



DUNBARTON HIGH SCHOOL

**STUDENT HANDBOOK
& AGENDA**

2023-2024

Belonging Safety Success

INDIGENOUS LAND ACKNOWLEDGMENT

The Durham District School Board acknowledges that many Indigenous Nations have long standing relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

Dunbarton High School: 2023-2024 STUDENT HANDBOOK & AGENDA

“Inclusion is not bringing people into what already exists; it is making a new space, a better space for everyone.”
- Professor George Dei, University of Toronto

INDIGENOUS RIGHTS and HUMAN RIGHTS

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination.

THE INDIGENOUS LAND ACKNOWLEDGEMENT AND A STUDENT’S CREDO FOR CANADIAN UNITY are read each morning as part of our opening exercises.

A STUDENT’S CREDO FOR CANADIAN UNITY

We join together in gratitude for our country Canada, so rich in its people, its beauty, its heritage and resources. We trust that our nation will ever be a truly human community, where we may live in respect for one another. May we be strengthened in our unity through the appreciation of our various backgrounds, recognizing that these differences between us do not divide us, but add to the richness of our country.

DUNBARTON HIGH SCHOOL
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PICKERING, ONTARIO L1V 1G2
South Campus, Arts Wing
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Website: dunbartonhs.ddsbc.ca
Durham District School Board Website: www.ddsbc.ca
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Student's Name	
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Table of Contents

Staff	4
Principal's Message	5
Daily Schedule, Opening Exercises	6
I. Attendance and Behavioural Expectations	
Attendance, Missed Work, Types of Absences	7
Study Periods, Sign-in/out	7
Unauthorized Absences, Late Policy, Dress Code	8
Good Neighbour Policy	9
Lunch Period Procedures	9
II. Code of Conduct	
Standards of Behaviour	9
Safety	10
Bias-Aware Progressive Discipline	11
Activities Leading to Possible Suspension	12
Office Referral and Detention	13
Bus Safety	13
III. Protocol for a Safe School	
Allergens, Jaywalking, Loitering	14
Personal Electronic Devices	15
Prohibited and Restricted Items, Vaping/Tobacco, Illicit Substances	15-16
Student ID Cards	16
IV. Assessment and Evaluation	
Student Success Program	16
Absenteeism	16-17
Academic Dishonesty	18
DDSB Honour Roll and Ontario Scholar Requirements	18-19
V. Additional Information	
Academic Resource, Accidents/Insurance, Activity Cards and Other Expenses	19
Co-curricular Activities, Co-operative Education, Dances Diploma/Course	19-20
Field Trips, Guidance Services, Graffiti and Vandalism	20
Lockers, Lost and Found	20-21
Religious Accommodation	21-22
Resource Centre/Library, School Website, Social Media	22
Timetable Changes	22-23
Valuables, Vehicles, Visitors to the School	23

DUNBARTON HIGH SCHOOL STAFF

ADMINISTRATION

Principal	D. Rule
Vice-Principal (<i>last names A to G</i>).	H. Richard
Vice-Principal (<i>last names H to O</i>).	A. Cullen
Vice-Principal (<i>last names P to Z</i>).	M. Holmes

OFFICE AND CLERICAL STAFF

Head Secretary	C. Ross
Senior Secretary	G. Pereira
On-Call Secretary	A. Finbow
Receptionist	V. Martino
Guidance Secretary	M. Gaskin
LAN Technician	B. Klock

DEPARTMENT HEADS

Arts	K. Bilinskis
Classical and International Languages	K. Bilinskis
Business	A. Quartermain
Canadian & World Studies (Interim Acting)	C. Lyons
English	A. Jones
Guidance	M. Trotti
Cooperative Education	A. Nelson
Health & Physical Education	C. Campbell
Library (Interim Acting)	K. Papadopoulos
Mathematics	K. Larter
Science	D. Melegos
Social Science & Humanities	M. Filinov
Inclusive Student Services	T. Johnson
Technological Education	B. Birch

GUIDANCE COUNSELLORS

Grade 9	S. Paramasamy
Grade 10	J. Parfitt
Grade 11	I. Mohorovic
Grade 12	M. Trotti

SUPPORT STAFF

Lead Custodians	W. Mann & T. Willis
Facilities Supervisor	G. Noumtinis

STUDENT LEADERS:

Student Trustee	Ben Cameron
SAC Co-Presidents	Lily Athanasopoulos-Geetan & Noah McFarland

Welcome to the 2023-2024 school year at Dunbarton HS!

Our High School has a long history of excellence in academic achievement and a wide variety of quality co-curricular activities. Our school is comprised of talented teachers, dedicated support staff and an active student body who all work together with parents and community partners to achieve our goals. At the DDSB and DHS, we are committed to protecting human rights and providing learning environments that are welcoming, respectful, safe, inclusive, equitable, accessible and free from discrimination, harassment, racism and other forms of oppression. This agenda is designed to assist you in achieving success at Dunbarton. It includes important dates and a Code of Conduct that establishes the level of behaviour expected for all Spartans to help us maintain our commitment outlined above.

Best wishes for a successful 2023-2024 school year!

David Rule

Principal

Dunbarton HS

BELL SCHEDULES - DAILY SCHEDULE 2023 - 2024

Students will be scheduled for 4 periods per semester. Students will follow an alternating schedule of Week 1 and Week 2.

The regular day begins at 9:30 am and ends at 3:30 pm.

	Week 1 Schedule	Week 2 Schedule
9:30am - 10:50 am	Period 1 Includes Homeroom and announcements	Period 2 Includes Homeroom and announcements
10:50 am - 10:56 am	Travel Time	Travel Time
10:56 am - 12:11 pm	Period 2	Period 1
12:11 pm - 12:54 pm	Lunch	Lunch
12:54 pm - 2:09 pm	Period 3	Period 4
2:09 pm - 2:15 pm	Travel Time	Travel Time
2:15 pm - 3:30 pm	Period 4	Period 3

Homeroom

Daily homeroom time is attached to the start of the first instructional period of the day. This will be a time for opening exercises, school announcements, the distribution of other information, and homeroom activities.

Opening Exercises

The opening exercises for DHS begin at the start of the homeroom. Students will listen to the DDSB Indigenous Land Acknowledgement, the national anthem, and the school credo.

Students must remain quiet during the opening exercises and announcements so that all may hear the messages clearly.

Student Code of Conduct

The full Student Code of Conduct will be available on the school website and linked in all digital classroom platforms.

The following pages are a collection of some of the conduct expectations for quick reference.

I. ATTENDANCE AND BEHAVIOURAL EXPECTATIONS

Attendance

Students' attendance in all classes, homeroom, and scheduled assemblies is mandatory. This policy includes the days when co-curricular activities such as school dances (and the Prom) are held. **Students who wish to participate in a co-curricular event (for example, sports, club activities) must be in attendance on that day.** Regular and punctual attendance in all classes is required for academic success and for the sake of the learning environment in the classes.

Automated phone home system (Synervoice)

Parents or guardians will receive daily phone calls/emails for unexcused missed classes.

Attendance and Missed Work

General Policy: *Students are responsible for making up class work missed for any absence.* Students who are absent must make arrangements with each subject teacher to catch up on work missed and to submit missed work and write tests according to these arrangements. It is the student's responsibility to complete all work by the negotiated due date.

Absence from School

Parents are asked to contact our **SAFE ARRIVAL** number **1-844-350-2646** to report their student's absence before the bell time, the day of the absence. If the absence is not reported by the bell, the day of the absence, parents may call the school office (905) 839-1125 or send a note with their student to report their absence. Excused and valid absences do not release the student from their academic responsibility. If the absence is 5 or more days, students are required to complete an "**Extended Absence Form**" and consult with their vice principal.

Sign-in/out

All students must report to the office if leaving school during the school day. Unless a student is directed otherwise, a note or call from a parent is required to explain the reason for "signing out" during the day. A student who is ill or injured must report to the office. The receptionist will contact the parents to make arrangements for signing out. **Students who sign out must leave school property immediately.**

Unauthorized Absences (Skips)

Students are expected to attend all classes, assemblies, and school events. If a student misses class without permission, then there will be a progression of interventions to promote success. These interventions can include verbal warning, parental notification, counselling, community service, learning packets, contract, detention, in-school suspension, out-of-school suspension and/or expulsion. **Excessive absenteeism is the predominant factor in poor academic performance.**

Late Policy

Late arrival interrupts the teaching and learning process in the classroom and in distance/blended learning. If students are late they must report to the office to sign in. If a student arrives late for class without permission, then there will be a progression of interventions to change this behaviour.

Dress Code

The DDSB Student Dress Code supports a safe welcoming and inclusive school environment that recognizes the shared responsibilities to promote and protect individual rights and freedoms and to maintain respectful, safe and positive school climates.

Appropriate Dress:

- A) Students must wear;
- Clothing which includes both a top and bottom layer
 - Footwear

Students may wear;

- Any clothing that supports a human rights related need or accommodation
- Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples
- Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks
- Any headwear that does not obscure the face, subject to human rights related needs and religious and creed accommodations.

Inappropriate Dress:

- B) Students may not wear;
- Clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use
 - Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
 - Clothing (tops) that exposes nipples
 - Clothing (bottoms) that expose groin and/or buttocks
 - Clothing (mask/scarf) that obscures the face (unless required to meet human rights related needs or accommodations)
 - Undergarments as outerwear
 - Transparent clothing that fully exposes undergarments
 - Swimwear unless required for curricular or co-curricular approved activities

Interactions with administration

Students MUST cooperate with the school Administration during any type of school investigation. Students who are directed to leave class or any school activity must report immediately to the main office. Students must leave an area of the school when directed by a staff member or Administrator. Failure to leave the area when directed will result in further disciplinary action. Students must comply with school rules, policies, procedures and all laws. Inappropriate displays of affection are not acceptable.

Good Neighbour Policy

Students are to respect the property of the families and businesses in the DHS area. Loitering, blocking the sidewalks, and standing in or near driveways will not be permitted. Students will face disciplinary consequences from our school when their behaviour disrupts the safety and orderliness of the school's surrounding geographic area. According to Board Procedure #5149, if an incident that happens off school property has a connection to the school and implications for the learning/working environment, the administration may apply appropriate disciplinary actions.

Lunch Period Procedures

Students have the right to a safe, clean and healthy environment and have the responsibility to keep it so. Students will share in maintaining a litter-free environment. Students are requested to pack lunches in reusable containers. Students are responsible for all garbage at, and/or under their table.

The cafeteria provides the following services: light breakfast before school and lunches during the lunch period. In addition, there are vending machines for student use across from the cafeteria and in the corridor near the west gym. Vending machines are not for use during class time.

II. CODE OF CONDUCT

The Durham District School Board is committed to the development of positive school climates in schools in which all members of the school community have the right to be safe, feel safe, included, accepted, and actively promote positive behaviours and interactions.

Introduction

A school should be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.

All students, parents, teachers and other school staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.

The provincial Code of Conduct sets clear provincial standards for behaviour. These standards of behaviour apply to students whether they are on school property, or engaged in blended or online learning, on school buses, at school-related events or activities, in before and after school programs, or in other circumstances that could have an impact on the school climate. They also apply to all individuals involved in the publicly funded school system – principals,

vice-principals, teachers, early childhood educators, other school staff, parents, school bus drivers, volunteers, and community groups.

The Code of Conduct for the Durham District School Board reflects the provincial Code of Conduct.

Standards of Behaviour

All School Codes of Conduct shall include the provincial and Durham District School Board Standards of Behaviour and must comply with all federal, provincial and municipal laws and regulations. ***Respect, Civility, and Responsible Citizenship***

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or a property located on the premises of the school.

The Role of Students

Students are to treat each other with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn
- shows respect for themselves, and for others, and for those in positions of authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules and takes responsibility for their own actions

Community Partners and the Police

Through outreach, existing partnerships may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Elders, Senators, Knowledge Keepers) may also be created.

Police in the School

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on the *Provincial Model for a Local Police/School Board Protocol, 2015*, developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

Bias-Aware Progressive Discipline

The Durham District School Board expects the use of Bias-Aware Progressive Discipline as the means to support the Code of Conduct. Bias-Aware Progressive Discipline incorporates a Whole-School Approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

Schools should utilize a range of interventions, supports, and consequences that are developmentally and socio-emotionally appropriate and include learning opportunities for reinforcing positive behaviour while helping students to make better choices.

In some circumstances, short-term suspension may be a useful tool. In the case of a serious student incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required. For students with special needs, interventions, supports, and consequences must be consistent with the student's strengths and needs, as well as program goals and learning expectations documented in their Individual Education Plan (IEP).

A Bias-Aware Progressive Discipline approach promotes positive student behaviour through strategies that include using prevention programs and early and ongoing interventions and supports, reporting serious student incidents, and responding to incidents of inappropriate and disrespectful behaviour when they occur.

Activities Leading to Possible Suspension

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

1. uttering a threat to inflict serious bodily harm on another person*;
2. possessing alcohol, illegal drugs or, unless the student is a medical cannabis user, cannabis*;
3. being under the influence of alcohol or unless the student is a medical cannabis user, cannabis;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school**;
6. bullying; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Education Act 306(1)

Other suspendable infractions including but not limited to:

- a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes**;
- b) being under the influence of illegal or legal, controlled or intoxicating substances that are prescribed or not prescribed for medical purposes**;
- c) smoking on or near school property; (as per the Smoke Free Ontario Act. Refer to Regulation: *Substance Abuse, Students*)
- d) committing vandalism**, destruction, damage to school property or to the property of others located on or in school premises;
- e) stealing property;
- f) engaging in intimidation, extortion*, harassment*, or verbal aggression;
- g) misusing or misappropriating school property or services, including computers and other technology systems;
- h) engaging in hate motivated incidents*;
- i) engaging in gang related activity*;
- j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- k) committing physical assault on another person**;
- l) engaging in or encouraging a fight;
- m) engaging in conduct that constitutes opposition to authority;
- n) demonstrating poor attendance that warrants disciplinary action;
- o) engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) engaging in conduct that is detrimental to the moral tone of the school;
- q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) engaging in unauthorized gambling or games of chance; (Bill 157, PPM 145)
(* require police involvement as outlined in the *Police/School Board Protocol*
**discretionary police involvement as outlined in the *Police/School Board Protocol*)
Please refer to the *Police/School Board Protocol* for further direction.

Please refer to the Student Code of Conduct for detailed information regarding this policy.

Office Referral

When a student is requested to go to the office, whether the student is in class, the hall or any location in or outside the school, the student is expected to report to the office **immediately**. The student must report their arrival to the front desk secretary and complete an "Office Referral Sheet". The issue that resulted in the behavioural report will be resolved between the referring teacher, the student and the vice-principal. If a student is frequently referred to the office, then there will be a progression of interventions to promote success. These interventions can include verbal warning, parental notification, parent-student conference, restorative conference, counselling, learning packets, contract, detention, formal suspension and/or expulsion.

Detentions

Detentions will be assigned by the school administration team. Detentions may be assigned before school, during lunch, or after school.

Bus Safety

School buses are considered school property and all school rules apply to behaviour on them. If you ride a school bus, you are under school jurisdiction on the bus, and you must behave accordingly. Students are requested to observe the following rules as stated in Durham District School Board Transportation policy:

- Be at pick up points prior to scheduled arrival of the bus.
- Follow recommended procedures when crossing the road.
- Stand in an orderly line until the bus comes to a full stop.
- Do not push or shove when boarding or leaving the bus.
- Remain seated and do not distract the driver.
- Keep feet under the seats and bags out of the aisle.
- Do not tamper with emergency door, or equipment.
- Keep hands, heads and arms inside the bus.
- Do not throw anything in, out of, or at the bus at any time.
- Smoking/vaping is prohibited on all school buses.
- Do not fight or use obscene language on the bus.
- No consumption of food or drink on school bus.
- Use the containers provided for any debris.
- Student(s) responsible for wilful damage will be held responsible and remuneration for damage will be sought.
- The bus driver is in complete charge of the bus and will report any misconduct.
- **A student may be denied the privilege of riding the bus for not observing regulations and instructions.**
- Students are picked up and dropped off on Dunbarton High School property. There are no other entries or drop off points for students.

Bus information for students is available on the Durham District School Board website (www.ddsbc.ca). For your convenience, the Board offers an automated bus information system available 24/7 at **905-666-6979** or 1-866-908-6578.

Conflict Resolution

Students are expected to resolve conflicts in an appropriate manner. Students are expected to practice peaceful conflict resolutions. Staff, administration, and others are readily available to mediate and facilitate conflict resolution among students using Restorative Practices.

Harassment

Harassment of any kind is not permitted. Students being harassed should report the harassment to administration, to a teacher or parent/caregiver. Students or parents are welcome to phone and leave a confidential message with their vice-principal or use the **Report Bullying Now** link on the DHS website (<http://dunbartonhs.ddsbc.ca>).

Crime Stoppers

A student who wishes to anonymously report information about a crime in the school may call the Durham Regional 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. You never have to meet police, go to court or be hassled in any way. Do the right thing; call Crime Stoppers! It's your school – it's your call. You may also contact Dunbarton High School's, "**School Safety Hotline**", at **(905) 839-1125** and leave a **CONFIDENTIAL** message at voice mail #655.

III. PROTOCOL FOR A SAFE SCHOOL

Dunbarton High school is committed to providing a safe, bullying-free and equitable place for students to learn. At DHS, we take a whole school approach to ensuring the academic, social and emotional needs of all are addressed. It is imperative that students, staff and community members all take an active role in our Safe School Protocols.

Allergens

Nuts and Peanuts: Please limit the use of any food containing nuts and peanuts.

Cinnamon: Please limit the use of any food or cosmetic containing cinnamon.

Scented Products: For the comfort and safety of others, please limit the use of perfume/cologne/body spray and other scented products. The school is recognized as a scent aware environment.

Please note: No school or work-place can guarantee an allergen free environment at all times.

Jaywalking

Students are expected to cross at the lights at all times. They must respect traffic regulations. Failure to comply with these expectations may result in consequences through the school and/or the DRPS.

Loitering

Students who remain at school after the 3:30 pm dismissal must be involved in a supervised activity. Dunbarton High School students should not loiter on the sidewalk restricting public access, nor in surrounding neighbourhoods.

Knapsacks

Knapsacks present a trip and injury hazard in the classrooms and hallways. Consequently, every effort should be made to leave knapsacks in your locker, except when arriving or departing school.

Personal Electronic Devices

Personal Electronic Devices includes (but is not limited to) cellular phones, wearable technology (apple watch etc.) smart phones, tablets, portable digital media players and recorders, gaming systems, etc.

Students must be aware of the following guidelines for Personal Electronic Devices:

- Students are expected to use their personal electronic devices responsibly and appropriately for educational purposes as deemed by school personnel.
- Student cell phones may be confiscated by the administrative team, stored in the office and returned after 3:30 pm (see vice-principal). There will be Bias Aware Progressive Discipline applied for not adhering to this policy.
- The DDSB does not assume responsibility for lost or stolen Personal Electronic Devices.
- Personal electronic devices, other valuables and money are not to be left in change rooms during physical education classes or extracurricular activities. The school will not be responsible for those items left in change rooms if stolen.
- Unauthorized video or audio recording is prohibited on school grounds
- The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.
- Personal Electronic Devices are to be kept off and out of sight in classrooms unless explicit permission is given by an administrator or classroom teacher
- Personal Electronic Devices must not be a distraction in the learning environment and must not be used in a manner that compromises privacy or the personal dignity of others
- Students are advised to consult with their Vice Principal if there are any questions about the use of Personal Electronic Devices.
- On-line activity by staff, students and parents/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment.

Lockdown / Hold and Secure / Shelter in Place Procedures

The purpose of a Lockdown / Hold and Secure / Shelter in Place is to restrict movement during a time of a potentially serious violent incident. Students are expected to follow staff instructions. Use of cell phones is not permitted.

Prohibited and Restricted Items

The following items are not permitted on school grounds: laser pointers, nuisance items, portable stereos and firecrackers. Use of external speakers on school grounds is prohibited at any point in time without proper authorization (mini-speakers, built-in backpack speakers etc.). Do not bring them to school. Skateboards, scooters, roller blades and similar devices, are not to be used on DHS property. **Students are to store these items in their locker upon arriving at school.**

Vaping and Tobacco Use

The DDSB is responsible for working with the Durham Region Health Department to enforce the Smoke-Free Ontario Act and promote healthy lifestyle choices. Smoking, use of tobacco and associated devices, including, but not limited to, e-cigarettes, vaping devices, water pipes, hookahs, chewing tobacco and herbal cigarettes are prohibited by any person on school property at any time.

Students who smoke/vape must do so 20 meters away from school property. There is no smoking and/or vaping between or during classes. Students who do not abide by these rules face progressive school consequences leading to suspension and legal penalties as the

Illicit Substance Abuse

Durham District School Board policy does not allow alcohol, illegal drugs and/or intoxicants to be brought to, or consumed on, school property or brought to, or consumed during activities under the jurisdiction of the school.

Students are not allowed to attend school or any school activities under the influence of alcohol, illegal drugs and/or intoxicants. Illicit substances will be seized, documented and given to the police. In all cases where criminal activity is suspected, police will be called and criminal charges may be laid by the police. **Personal medications must be brought in identifiable containers and not distributed to others.**

Penalties under this policy will range from, for the first offence, suspension for being under the influence or in possession of a restricted substance, to expulsion from all schools in the Durham District School Board. Trafficking or distributing an illegal substance may lead to an expulsion.

Student Identification (ID) Cards

Students will be issued ID cards following photo day, and are encouraged to carry their ID card at all times. The student ID card will double as both identification card and library card, and will be used to sign any materials out of the library. Students who require a replacement ID card will go to the main office, fill out a replacement card form and make payment of \$5.00 for the replacement card. The new card will be delivered in homeroom classes.

Students who deface or tamper with their ID cards will be required to purchase a new card at their own expense. **All students must have their photo taken for student identification cards.**

IV. ASSESSMENT AND EVALUATION

MISSION STATEMENT

DHS believes in a supportive, open, and meaningful evaluation of students and recognizes that achievement extends beyond the academic domain. The primary purpose of assessment and evaluation is to improve student learning. Information gathered through assessment helps teachers to determine students' strengths and weaknesses in their achievement of curriculum expectations in each course.

Learning skills will be assessed regularly and objectively according to the criteria that have been communicated clearly to the students. The student's learning skills will be reported using a four level key (E-Excellent, G-Good, S-Satisfactory, N-Needs Improvement).

Student Success Program

The Dunbarton Student Success Program is a school wide program available to all students who require assistance in achieving academic success and reaching their full academic potential in each of their semester courses. Students with special needs can access Student Success supports through the Academic Resource Room while all other students can access supports through the Student Success Room.

Absenteeism on Test Dates:

- Legitimacy of absence will be determined by the subject teacher in consultation with a vice-principal.

- Students must communicate in advance with their teachers about any pre-arranged appointments or extracurriculars that occur on a test date to arrange for an alternative test date and time. Effort should be made to make appointments where possible outside of school time – before or after school.
- If absence is legitimate, a No Mark (NM) will be entered as a placeholder until an alternative test or assignment can be inserted.
- If absence is not legitimate (a skip), a mark of ZERO will be entered. The student may be required to write an alternative test or assignment after school or at lunch at the teacher's discretion.
- At the teacher, VP's and Principals discretion, an alternative test or assignment may be arranged for Credit Completion.

Absenteeism on Exam Dates:

DURHAM BOARD POLICY STATES ALL STUDENTS ARE EXPECTED TO BE PRESENT FOR SCHEDULED EXAMS. Final course evaluations are **compulsory**. Students absent from final evaluations and/or examinations may receive a grade of zero or incomplete as there would be insufficient evidence to base a mark/grade.

- Examinations are clearly marked on the school calendar. Students are expected to write exams during these time periods. **Alternate exam settings will not be arranged to accommodate family vacations, employment or other personal activities** – the exceptions are noted below. The school calendar is posted on the school website and in the school agenda.
- If a student is absent for an examination, they must prove that the absence was unavoidable. The office will determine the legitimacy of the absence.
- In the case of an illness, a doctor's statement is required stating that the student is "medically unfit to write their exam".
- **The school will require documentation to support any exam absence.**

Late Assignments:

Students are responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. There are consequences for not completing assignments for evaluation or for submitting those assignments late. A number of strategies may be used by teachers to help prevent and/or address late and missed assignments. Those include, but are not limited to:

- Taking into consideration legitimate reasons for missed deadlines;
- Setting up a student contract;
- Teacher-Student conferences;
- Parent – Student – School Conference;
- Providing alternative assignments or tests/quizzes where, in the teacher's professional judgment, it is reasonable and appropriate to do so;
- Deducting marks for late assignments

Assigning No Marks (NM) and Incomplete (I):

- A "No Mark" will be used as a placeholder for legitimate absences only. It will be replaced with a mark when the test, quiz or assignment is complete.
- An "I" may be used for students in grades 9 or 10 only, for the midterm or final report card. "I" will be used for legitimate reasons determined in consultation with the vice-principal or principal. A percentage grade must be used for students in grades 11 and 12.

Final Grades

The final grade for each course for Grades 9 – 12 will be determined as follows:

- 70% of the grade will be based on evaluations conducted throughout the course. This portion of the grade would reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- 30% of the grade will be based on a final evaluation in the form of one or more of the following: examination, performance, essay, final project or other method of evaluation suitable to the course content and administered towards the end of the course.

Cheating/Plagiarism/Academic Dishonesty

Cheating and Academic Dishonesty refers to committing acts of dishonesty/unfairness to gain an academic advantage. Plagiarism is the use of someone else's work, or ideas, as your own. Plagiarism has occurred if you use any or all of another person's book, essay, magazine article, chart drawing, diagram, or any other piece of work in any of your assignments without proper acknowledgement. Plagiarism has occurred if you submit an assignment written by anyone else (this includes material taken from the INTERNET) or if you buy an essay. Use of computerized translator software is forbidden for foreign languages.

For incidents where a student is found to be cheating/plagiarising/academically dishonest, depending on the student's grade level combined with the severity, degree of intent, and/or frequency of the incident, consequences and interventions may include:

- re-submission with proper citation,
- repeat of the assignment and/or that part of the assignment that is plagiarised,
- substitution of an alternate and equivalent assignment,
- rewriting with staff monitoring,
- mark reduction or a mark of zero,
- administrative and parent involvement,
- increased monitoring of future assignments,
- detentions and/or suspension.

Reporting Procedures

Formal report cards are issued twice each semester. A Progress Report will be issued for all students for all courses within the first third of each semester. Credit Endangered notifications will be issued in the last three or four weeks in each course to students who are in danger of losing a credit. **Dates for the distribution of report cards and credit endangered notifications are in the school calendar.**

DDSB Honour Roll Certificate Requirements:

For Students in grade 9, 10 and 11 they must have an 80% overall average in their eight credits earned. For students in grade 12 they must have an 80% overall average in six credits earned.

Ontario Scholar Requirements

A student may be designated an Ontario Scholar if they satisfy *both* of the following requirements:

- They obtain an aggregate of at least 480 marks in any combination of ministry-approved courses listed below that provide a total of six credits, as defined by *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS)* and/or *Ontario Schools, Intermediate and Senior Divisions (Grades 7–12/OACs): Program and Diploma Requirements, rev. ed., 1989 (OSIS)*.

- They have been recommended by the school principal for the Ontario Secondary School Diploma (OSSD) in either the current school year or the previous school year.

V. ADDITIONAL INFORMATION

Academic Resource

Students who have questions about our academic resource programme or our learning strategies programme should direct questions to T. Johnson, Head of Inclusive Student Services or the academic resource teachers who are located in room 304.

Accidents/Insurance

Report accidents in classes to the teacher in charge, no matter how minor they might seem. If an accident occurs outside of the classroom, report the accident to the office. It is necessary to have accident reports on file. Forms may be obtained from the reception desk in the office.

Student insurance will be on sale in early September. This insurance does not duplicate OHIP coverage. It does, however, provide extra services such as dental benefits. Students participating in co-curricular activities are urged to carry this insurance. The school cannot accept responsibility for accidents.

Activity Cards and Other Expenses

All students are expected to purchase a bar-coded student activity card which will help to finance student activities that are promoted by the authority of the SAC and Council affiliates. All co-curricular participants must have an activity card. In some courses, especially those involving project activities, students may be expected to pay for materials used.

Co-curricular Activities

Expectations for behaviour in co-curricular activities including assemblies, dances, meetings, team events and other student gatherings are the same as for the classroom. Students are expected to conduct themselves in an appropriate manner while taking part in co-curricular activities. Students on academic probation may be removed from co-curricular participation.

Dunbarton offers a wide variety of co-curricular activities to all students. These are held at lunch, after school, and occasionally, before school or in the evening. School teams are known as "SPARTANS" and the school colours are red, black, and white. The SAC plans, organizes, and arranges most of the activities for students at DHS. Presidents' council will operate through and support the SAC.

Students are advised to listen to announcements, check the school website and social media, and view the events' bulletin board outside the library and west gym, regarding information on the various activities. It is your responsibility to report for the activity when it is announced.

A student should be a full-time student to be eligible to participate and will be asked to pay a co-curricular fee once per year for the Student Activity Card. All appeals will be directed to the Principal.

It is expected that students participating in co-curricular activities will have passing grades, good attendance and responsible behaviour. Students are encouraged to participate in only one team sport per season. Students having academic difficulty will be monitored by their teachers and coaches. Participation in any co-curricular activity is a privilege.

Co-operative Education

If you are interested in the Co-operative Education Programme, please direct your questions to A. Nelson, Head of Co-operative Education in room 408. Students can attend 2 or 4 credit placements in almost anything a student desires. Students can also apply for the OYAP program in many trades.

Dances

Supervised dances are held under the auspices of the SAC and other councils. Students must have a student card to attend dances. You must present this card as identification at the door and, if you wish to bring a guest, you must obtain a guest pass in advance when you buy your tickets. Only registered guests and Dunbarton students are allowed into our dances. Dances are supervised by staff and police officers.

Diploma/Course Calendar Information

Current information on diploma requirements and course selection can be found on the Dunbarton High School website: dunbartonhs.ddsbc.ca

Course Based Field Trips

Participation in these field trips enhance course curriculum. It is the expectation that all students in the course participate. When students attend any school functions, even when away from the school building, they are expected to demonstrate responsible behaviour and to follow all school rules.

Other School Sanctioned Excursions

Participation in these trips is optional. This would include but is not limited to athletic events, music trips, non-course based overnight excursions and international travel. Participation in these field trips is a privilege, which can be denied at the discretion of the teacher and/or administrator.

Guidance Services

Counsellors are assigned to help you with your current schedule of classes, future course selections, career decisions, and personal problems. Each grade has an assigned Guidance Counsellor:

- Grade 9 - Mr. Paramasamy
- Grade 10 - Ms. Parfitt
- Grade 11 - Ms. Mohorovic
- Grade 12 - Ms. Trotti

Plan a visit to our career resource area which is open before school, at lunch, during study periods, or after school. Guidance staff will assist you with a career search computer programme. Senior students should review the complete selection of calendars from universities and community colleges. For the most current information, log onto the Dunbarton Website to access the Guidance Website .

Graffiti and Vandalism

Students are expected to respect school and neighbourhood property. Students who damage school property by graffiti or other means will face disciplinary consequences which will involve DRPS and students will pay for any clean up and repair.

Lockers

All students are assigned lockers, normally in homeroom on the first day of school. Students are not permitted to move to another locker or to exchange or share lockers without permission from the Vice-Principal in charge of locker control. **Lockers must be secured with Dudley combination locks only.** Failure to meet this requirement may lead to the lock being removed at the student's expense. The office must have a record of each student's locker and combination. Students must keep their locker combination confidential, and should not share their locker combination with any other student.

Inappropriate and/or sexually explicit pictures or words are not to be posted on or in lockers. Every year personal belongings are lost by students who fail to lock their lockers or who allow others to know their combination. Students are responsible for any lost or stolen articles. Students who damage or deface lockers will be required to clean the lockers or pay for the damage. **Lockers are loaned to students and are the property of the Durham District School Board.** Lockers may be searched at any time. In order to maintain a safe, orderly environment, the law allows school administrators to conduct searches of persons and property. Illegal or unsafe items stored in lockers may lead to school consequences based on Bias-Free Progressive Discipline.

Lost and Found

Lost and Found valuable items are kept in the main office. Please turn in found articles to the office. Unclaimed items will be donated to charity at the end of each semester.

Parent/Caregiver, Teacher Interviews

Parent/Caregiver, Teacher Interviews will occur once per semester and will follow the first progress report of the semester.

Semester 1 = Thursday Oct 19th, 2023 Semester 2 = Tuesday March 26th, 2024

Communication between home and school is encouraged. Parental support is linked to student success.

Graduate Social (formerly known as Prom) Date to be determined

Prom is an event for senior level students. Students must complete the Prom Agreement, including parent/caregiver signature, prior to purchasing a ticket.

Recycling

Dunbarton is a Platinum Level ECOschool! Recycling receptacles, blue boxes for paper, and red boxes for drink containers, are located throughout the school. It is every student's responsibility to participate in the recycling program.

Students are strongly encouraged to bring their own reusable water bottle, daily.

Religious Accommodation

The Durham District School Board and Dunbarton High School follow the Guidelines and *Procedures for the Accommodation of Religious Requirements Practices and Observances* and the *Accommodating Creed in Schools*.

If you anticipate that you or your family might require religious accommodation at any point during the school year we ask that you inform your VP 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.

Resource Centre/Library

The Dunbarton Library has an excellent collection of books, reference materials, periodicals, electronic data, and on-line services. These on-line services may be accessed at school or home. Passwords are available in the Library. These resources support all the various aspects of the high school curriculum.

Students are expected to respect the facility, cooperate with Library staff, and use the Library in such a manner as not to interfere with other individuals or classes using the facility. It is open throughout the school day, and before and after school.

Students owing textbooks, library books or materials from a previous semester may have library and computer privileges suspended and no new textbooks issued until the account is settled.

School Website, Twitter & Instagram:

The administration and staff of DHS post many important documents on the school website:

<http://dunbartonhs.ddsbc.ca>

This site contains information about the School's Activities, Daily Announcements, Course Calendar, The Code of Conduct, departments, newsletters and more. For up to date information, parents and students are encouraged to look at the site regularly. Please follow us on twitter: **@dunbartondhs** and Instagram: **@DHSspartans**

Video and Recording Privacy

"The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate."

Wellness Centre Partnership

The partnership between the Youth Centre and Dunbarton High School includes a Wellness Centre. The centre operates in the South Campus throughout the week. A schedule of services and available practitioners is available in guidance. This centre is available to Dunbarton High School students.

STUDENT ACTIVITIES

Students' Activity Council 2023-2024

One of the main groups charged with the responsibility of organizing student activities is the Students' Council. Students' Council is run in a collaborative fashion allowing for co-leadership and for student voice to be heard. All students are encouraged to participate in the clubs, activities and athletics that meet their interests.

Timetable Changes:

1. Optional timetable changes must be completed before the start of each semester. Some changes (pre-requisites, upgrades, etc.) will only be permitted during the first week of the semester.
2. All course changes after the first week of the semester will be made in consultations with an administrator.
3. Part-time status will be granted in only extraordinary circumstances. Only the principal may grant part-time status.
4. No student will be permitted to pre-register in a subject for a subsequent semester if they is currently registered in that course.
5. Full Disclosure
All Grade 11 and 12 students will be subject to a **Full Disclosure** policy. All courses a student is enrolled in 5 days after the distribution of the midterm report cards will be recorded on a student's transcript whether the course has been successfully completed or not. This information is to be made available to post-secondary institutions for them to consider when making admission or scholarship decisions.

Valuables

The school is NOT responsible for your personal valuables or assigned school property.

Take the following precautions to see that you do not lose your valuables and personal items:

- Do not bring large sums of money or valuable personal items to school with you.
- Do not carry wallets, watches, rings or jewellery to physical education classes or co-curricular activities.
- **Lock your bicycle** to the stands at the front of the school near the main doors.
Please note: School staff will not conduct investigations or searches for lost or stolen valuables. Students who bring valuables to school do so at their own risk!

Vehicles

Students must operate motor vehicles in a safe and sensible manner on school property and must observe school parking regulations, including parking only in student assigned areas in the west parking lot. Students **MUST** apply for a parking permit at the school office. In order to maximize safety, students must park in the student designated parking area only. **Students are not permitted to loiter in or around vehicles in the student parking lot.** Incidents and issues that occur in the parking area must be reported to the school administration.

Visitors to the school

All visitors must enter the school through the front door and report directly to the main office. Visitors are expected to sign in and obtain a visitor's I.D. card and lanyard which must be worn at all times. Students may not invite non-students to the school without permission from an administrator. Students **MUST** advise the main office of any unauthorized person on the school property. **Trespassers are liable for prosecution under the Trespass to Property Act.**

September 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Labour Day	5 Grade 9 Transition Day and Photo Day	6	7	8
11	12	13	14	15
18	19 10s - 12s Photo Day SCC@ 6:30pm	20	21	22

25	26	27	28	29
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October 2023

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6 PA Day
9 Thanksgiving Day	10	11	12	13 Post- Secondary Fari @DHS
16	17	18	19	20
23	24	25	26	27

30	31			
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November 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17 PA Day
20	21	22	23	24

27 Musical Feeder Schools Matinee	28 Musical Feeder Schools Matinee	29 Musical Opening Night @7pm	30 Musical @7pm	
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December 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Musical @7pm
4	5	6	7	8
11	12	13	14 Winter Music Night	15 Feeder School Music Concert
18	19	20	21	22 Winter Assembly

25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break
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January 2023

Monday	Tuesday	Wednesday	Thursday	Friday
1 Winter Break	2 Winter Break	3 Winter Break	4 Winter Break	5 Winter Break
8	9	10	11 Art Show	12
15	16	17	18	19
22	23	24 First Semester Exams	25 First Semester Exams	26 First Semester Exams

29 First Semester Exams	30 First Semester Exams	31 Credit Completion		
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February 2023

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Start of semester 2	2
5	6	7	8	9
12	13 Vocal Cabaret	14	15 School Dance	16 PA Day
19 Family Day	20	21 Canadian Computing Contest	22	23

26	27	28 Grade 9 - 11 Math contests	29	
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March 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8 March Break
11 March Break	12 March Break	13 March Break	14 March Break	15 March Break
18	19	20	21	22

25	26 Coffee, Cakes and Combos Music Fundraiser	27	28	29 Statutory School Holiday
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April 2023

Monday	Tuesday	Wednesday	Thursday	Friday
1 Statutory School Holiday	2	3 Euclid Math Contest (12s)	4 9 - 11 Math Contests	5
8	9	10	11	12
15	16	17	18	19 PA Day
22	23	24	25	26

29	30			
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May 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Instrumental Class Recital @7pm	3
6	7	8	9	10
13	14	15	16	17
20 Victoria Day	21	22 Colour Run	23 Spring Music Night @7pm	24

27	28	29	30	31 Jazz Night @7pm
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June 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6 Art Show	7 Music Banquet @5:30
10	11	12	13 Athletic Banquet	14
17 Grade 12 Exam	18 Grade 12 Exam	19 9 - 12 Exam	20 9 - 12 Exam	21 9 - 11 Exam
24 9 - 11 Exam	25 Exams	26 Credit Completion	27 PA Day	28 PA Day

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