

INFORMATION AND PROCEDURES

Academic Resource: Academic Resource delivers programs available to students working with an *Individual Education Plan*. Programs include academic withdrawal, study skills, academic monitoring, and extra help. In addition Academic Resource can provide an alternative educational setting for teachers and students to use to catch-up on missed work or receive more focussed attention when they need it.

Accident or Injuries: If a student is injured during a class, they must tell their teacher at once. If a student has an accident and is injured on school property, or during a school sponsored activity off property, they must notify the main office so that they can be assisted, and an accident form can be completed.

Announcements: Students are expected to listen attentively while the morning announcements are made. **Announcements will be posted outside the main office.**

Athletics, Clubs and Interscholastic Activities: Academic studies, co-curricular activities, and good citizenship are all important facets of an education. A pupil earns the privilege of representing the school in co-curricular or interscholastic activities only if he or she is achieving academically to the best of his or her ability, has satisfactory attendance and exercises appropriate self-discipline and citizenship when representing DAW.

Attendance: Students have a responsibility to attend school. Academic success is directly correlated to school attendance. Students will be responsible to validate their absences. Notes and/or phone calls from parents/guardians will be required for each late/absence. Skipping on the day of a major test or assignment due date could result in a mark of zero. Students caught skipping will be subject to school consequences.

Backpacks: The bringing of backpacks, knapsacks, book bags, duffle or sports bags, and large handbags to class is a safety concern. Students are expected to leave them in their lockers.

Bicycles: If a student rides a bicycle to school, they must use the racks available for proper storage of their bicycle during the school day. Bicycles should not be brought into the building unless they are part of an instructional activity, and there is teacher supervision. The school is not responsible for lost, damaged or stolen bicycles.

Bullying and Harassment: The Ministry of Education formally defines bullying as the following: 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. (Definition of bullying from Policy/Program Memorandum 144, Ministry of Education). Students who feel victimized should report bullying (including cyber-bullying) to a staff member or to the office. If harassment continues after due warning has been given, perpetrators will be disciplined.

Buses: School buses are considered school property and all school rules apply on them. If you ride a school bus, you are under school jurisdiction on the bus, and you are expected to behave in a responsible and mature fashion. The following expectations must be adhered to by all students riding the bus.

- All passengers must remain seated while the bus is in motion
- Your body and your belongings must remain inside the vehicle until you are exiting at your stop
- Be respectful and follow instructions given by the bus driver
- Do not distract the bus driver while they are operating the vehicle
- No eating or drinking on the bus
- Take your garbage with you when you exit the bus
- Students are not to engage in any activity that interferes with the safe operation of the vehicle

Cafeteria: The cafeteria server is open morning and lunchtime. Students are expected to clean up after themselves when they are finished and place their garbage in the containers provided, including use of recycling bins.

Cell phones: Personal cell phone use is prohibited during instructional time. If a cell phone is visible or is heard by a staff member, during instructional time, they may ask for it to be turned over and the student must comply. The use of a cell phone for personal video or photographic use is strictly prohibited. Confiscated cell phones will be returned to the student at 2:10 p.m. from the main office only twice. On the third and all subsequent confiscations the cell phone will only be returned to parents/guardians. The school is not responsible for cell phones brought onto school property.

Cleats: Soccer, Baseball, Rugby and other sport footwear that have cleats on the bottom are not allowed to be worn in the school building. They must always be removed and cleaned before entering the building.

Computers: The school has a number of computers and computer labs that are accessible to students. DAW also participates in a number of on-line educational classroom applications (i.e. Moodle, D2L or REACH) and utilizes an on-line plagiarism program (Turnitin.com). Being enrolled at DAW unequivocally includes compliance with the *DDSB Computer Usage Agreement, all On-line Classroom Application Usage Agreements and Turnitin.com's User Agreement* found on our website. School staff monitors the use of Internet. Any students who violate the school Internet or network rules, or breach network security may face loss of network privileges, suspension, or criminal prosecution.

The following are a selection of the computer network rules:

- No food or drinks allowed in computer rooms at any time.
- No downloading of programs off the network and no uploading of programs onto the network.
- No escaping or shelling out to DOS at any time and no accessing independent networks.
- No use of social networking or chat lines.
- Students will never use computing technology for any illegal activity.

Crime Stoppers: A student who wishes to anonymously report information about crime school may call the Crime Stoppers community telephone hotline, **1-800-222- 8477 (TIPS)**. This line is answered 24 hours a day, seven days a week. Crime Stoppers does not use call display. You never have to give your name, meet with police or go to court. Callers may be eligible for a cash reward.

Dances:

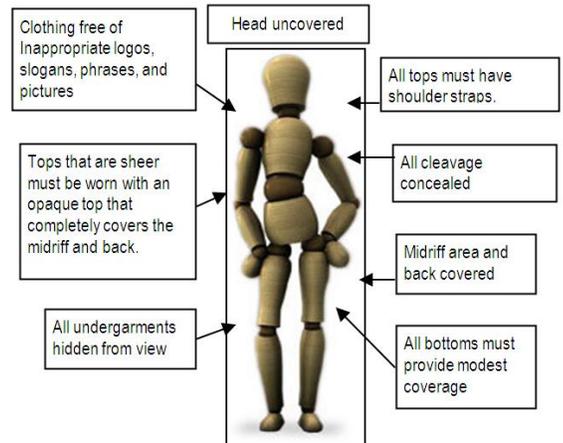
- Students must present a valid student ID to purchase tickets and arrive with their numbered dance ticket.
- If offered students may only bring one guest and guests must be pre-approved by a school administrator.
- All lockers are out of bounds so coats must be left in the coat-check area; no unsupervised access to coats is available.
- Students must enter and leave by designated doors only.
- Doors will be locked at the designated time and no students will be admitted afterwards.
- All school rules apply and school discipline will be applied.
- All dances are no smoking events as everyone must remain inside.
- Anybody arriving "under the influence" of drugs, alcohol or any type of intoxicant will not be admitted and will face school consequences.
- Once students enter the dance they may not leave and re-enter.

Detentions: Detentions last for 15 minutes and are served at lunch on Wednesdays. Failure to serve assigned detentions may result in a Restorative Circle and/or a suspension. Students will work quietly or the detention will need to be served again.

Dress Code: The DAW Dress Code was developed with the expectations of the world of work and the current Durham District School Board dress code in mind.

The illustration to the right outlines the Dress Code Expectations at DAW. Brimmed hats and toques are not allowed.

Please note that Administration reserves the right to make final decisions regarding appropriate dress and that students may be sent home to change if they do not comply with the Dress Code.



Electronic Equipment: DVD/Video players and video recording equipment may not be turned on or used on school property without the prior and specific consent of a staff member. See also 'iPods/MP3 Players'.

Field Trips: Students are expected to follow all school rules while on any trip. The student's parent or guardian must complete permission forms. Students who misbehave during a field trip may have the privilege of attending future trips revoked. If a student misses the trip, any money paid may not be refunded. **Students are responsible for all work missed.**

Fire Alarm: When fire alarm sounds, students are to follow the fire exit instructions posted in classrooms. Students must walk quickly from the building with their teacher and follow directions provided by staff or emergency services personnel. Students stay with their teacher and remain a safe distance from the building, until they are instructed by their teachers to re-enter the building. Students may not smoke during an evacuation.

Food: There are two designated eating areas available to students during lunch; the Cafeteria and the Small Gym. Classrooms may also be used as an eating area if designated so and supervised by a staff member. Students are expected to clean up after themselves. School consequences may happen as a result of littering.

Full Disclosure: All students taking grade 11 and 12 courses will be subject to a Full Disclosure policy. If a student is in a course five school days after the midterm-reporting period the course mark will appear on the transcript, even if it is dropped. Colleges and Universities may use this information for making admission and scholarship decisions.

Full-Time Program: Students must have achieved 24 credits before they are allowed to drop below the full course load of 4 courses per semester. Part-time schedules will be approved by administration only.

Gambling: Any gambling or games of chance, including the use of dice, is prohibited.

Guidance: Counsellors are available for individual counselling about courses, careers, and personal matters. Students wishing to book an appointment can do so before or after school, or during the lunch hour.

Honour Roll: A student's name will appear on the Honour Roll at the end of each year if they earn at least an 80% average in a full-time program according to their grade level.

Identification: Students must correctly identify themselves when requested to do so by any staff member. Failure to do so may result in a suspension. Students are encouraged to carry their student identification cards provided by the school at all times on school property or in the school building.

iPODS/MP3 Players: ' iPods/MP3' and all other music players are for personal listening only. Headphones must be used when in the building. All music players and speakers are permitted in instructional areas under Teacher discretion. Students found to be listening to any music device inappropriately may have their music device confiscated. Confiscated devices will be returned at 2:10 p.m. from the main office only twice. On the third and all subsequent confiscations the music device will only be returned to parents/guardians. The school is not responsible for any music device brought to school.

Lates: Students are expected to arrive to class on time. If a student is late for any reason they must sign-in at the main office and take their late slip to their classroom teacher. All excused lates must be reported by parents or guardians as soon as possible. All unexcused lates will be recorded and school consequences will be put into place as follows:

Number of Unexcused Lates	School Consequence
5	Meeting with administrator.
6	Letter sent home
7-9	Synervoice message home
10	Detention/phone call
15	Meeting with administrator
20	Parents contact and possible detention

**Please note that the pattern will continue as needed.*

Library Student Centre: The library is open daily for quiet study, homework, class assignments or casual reading. Computers are available for school related work and research however, classes are booked into the library on a regular basis and when they are the computers are for those students first. Students are expected to follow all computer network rules.

Lockers: Homeroom teachers will assign student lockers. Students are not to change lockers without administrative approval. Students must use a combination lock and are not to share their combination with other students. The locker is the property of the Durham District School Board, and is not the property of the student. Lockers must only be used to store school related materials and authorized personal items. Students are responsible for the contents of their lockers. Illegal or unsafe items stored in lockers may lead school consequences and/or criminal charges. Administration has the authority, with reasonable suspicion, to search personal property and lockers. The right to search is established to allow school administration to provide a safe and secure learning environment. Principals have the right to seize contraband material. Illegal contraband will be held by an Administrator for evidence in disciplinary proceedings, and may be turned over to a police officer. The parent/guardian of a minor student or the student, if he or she is 18 years of age or older, shall be notified by the school administration if items are removed from his or her locker.

The school is not responsible for lost or stolen articles.

Note Writing Privileges: If a student is eighteen years of age or older, he or she may apply for note writing and sign-out privileges. See an administrator for details.

Police Services: It is our policy to cooperate with the Durham Regional Police Services in order to maintain a safe environment in our school.

Prohibited Items: The Durham District School Board has banned laser pointers from all schools. If a student is found with a laser pointer, it will be confiscated. Nuisance items such as, but not limited to, water guns, cap guns, or 'Nerf'-style guns; firecrackers, party snappers, finger boards, etc. are not to be brought to school. The lighting of matches, candles and cigarette lighters in the building is also prohibited unless students are directed to do so in an instructional setting.

Progressive Discipline: Progressive discipline is an approach to raising the standard of behaviour by dealing with behaviour problems in the least aggressive manner to begin with, increasing the level of consequence with repeated occurrence of the same behaviour. All behaviour issues will be met with the best possible approach for the school community members involved with the aim of correcting behaviour and restoring relationships. For more information please go to www.ddsb.ca.

Prom: Prom is a school event. The completion and Administrative approval of a Prom Contract is required by all students wishing to purchase Prom tickets. Anyone deviating from the expectations outlined in the Prom Contract will not be admitted or will be asked to leave and tickets will not be refunded. Students wishing to bring a guest must complete and obtain Administrative approval of a Guest Pass Application before purchasing tickets.

Recycling: Students are encouraged to participate in our recycling program. Items that should be recycled include bottles, cans, fine paper, newspapers, discarded notes, and cardboard.

Religious accommodations: The Durham District School Board and DAW follow the *Guidelines and Procedures for the Accommodation of Religious Requirements Practices and Observances*. This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises.

The document is available for viewing on the DDSB website or you may ask to review a copy at your child's school.

If you anticipate that you or your family might require religious accommodation at any point during the school year we ask that you inform the administration as early as possible, preferably at the start of the school year. Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other school activities
- Religious attire/Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

You are also welcome to speak to your school administration about unanticipated religious accommodation needs as they arise.

Reporting to the Office: When a student is instructed by a staff member to report to the office, the student must comply immediately. If a student is instructed to leave a classroom, they are to report to the office immediately (without specific instructions otherwise).

Restitution: Students must make financial restitution for damage they cause on school property or during off-site school-related activities.

Roller blades, Scooters, Skateboard, Longboards and Hoverboards: Skateboards, Longboards, hoverboards, scooters, and roller blades are not to be used anywhere on school property at any time. Inappropriate use may result in the item being confiscated. Equipment must be removed and carried on the school property and stored in the student's locker, so the equipment must fit in the student's locker.

Signing In or Out: If a student needs to leave school during instructional hours they must provide parental permission when they sign out at the main office prior to leaving school property. If a student is signing in, due to a late or an absence, they must report to the main office to do so. Students who fail to follow these procedures face progressive consequences.

Students who are signed out from classes MUST LEAVE THE SCHOOL PROPERTY unless they are signed out for an event or activity and are under the direct supervision of a teacher.

Skips: Failure to attend classes will result in progressive school consequences.

Smoking: DAW supports the Smoke Free Ontario Act which restricts smoking and prohibits distributing tobacco products to others. No person is permitted to hold or smoke lighted tobacco products in the buildings or on school property at any time. Tobacco products include but are not limited to cigars, cigarettes, pipes or any other lighted or electronic device. Examples may include but are not limited to E-cigarettes, herbal cigarettes, chew, snuff and snus. Students leaving the school buildings or the school property between classes to smoke may be suspended from school. Although students are encouraged not to smoke, they may smoke in the designated smoking area before school and during lunch. Offenders will be referred to the Durham Regional Tobacco Enforcement Officer for further consequences and potential fines for smoking on school property and for distributing or selling tobacco products to a person under the age of 19.

Minimum Wage	\$8.75
Pack of Smokes	\$9.00
1 pack a day x 365 days	\$3,285.00
Smoking or Holding Lighted Tobacco on School Property	\$305
Selling or Supplying Any Tobacco to a Person Who is Less than 19 Years Old	\$365
Obeying the Smoke-Free Ontario Act	PRICELESS

The Smoke-Free Ontario Act applies to...

- **Everyone on school property** students, staff, parents, visitors
- **Anytime** 24/7 365 days
- **Anywhere on school property** including school parking lots, inside cars, school driveways, community events and sports events

YOU DO THE MATH!

Think before you light up or it could cost you!

For more information contact Durham Region Health Department's Environmental Help Line at 1-888-777-9613 ext 2188 or www.region.durham.on.ca

Snow Days: If there is a severe snowstorm, listen to local radio stations for closing and transportation information, including KX96 (95.9 FM), CKDO 1580, or 680 AM. Information will also be posted on both the DDSB and DAW website.

Snowballs: Throwing snowballs is a dangerous action, which could cause injury or damage. Students are not to throw snowballs. Students who throw snowballs may be subject to school consequences.

Special Medical Requirements: Parents must inform the school of the special medical requirements of students (e.g. EPIPEN). A student who requires a Medical Alert bracelet must wear it at all times.

Student Activity Card: Students are encouraged to carry their student identification card at all times, on the school property. Students will be required to produce their student activity card for use as a library card, and to be able to participate in school clubs, dances, teams and other activities.

Student Council: Student Council organizes many activities throughout the school year. Students are encouraged to become involved in the activities and to become involved with Student Council.

Student parking: Student parking is limited to the south west parking lot by permit only. Parking permits are available in the office for \$5.00. Vehicles parked without a permit, blocking fire routes, or on grassy areas, are liable to be ticketed or towed away at the owner's expense. The parking lot is out of bounds during class time. Vehicles are for transportation to and from school. Do not loiter in or around your vehicle. Immediately enter the building or exit the parking lot. Students are not allowed to sit in parked vehicles during spare periods or at lunch time. Student vehicles are left at the owner's risk. Students are expected to drive on school property and surrounding areas in a safe and responsible manner. Parking permits may be revoked if students fail to comply.

Study Hall: Study hall is held in the Cafeteria. Students in study hall must sit in the area designated by the teacher in charge and work quietly on the assigned work. Eating, drinking and using personal electronic/entertainment devices is prohibited. The servery and vending machines are out of bounds. Normal classroom behaviour expectations apply. Students are expected to remain working productively unless excused or dismissed by a staff member.

Study Periods (Spares): If a student has a study period on their timetable, they may leave the school property, or go to the library or cafeteria. Students must not loiter in the halls or disturb other classes. Students in the cafeteria must work and sit in the designated area of the cafeteria.

Telephones: The telephone in the office is only available for students who are ill or injured. Classroom phones are for staff use only.

Textbooks\Library Books\Electronic Equipment: Students are responsible for all textbooks, library books and electronic equipment issued. Students are expected to pay a replacement cost if a textbook, library book or the electronic equipment is lost or damaged. Failure to return items or make proper restitution may result in report cards, timetables, transcripts, and textbooks, being withheld. Found or recovered texts that have already been paid for may be fully or partially refunded if they are in satisfactory condition for use.

Timetable Changes: If a student wishes to make a change, they must do so by the deadline set by the Guidance Department. Students are required to attend all classes on their timetable until a course has been officially changed or dropped.

Valuables: Students are discouraged from bringing valuables to school. ***Students must not leave valuable items, electronic goods or money in the gym change rooms. The school is not responsible for lost or stolen property.***

Video Surveillance System: Security Cameras are in operation for the safety of students, staff and visitors. Persons on school premises are subject to video recording.

Visitors and Trespassers: During the school day, the school grounds and buildings are out of bounds to all except registered students of DAW and staff. All visitors must report to the main office upon arrival. This includes, but is not limited to, parents or guardians, School Board employees, or persons having business with the administration or staff. Failure to report to the office for approval, and being on the property without approval, may result in a charge of trespassing being laid by the Durham Regional Police. Please do not invite friends to visit you at school during the school day. They will not be allowed to attend classes.

Washrooms: To avoid missing valuable class time, students are expected to use the washroom before school, during lunch hour and between classes. Leaving a classroom for any reason is discouraged during both the first and last 15 minutes of all classes in order to keep the halls clear and maximize instructional time. In urgent cases, students may be excused at the teacher's discretion. Students may be asked to make up the time and work missed during the washroom break. Medical conditions need to be documented and brought to the attention of administration.