are to be cancelled in the morning, the following notice will be broadcast between 7:00 and 8:00 a.m. over CKKW 1090, CHYM 570, CKNX 920, CJOY 1450 or DC 103 on your radio dial or the Upper Grand DSB web site:

*All buses in North Wellington will not run today.*

*The schools are open for those who can safely walk to school.*

*Please listen to your radio for further information.*

## **BOARD POLICIES**

1. It is the parent's responsibility to determine whether or not it is safe for their children to leave for school in inclement weather.
2. A parent must be aware that:
  - a) when a bus does not travel a route in the morning due to fog, ice or snow conditions, it will not travel that route in the afternoon;
  - b) if parents elect to drive their pupils to school, they are responsible for their

- pupil's pickup at dismissal time.
3. Parents should discuss with their children who attend high school, action to be taken if the following storm situations occur:
    - a) in case school buses are unable to operate because of a severe storm and students are forced to remain in town, parents should arrange a place for their children to stay in town. If such a major storm occurs, students at the school will be told to return to their home rooms. The home room teacher will take attendance and the students will then be excused. A record of students' destinations will be kept at the school, but parents should insist that as soon as their children arrive at their billets, they immediately make contact by phone with their parents.
    - b) Parents may wish to pick up their children by car. If this is your intention, please notify the school.
    - c) As we have a limited number of telephone lines, please do not call the school except when absolutely necessary.

### **STUDENT PARKING**

Cars and motorcycles must be parked in the designated area of the parking lot. No student parking is permitted in the parking lot in front of the school.

If students ignore safe driving practices, they will lose parking privileges. Parking areas are not designed for social meetings, but for people who have specified business at the school. Students should discourage their friends from parking and socializing.

### **SKATEBOARD AND IN-LINE SKATES**

Skateboards, in-line skates, and other wheeled devices, are not permitted on school property unless at the specific request of a teacher in order to fulfill a curriculum expectation.

### **OUT-OF-SCHOOL TRIPS**

Students participating in field trips and excursions are expected to meet the same standards of behaviour as are required in the regular school setting.

Students are expected to notify their teachers prior to absence due to a field trip and to assume the responsibility for completing the work missed.

Eligibility to participate in field trips and excursions is dependent on the student's behaviour and school effort.

### **ACCEPTABLE USE OF COMPUTER NETWORK AND INTERNET**

The Internet is a dynamic, educational resource which dramatically expands the classroom by delivering current information, data and images from around the world. The Internet offers unique opportunities to educate, inform and communicate. Students

and staff using the resources of the Internet will develop the ability to access, analyze, evaluate and manage information - essential skills in today's rapidly changing society. We believe that the valuable information and interaction available to users through the resources of the Internet far outweigh the possibility that users may access material that may be inappropriate and inconsistent with school and community values. While teachers will monitor the use of computers by students, ultimately, it is the responsibility of the student to guard against unacceptable information. Copies of the complete Upper Grand District School Board Acceptable Use Policy for Computer Network and Internet Use, which includes the information summarized below, are available in the school office. School administrators will deem what is inappropriate use and their decision is final. Failure to observe these guidelines will result in loss of computer privileges and/or other consequences consistent with Board/school policies and procedures.

### **USER RESPONSIBILITIES**

Each user will comply with the following conditions:

- using e-mail and Internet access in support of education and research, and in a manner consistent with the educational beliefs and objectives of the school and Board;
- accepting full responsibility for his/her own exploration of the Internet;
- respecting the privacy of others;
- adhering to school standards of courtesy and behaviour;
- promptly reporting to staff any inappropriate e-mail or Internet data.

### **UNACCEPTABLE PRACTICES**

These include but are not limited to:

- accessing or distributing inappropriate material;
- using the network for any unauthorized, illegal, inappropriate or obscene purposes;
- using the network for financial gain or commercial activity;
- plagiarizing or violating copyright;
- violating network security;
- accessing, vandalizing, damaging or disabling the property of another user;
- engaging in any form of harassment on the network;
- allowing others the access to personal passwords or accounts;
- posting personal contact information;
- posting or forwarding personal communications without the approval of the author.

### **VISITORS TO THE SCHOOL**

All visitors to the school or its property must go to the school office for written authorization to be on school property. Students must not bring siblings or children to school and/or class. Any visitor to the school or its property without written

authorization may be subject to charges under the Safe Schools Act and the Ontario Trespass Act.

### **DANCE REGULATIONS**

1. Entry to dances, including the Prom, is a privilege, not a right.
2. A student must have a Student Card to attend any dance, including the Prom.
3. Dances are between 7:30 p.m. - 10:30 p.m., usually on Thursday, with the exception of the Prom on Saturday, May 26, 2012.
4. Doors will be closed and locked at 9:00 p.m. (Prom - 7:15 p.m.). If, due to work or other circumstances, you may arrive after the doors are closed and locked, you will require the principal's written advance permission to enter. There will be no exceptions for Prom.
5. Admission is by ticket only. Tickets can be purchased in the school until 3:30 of the day the dance is held, with the exception of the Prom. Tickets are not sold at the door.
6. All guests must be signed in by noon of the day prior to the day of the dance, with the exception of the Prom. Students may sign in only one guest. The guest must be attending a high school, the only exception would be the Prom. Sponsoring students are responsible for the conduct of their guests. If a student's guest shows poor judgement, attendance of that guest at future dances will be at the discretion of the Principal, and the sponsoring student may lose dance privileges. The guest list will be checked by the principal. Guests who are to be denied access to the dance will be informed by the student who signed in that guest.
7. The Upper Grand District School Board Drug and Alcohol policy prohibits the use of drugs or alcoholic beverages at school functions. If a student or the student's guest is required to leave the dance by either chaperone or the police officer on account of violation of Board policies related to drugs, alcohol or violence there will be a school suspension. Future attendance at school dances, or Prom, will not be permitted for the student for the remainder of the school year. Dances are provided to students as a service by the Students' Council and are chaperoned by staff and community members as a favour to students. You are expected to behave in an appropriate manner.
8. Students may not bring sports bags or large purses into the dance area. We reserve the right to check all purses and bags, personal belongings cannot be secured. Do not bring cell phones, CD players or large amounts of cash. Students are required to use the mandatory coat check.
9. Wearing masks is not permitted.
10. Slam dancing or inappropriate dancing is not permitted.

## **BULLYING PREVENTION PLAN**

Everyone at Wellington Heights SS is committed to making our school a safe and inclusive environment for all. We treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

### **DEFINITION OF BULLYING**

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Bullying takes on different forms and contexts with age. It can be physical, verbal, social/emotional or through the use of technology. Bystanders contribute to bullying by doing nothing to prevent it or by becoming actively involved in supporting it.

### **EXAMPLES OF BULLYING**

- Physical bullying
- Verbal bullying
- Social bullying
- Electronic bullying
- Racial/ethnocultural bullying
- Sexual bullying
- Religion-bases bullying
- Gender-based bullying

### **SAFE AND INCLUSIVE SCHOOL COMMITTEE**

School Administrator: Principal Serafini/Vice Principle Arbuckle

Teachers: Mr. Rowden, Mr. Reid, Mr. Gitter

Support Staff: Ms. Jensen

Parent: To be selected by School Council in the Fall

Student: To be determined in September

### **BULLYING PREVENTION STRATEGIES, EDUCATION, PROGRAM/ACTIVITIES**

#### **Bullying Prevention Goal(s):**

Note: Our Bullying Prevention goal(s) are determined after we analyze the results of our anonymous school climate survey with our staff and school council.

- To increase the awareness of all school community members of the incidence of bullying in our community
- To reduce/eliminate all incidents of bullying and to ensure that all school community members feel safe at school

## **SCHOOL BULLYING PREVENTION, EDUCATION, PROGRAMS AND ACTIVITIES**

Note: Our school currently implements or will implement the following bullying prevention education programs and activities that focus on developing healthy relationships and provide leadership opportunities for our students:

- Peer mediation
- Restorative justice
- Counseling

### **BULLYING PREVENTION RESPONSIBILITIES**

#### **Staff:**

- Closely supervise students in all areas of the school and school grounds
- Watch for signs of bullying and stopping it when it happens
- Respond quickly and sensitively to bullying reports (Affirm, Ask, Assess, Act)
- Take seriously parents' concern about bullying incidents
- Assign consequences for bullying
- Teach students our procedures for reporting incidents of bullying
- Provide a safe environment for students who report bullying (protection from retaliation)
- Treat others respectfully
- Model positive ways of getting along with others

#### **Students:**

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Include everyone in play, especially those who are often left out
- Report bullying to an adult

#### **Parents:**

- Model positive ways of getting along with others
- Help your son/daughter find ways to express anger that does not involve hurting others in any way including but not limited to physically or emotionally
- Teach problem solving skills
- Inform school staff if your child tells you about a bullying incident
- Support the school's bullying prevention efforts
- Help your son/daughter understand the value of accepting and celebrating individual differences
- Be alert to signs your child is being bullied or may be bullying others.

**Incidents of bullying should be reported immediately to a teacher or the office. Incidents can also be reported by emailing the following confidential address: [speak.out@ugdsb.on.ca](mailto:speak.out@ugdsb.on.ca)**

### **INTERVENTION STRATEGIES**

Our staff will use the following process when bullying is reported:

#### **ACKNOWLEDGE/AFFIRM THE INCIDENT**

- “You were right to report/get help from an adult.”
- “I’m glad you asked for help with this.”

#### **ASK QUESTIONS/GATHER INFORMATION**

- “Tell me more about what happened.”
- “Has this happened before?”

### **EQUITY: TOGETHER WE WILL SOLVE OUR PROBLEMS**

The Board has developed procedures for educating both students and staff about issues of equity, and ensuring strong penalties for offenders. Below is an outline. Each full policy is available from the office and the school library.

#### **DEFINITION OF SEXUAL HARASSMENT:**

Sexual harassment is unwanted and unwelcome sexual behaviour which interferes with your life. It includes put-downs or negative comments made about your gender or sexual orientation. It is deliberate and/or repeated sexual or sex-based behaviour that is not welcome, not asked for and not returned.

#### **DEFINITION OF RACISM:**

Racism is any act of discrimination against an individual’s colour, religion or ethnicity. It includes negative comments, jokes, derogatory common idioms, or any other offensive actions.

#### **THE PROBLEM:**

Sexual harassment, homophobia and racism make the atmosphere uncomfortable, hostile and un-welcoming. This is an atmosphere that should not be present at school.

#### **THE SOLUTION:**

Report incidents

- to a guidance counselor, peer facilitator, teacher, staff member, nurse, vice-principal or principal,
- exert positive peer pressure—let people know it’s wrong,

- stand up for one another.
- “Did anyone try to help you?”
- “Are you telling me this to get someone in trouble or to keep someone safe?”

### **ASSESS SAFETY/MAKE A PLAN**

Determine what the student needs to feel safe now

- What can the student do if the bullying continues
- Who will the student tell if there is another incident

### **CONTACT PARENTS**

If this is one in a series of bullying incidents or a very serious incident.

### **ACT/FOLLOW-UP**

- Determine “next step” or refer the student to an administrator
- Tell them what will happen next
- Check with the student to determine the success of the intervention

### **RESPONDING TO INCIDENTS OF BULLYING**

We will implement strategies to support and educate those who are being bullied, those who bully others, and those who are affected by observing or encouraging bullying

Examples of these are:

- Discussion with individuals involved
- Small group discussions (circles)
- In-class discussions
- Assemblies

When responding to a bullying incident, our school staff uses a progressive discipline approach. Strategies may range from early intervention to more intensive intervention in cases of persistent bullying, with possible referral to Board support personnel, community or social service agencies.

**Consequences are at the discretion of the Principal or Vice-Principal. In the case of severe misbehaviour, our format of progressive discipline consequences may be superseded.**

### **WELLINGTON HEIGHTS S.S. SCHOOL COUNCIL**

The Wellington Heights S.S. Council extends a warm “ **Welcome to Wellington Heights**” to all new students and their families. The School Council consists of parents, students, staff and community members. Its mandate is to assist in the development of excellent communication among all of the partners. Information regarding the school council’s first meeting will be posted. **Everyone is welcome!**

## **STUDENT ORGANIZATIONS**

Thursday, September 8, 2011 is Photo Day. Each student is required to have a photo taken.

**Students' Council** is an elected representative body of students working to increase student involvement in the school and its various functions. It supports clubs financially and voices student opinion to the school administration. To make your time at Wellington Heights more enjoyable, Student Council has planned numerous events to get you involved. If you have any ideas or events you would like to see occur at Wellington Heights, please feel free to attend the Student Council general council meetings or give a note to any Student Council executive member.