



DUNBARTON HIGH SCHOOL

STUDENT HANDBOOK

2024-2025

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: 2024-2025 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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Durham District School Board Website: www.ddsbc.ca
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Student's Name	
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DUNBARTON HIGH SCHOOL STAFF

ADMINISTRATION

Principal D. Rule
Vice-Principal (*last names A to G*). H. Richard
Vice-Principal (*last names H to O*). A. Cullen
Vice-Principal (*last names P to Z*). M. da Camara

OFFICE AND CLERICAL STAFF

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

DEPARTMENT HEADS

Arts K. Bilinskis
Classical and International Languages D. White
Business V. Mistry
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 S. Redican
Technological Education B. Birch

GUIDANCE COUNSELLORS

Grade 9 (*last names A to Z*). M. Trotti
Grades 10-12 (*last names A to G*). J. Parfitt
Grade 10-12 (*last names H to O*). I. Mohorovic
Grade 10-12 (*last names P to Z*). S. Paramasamy

SUPPORT STAFF

Lead Custodians W. Mann & T. Willis

STUDENT LEADERS:

Co-Presidents Kayla Kerr and Grace Reid

Welcome to the 2024-2025 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.

There are so many opportunities to get involved in school life, through teams, clubs, and associations - be sure to get involved and be a part of the Dunbarton school community both in and out of class!

Best wishes for a successful 2024-2025 school year!

David Rule

Principal

Dunbarton HS

BELL SCHEDULES - DAILY SCHEDULE 2024 - 2025

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

At DHS, we uphold a strong commitment to fostering a positive and respectful learning environment. We expect all students to adhere to the DDSB code of conduct, which is designed to promote a safe and supportive learning atmosphere for everyone. If a student's behaviour does not align with these expectations, we will implement a progressive discipline approach. This means that we will address any issues with a series of supportive interventions, aiming to guide students back to the expected behaviour while considering their individual circumstances. Our goal is to ensure that every student has the opportunity to succeed and contribute positively to our school community

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

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.

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 Individual Education Plans 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:

For any missed test, students will speak to their teacher in advance, if possible, to discuss potential options. Teachers may also consider waiving assessments when appropriate to support students who have been away for extended periods of time.

Late Assignments:

A number of strategies may be used by teachers to support students. Those include, but are not limited to:

- Taking into consideration legitimate reasons for missed deadlines;
- applying frameworks like UDL and triangulation to ensure that assessment tools are responsive and relevant to student identities, strengths, and learning needs
- in collaboration with students, developing a plan to support them in completing missed work
- collaborating with other staff to avoid excessive overlap in major assignments
- planning for major assignments to be completed in stages
- maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if difficulties persist Teacher-Student conferences;
- referring the student to Student Success and/or Academic Resource
- using counselling or peer tutoring to support students
- Providing extra support for multi-language learners
- Providing alternative assignments or tests/quizzes waiving assignments; or providing extensions where appropriate

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

An “I” may be used for students in grades 9 or 10 for the mid-term or final report card. “I” will only be used in consultation with the student’s vice principal. A percentage grade must be used for students in grades 11 and 12.

Absence from Examinations:

If a student must be absent from an examination, they must speak with their teacher and VP as early as possible. Alternative arrangements will be determined collaboratively on a case-by-case basis between the student, their parents/guardians, their teacher, their VP, and potentially Student Success and/or AR.

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

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, including online sources, or if you buy an essay.

Using AI tools to complete assignments is another example of academic dishonesty. While tools like ChatGPT can sometimes have value as part of the learning and research process, AI-generated assignments should never be submitted as original student work. Teachers and students are encouraged to co-create classroom norms on appropriate and inappropriate use of AI. Teachers are also encouraged to use a variety of assessment strategies (e.g., observation, conversation, varied products) in order to ensure that students have many opportunities to demonstrate authentic learning.

A student caught cheating on a test, plagiarizing, or using AI tools to complete an assignment will be referred to the VP and in consultation with the classroom teacher, consequences will be determined. A parent/Guardian will be contacted to discuss the issue.

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 notification can be found on the school website 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 Steven Redican, 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.

Co-curricular Activities

When students participate in school sanctioned events, they will continue to meet expectations set within the DDSB Code of Conduct.

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. Student government and Leadership council plan and arrange most activities for students at DHS.

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.

Participation in school sports will be in accordance with LOSSA rules and regulations where applicable.

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 Student Government and Student Leadership Council 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.ddsb.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 follow the DDSB student code of conduct.

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

- Be sure to regularly check the grade based Guidance Google Classroom for important information from Guidance.

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 are 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.

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 grade 9 students will be assigned a locker. Grade 10-12 students may request a locker and can do so by scanning the QR code posted in the office. 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 should be secured with Dudley combination locks if possible.** 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 = October 17th, 2024 Semester 2 = March 27th, 2025

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

Graduate Social (formerly known as Prom) May 27th, 2025

Prom is an event for senior level students. Students must complete the Grad Social 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 at any point in the school year, your religious needs or accommodations are not met, please speak to your VP.

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 and Instagram:

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

<http://dunbartonhs.ddsb.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 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.”

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-DHS 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.**

Year at a Glance...

<p><u>September:</u> 3rd - First day of school 17th - Photo Day 30th - Orange Shirt Day</p> <p><u>October:</u> 10th - Progress Reports 14th - Thanksgiving 17th - Parent/Caregiver and Teacher Interviews</p> <p><u>November:</u> 1st - PA day 11th - Remembrance Day 12th - Midterm report card available 15th - PA day 19th - OSSLT (Tentative) 20th - OSSLT (Tentative)</p> <p><u>December:</u> 9th - 13th - Credit Rescue Week 11th - Grade Photos Begin 23rd - 31st - Winter holiday</p> <p><u>January:</u> 1st - 3rd - Winter holiday 22nd - EXAMS 23rd - EXAMS 24th - EXAMS 27th - EXAMS 28th - EXAMS 30th - 1st day of second semester</p>	<p><u>February:</u> 14th - PA Day 17th - Family Day 26th - Pink Shirt Day</p> <p><u>March:</u> 7th - 14th - March Break 27th - Parent/Caregiver and Teacher Interviews 31st - PA Day</p> <p><u>April:</u> 18th - Good Friday 21st - Easter Monday 22nd - Mid-term report cards</p> <p><u>May:</u> 19th - Victoria Day</p> <p><u>June:</u> 13th - Grade 12 EXAMS 16th - Grade 12 EXAMS 17th - Grade 12 EXAMS 18th - Grade 9 - 12 EXAMS 19th - Grades 9 - 11 EXAMS 20th - Grade 9 - 11 EXAMS 23rd - Grade 9 - 11 EXAMS 24th - EXAMS 26th - Grad 26th - PA Day 27th - PA Day 30th - Holiday</p>
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