

Paris District High School

Student Handbook

2018-2019



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WELCOME!!!

Welcome back Panthers! We hope that you have had had a great summer and are looking forward to a new school year.

If you are new to our school, thank you for choosing Paris District High School. We hope that you soon realize what we already know: We are located in one of the most beautiful little towns in Ontario, but the beauty is second to our friendly staff and students! Enjoy your time here and we hope that you make the most out of this wonderful experience.

This Student Handbook will provide you with important information which will be of use to you throughout the entire school year. Please read it and be sure you are familiar with the expectations concerning attendance, Code of Student Behaviour, dress code and much more.

Paris District High School provides many opportunities for you to be successful in both your academic and extra curricular activities. We strive for Success for Every Student and our staff will do their part to help you have a successful year. Dedication to your learning through respect, integrity and perseverance are crucial to your success. Regular attendance and completion of assigned work are key ingredients to your success.

Panthers, set your goals high and strive to exceed expectations as you work to complete your OSSD. The future is yours, and your path starts now!

Have a wonderful year!

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Paris District High School Bell Schedule

Period 1	8:55 – 10:15
Travel Time	10:15 – 10:20
Period 2	10:20 – 11:35
Lunch	11:35 – 12:25
Period 3	12:25 – 1:40
Travel Time	1:40 – 1:45
Period 4	1:45 – 3:00

Extra-curricular Activities

There are numerous extra-curricular activities occurring throughout the school year such as interschool athletics, drama, spirit weeks, dances and a variety of clubs. All students are encouraged to participate to get the most out of their high school experience. Remember, you MUST have a Student Card to participate. Also, students MUST attend school the day of the game/event to be eligible to participate. In order to be eligible to participate in high school athletics students must have a minimum of two courses in their timetable. Listen to morning announcements for important information about all extracurricular activities.

Information on Student Fees and Athletic Fees

There will be no fees or cost charged to students to participate in the regular day school program. Fees may be charged where the student chooses to upgrade the material or where purchase of material is optional. Students enrolled in Grand Erie District School Board schools can expect to be provided with the basic classroom learning resources required to complete the course expectations. It is recognized there may be optional resources that students may purchase to enhance their program: field trips, workbooks, upgrading materials in courses such as construction technology and visual arts. Students may choose enhanced program options where fees are required.

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

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

Student Activity Card - \$30.00 – Must be purchased in order to participate in sports.

Lock - \$5.00

Athletic Fee – Student Pays \$20.00 per sports team

These fees should **never** pose a barrier to a students' participation at PDHS. Please see Ms. Tottle or Mr. Merrick if you have any financial barriers.

PDHS uses a payment system called School Cash On-line. If you haven't already registered (and you may have done so in elementary school), please see the instructions below.

Once registered, you will be able to pay for any school related costs such as the Student Activity Fee, Athletic Fee etc.

- Visit www.schoolcashionline.com.gedsb
- Select "Get Started Now" and follow the steps to register • Select the "click here" option on your confirmation email, sign in and add each of your children to your household account.

Fire Drills

The Health & Safety of all staff and students at Paris District High School is paramount. Each semester there are three drills for safe fire exit from the building. Fire drills expect students to leave the building quickly and safely and to report to their classroom teacher outside for attendance to ensure no one has been left in the school in case of a real fire situation.

Lockdown Drills

Lock down practice is about being safe in the school in the event of an intruder, who may pose risk to staff and/or students. When the school is in lock down, students are expected to quickly move into an area where they can be out of view. During a drill or real lock down, it is extremely important that students remain quiet and still. Students should not use cell phones to communicate because of the noise that they make. Everyone's at risk if even one person is making noise. The practice drills are preparation in case of a real need. Taking them seriously is the expectation.

Washrooms cannot be locked and therefore should be identified during planning as a danger area in the event of a lockdown. Students need to evacuate washrooms if at all possible and get to an area which can safely be locked down.

As a last resort, staff or students if trapped in a washroom, should secure the bathroom door, enter a stall, lock the door and climb on top of the toilet.

Attendance Policy

Attendance Policy Success at school is directly related to regular attendance; therefore, students are expected to be on time and present in all their classes. The school attendance monitoring procedures are designed to stress the importance of attending school and the consequences of absenteeism.

- Parents/guardians will be called when the cause for the absence is unknown or needs substantiation. If the student is an adult (18 years of age), communication will be with the student only.
- Upon reaching the age of 18, attendance is the responsibility of that student. Absenteeism should be only for valid reasons for example medical or family emergencies. Should inappropriate attendance behaviours be observed, such behaviours will be addressed by staff and/or administration through progressive discipline that considers both the maturity of the student and the repetitive nature of the incident. Note that leaving school to go to work is not an acceptable reason.
- When a student is absent, a note from the student's parent/guardian (if under 18 years old) stating the dates absent and the reason must be received by the first period teacher upon return. A parent/guardian may also call the school to leave a message for the secretary (519) 442-4477 extension 275221. The school voicemail is accessible 24/7. Students who are 18 years of age may sign their own notes.
- Legitimate Absences include Illness, medical/specialist appointments that are unavoidable, emergencies, religious days, bereavement.

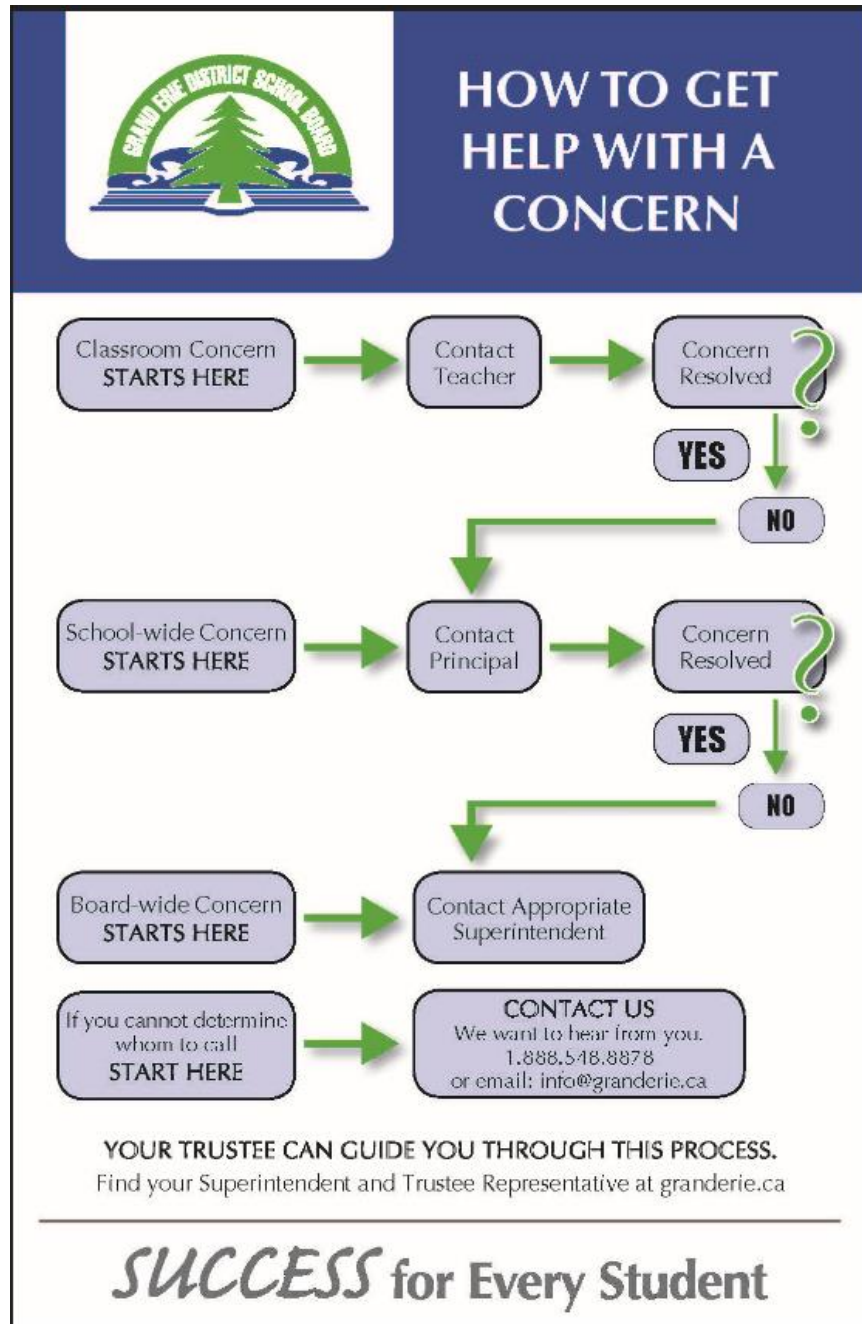
- Illegitimate Absences include Shopping, attending a school event (sport or club) as a spectator, “beach day”, extra-long lunches, “reward day” from parent, work days.
- Students leaving early for an appointment must give a note to the attendance secretary when they arrive at school or before the end of period 1. They will get an excusal slip and are not required to bring a further note. The student is expected to sign out at the office before leaving for the appointment.
- Students participating in authorized school-related activities outside the regular class will have that absence recorded as excused.
- If a student is absent for 15 consecutive school days, or a number of single days that are not consecutive, and has not provided a medical certificate, the student will be referred to the Attendance Counsellor by the Vice Principal for follow-up.
- Students absent from school on the day of a school dance or extracurricular activity (i.e. game, performance) will not be allowed to participate.
- If a student is absent for an examination or for any other major evaluation due to illness, a medical certificate may be required; alternate arrangements for completing the evaluation must be made with the teacher and school administration.
- A student who becomes ill is to report to the office. His/her parent or guardian will be called to give permission to sign out and leave school.
- The first morning bell signifies the time for students to head to class. By the second bell students should be in homeroom. Students are late to homeroom if they arrive after O Canada. Lates will be handled by the student's teacher initially. If lates are persistent, then the student will be referred to the school administration. We recognize that some buses arrive later than others and this will be taken into consideration on a day to day basis.

Students with spares remaining at school are expected to work in the library or cafeteria. Students on spare should not be in the locker bays or hallways during class time.

HOW CAN PARENTS HELP? Encourage and support your child and contact the classroom teacher to discuss any questions or concerns. Also refer to the How to Get Help with A Concern flow chart.

1. **CALL THE SCHOOL IF YOUR SON OR DAUGHTER IS GOING TO BE ABSENT OR SEND A NOTE EXPLAINING THE ABSENCE ON THE DAY HE/SHE RETURNS TO SCHOOL. THE SCHOOL HAS A 24/7 VOICE MAIL TO MAKE SCHOOL CONTACT MORE ACCESSIBLE (519) 442-4477 ext. 275221.**
2. Permit absences only when necessary. Question your child about assignment due dates and tests to be written, before permitting an absence.
3. Discourage your child from working long hours at a part-time job. Except in emergencies, students should not request to miss school in order to work.
4. Make sure that the school has your **correct phone number** and a **number at work** where you can be reached.
5. Please attempt to schedule appointments (dental, medical, personal business) outside school hours, or when school is not in session.
6. Make vacation plans that will coincide with the school calendar. Students on vacation during school time miss a great amount of work. Please refrain from taking vacation during exam schedules.

7. Requests to miss school to work **must** have Board approval. If this is a concern, please don't hesitate to contact our school administration team for questions about possible options.



Guidance, Student Success and The Learning Resource Centre

The Guidance department offers a variety of services to students and parents:

- Individual counselling about courses, careers and personal matters;
- Group presentations about careers and future education;
- Printed information, videos and computer programs about jobs, apprenticeships, co-op, colleges, universities, enrichment, exchanges, and other opportunities;
- Records of accumulated credits;
- Information about scholarships and financial aid for further education;
- Help in transitioning to Paris District High School;
- Personal crisis counselling;
- Referrals to community agencies for help with particular problems;
- Student have access to a health nurse two days a week;
- Referrals with parental permission to the board Social Worker or Child and Youth Worker for counselling with students and/or parents;
- Referrals and information for counselling about physical, emotional and sexual abuse. Parental permission is required.

Although our Guidance Counsellor tries to see every student every year with regard to future plans, students are encouraged to request an interview at any time rather than wait to be contacted.

SCHOLARSHIPS, BURSARIES AND AWARDS:

All students are automatically eligible for subject awards. Bursaries and scholarships, on the other hand, must be applied for and application forms may be obtained from the Guidance Office. Information regarding scholarships, bursaries and awards is available in the Guidance Office throughout the school year and is accessible for students' reference.

PDHS Student Success Team: Our team, which includes administration, guidance counsellor, learning resource teacher, and student success teachers, meets at least once each month to discuss any student concerns that have been referred to us by staff and/or parents. We work collaboratively to develop a plan to support these students who may need extra help or services.

The Learning Resource Centre is an alternate space where students can work quietly if the classroom teacher feels it appropriate and the learning resource teacher or student success teacher is available.

Assessment, Evaluation and Reporting

Assessment, evaluation, and reporting in Ontario schools are based on the policies and practices described in Growing Success – Assessment, Evaluation and Reporting in Ontario Schools 2010. The policy states that the primary purpose of assessment and evaluation is to improve student learning and is based on seven fundamental principles.

Teachers will obtain assessment information through a variety of means. They will ensure that students' demonstrations of their achievement are assessed in a balanced manner with respect to the four categories of the achievement chart.

Learning Goals clearly identify what students are expected to know and be able to do, in language that students can readily understand and should be shared at or near the beginning of a cycle of learning.

Success Criteria describe in specific terms what successful attainment of the learning goals looks like. Teachers need to identify the criteria they will use to assess students' learning and develop specific corresponding assessment tools.

Descriptive Feedback helps students' learning by providing them with precise information about what they are doing well, what needs improvement, and what specific steps they can take to improve.

Learning Skills are an integral part of a student's learning. Generally speaking, the evaluation of learning skills and work habits should not be considered in the determination of a student's grades. Teachers will work with students to help them develop the learning skills and work habits identified on the official report card.

Determining a Report Card Grade: Teachers will take various considerations into account before making a decision about the grade to be entered on the report card. Interpretation of evidence should reflect the student's most consistent level of achievement, with special consideration given to more recent evidence. Seventy percent (70%) of the final grade will be based on Assessments of Learning throughout the course. Thirty percent (30%) will be based on summative evaluations administered at or towards the end of the course. This comprehensive evaluation will be based on evidence from a combination of at least two of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content.

The school reports on each students' achievement three times each semester. All reports are sent home with students, with the exception of the semester 2 final report which is mailed home. Parents are encouraged to arrange to speak with classroom teachers, guidance counselor, or administration if there are any concerns.

Examination dates are clearly set out in the school calendar – students must schedule family appointments, holidays, employment opportunities, and other personal plans around these dates in order to avoid issues. Please avoid plans for the weeks leading up to exams as in-class culminating activities and practical exams will be taking place.

Academic Honesty: All submitted assignments by students must be original work. Plagiarism is a serious academic offence. It may result in loss of the credit and may jeopardize the student's eligibility for bursaries, scholarships and other awards.

Missed Assessments: If you know in advance that you will be absent on a test or presentation day, please make alternate arrangements with the teacher to complete the work. If you are absent on the test or presentation day, be prepared to do the work on the day that you return to class, at a time deemed appropriate by the teacher. Bring a parental note specifying the reason for your absence. If you do not have an acceptable/legitimate reason for the absence, you are still expected to complete the assessment (or alternate form of assessment) and disciplinary consequences may be assigned.

GEDSB Policy SO20 contains detailed information about how cheating, plagiarism, and late or missed assignments are handled.

Code of Conduct for All Students

Paris District High School is a community that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers, and staff have the right to be safe, and feel safe, in their school community. Everyone has the right to be respected and the responsibility to respect others.

Expectations of All Students

1. Students are expected to demonstrate respect for themselves, staff members, other students, and all school property by what they say, do and wear.
2. Students are expected to attend all classes regularly and punctually.
3. Students are expected to use appropriate language and avoid altercations of any kind with other students and school staff.
4. Students are expected to complete assessments to the best of their ability and hand in all assigned work on time.
5. Students are expected to know and follow the expectations as outlined in the Student Code of Conduct as found in the Students' Handbook.

Students who do not meet expectations may face consequences ranging from an interview with school administration to expulsion. Our school Code of Conduct and progressive discipline practices align with the Grand Erie policies given below, which can be found on the board website.

- Code of Conduct (SO12)
- Progressive Discipline and Promoting Positive Student Behaviour (SO11)
- Bullying Prevention and Intervention (SO9, SO10)
- Student Suspensions (SO6)
- Student Expulsions (SO7)

Safe Schools

Paris District High School takes the safety of our students very seriously. One of the ways that we help to maintain the safety of our students is through our Safe Schools Team. If a violent incident occurs, the incident may be referred to the board's Safe Schools Team and a Violent Risk Threat Assessment may be recommended and carried out by the school.

Expectations in the Gym (During Lunch):

- Food and drink are not allowed in the gym during noon hour.
- Running shoes and no skid soles are the only footwear allowed on the floor. If the student does not have the proper footwear, he/she must see the teacher in charge.
- No hanging on the rim or misuse of other equipment. Students will be warned once. The second time results in loss of gym privileges.
- Students are expected to use common sense and show respect toward others at all times.

Lockers & Locks: Students MUST have a locker and a working combination lock. You may not bring book bags or jackets to class with you. You may not share a locker with another student. Students may not have a key lock unless approved by administration. If approved, you must provide the office with one key to keep in the main office.

Change rooms: These are provided for physical education classes and extracurricular sports. DO NOT LEAVE VALUABLES IN CHANGE ROOMS AT ANY TIME. PDHS will not be responsible for lost or stolen items.

Smoking/Vaping: Smoking and vaping is highly discouraged at Paris District High School. Smoking and vaping on Board of Education property is an illegal act with severe consequences. A small area has been created at the north end of the school, and is the only location where they will be permitted. The fine for smoking in a non-designated area begins at \$305.00 and can exceed \$5000.00. If you are reported smoking in a non-designated area, there is no appeal process. Students may also be suspended from school in accordance with Board policy. Students are not to smoke during class-time this includes while off school property.

Electronic Devices/Cell Phones: When used appropriately, personal devices such as laptops, tablets and cell phones are acceptable in a classroom setting. Each classroom teacher will determine when these devices may be used and how they are to be used. Students who do not follow classroom expectations may have their device confiscated and sent to the office to be picked up at the end of the day. A second offence may require a parent/guardian to pick up the device from the main office. Texting, surfing the internet for personal use, playing games, making or receiving phone calls, recording conversations, and/or taking photos are considered examples of inappropriate use of personal devices. If inappropriate use of a device continues to be a problem, a confiscation and suspension may occur.

Fighting: Students involved in a fight can expect to be suspended from school. Continued involvement in fights will result in longer suspensions. Fighting which results in one or more of the parties requiring medical attention may result in suspension pending expulsion.

Drugs and Alcohol: Under section 306(1) of the Safe Schools Act (2000) any student, regardless of age, who is in possession of alcohol or drugs or under the influence or suspected of being under the influence of alcohol or drugs while that student is at school or engaged in a school related activity will face a mandatory suspension. Drugs, drug paraphernalia, and alcohol will be confiscated, and it may become a police matter. School- sanctioned activities include dances, field trips, and any extracurricular activity. Students of legal age of majority are not permitted to be under the influence of alcohol and or marijuana or any illegal/controlled substance at school-sanctioned activities.

Respect for Property: Students are expected to treat the school grounds, the building, and everything in the school with respect. The community, school staff, and the vast majority of the student body take much pride in this school. Our custodial staff are nothing less than excellent in their constant attention to repair and cleanliness of the facility. Therefore, all students are expected to help keep it tidy, in good repair, and thereby share in this school pride.

Students who destroy or deface school property, or property belonging to others, will be required to pay the cost of repair or replacement. Destruction of school property may result in suspension or expulsion and possible police action.

Students who lose or damage texts or school equipment will be required to cover the cost of replacement or repair.

Theft: Theft within the school is regarded as it is in society. Students found guilty of theft will be turned over to the police and their parents will be notified. Restitution will be sought. Suspension from school at the discretion of school administration, may ensue.

Parking: Students are welcome to drive to school and use the designated student parking lot to park their vehicles. Motorbikes are to be parked in the main lot. While on school property it is expected that students will drive safely and observe the rules of the road. Students are not to be smoking/vaping in a vehicle parked on the property. Any students who choose to operate a vehicle in a manner that jeopardizes the safety of self or another can be expected to face serious consequences. Police may be contacted. Suspension from school may occur, and/or the privilege of parking on property may be revoked.

Skateboards are not permitted to be used on school property.

Visitors to the School: All visitors to the school need to report to the main office, including former students. If a visitor needs to go to another area of the school, a visitor's pass may be issued and they are available in the front office.

Additional Considerations: The adults in the building act in the best interest of our students, and should report any activity, concern, or behaviour to the administration if it is deemed to pose a risk. Also, any personal item(s) brought to school may be subject to confiscation by the administration if it is deemed to pose a risk to the student or others.

Paris District High School Computer Acceptable Use Policy

Computers are valuable learning tools. When used properly, they are an important part of the learning process. When used inappropriately, however, they can compromise the learning opportunities for the student and for other students in the class. For this reason, inappropriate computer use is not acceptable and will be subject to disciplinary action by the teacher, school, or board administration. Such disciplinary action will be dealt with on a case-by-case basis.

Buses/Inclement Weather – PDHS is in ZONE 3

Students are responsible to the principal, vice principal, teachers, and bus driver while riding the bus.

The bus driver has a great responsibility, for the safety of all students on his/her bus. Therefore, appropriate conduct is expected in order that the driver can give his/her full attention to safe driving.

Students who misbehave on the bus will be referred to administration for discipline. Repeated misbehavior may result in suspension of transportation privileges. Detailed bus regulations are available from the Transportation Department website.

In accordance with board's Transportation Services Department, students are not to use buses to visit friends, go to jobs, or for other reasons not associated with travel to and from school. There are no allowances for courtesy transportation. Any requests for a change in transportation drop offs/pickups are to be done through the Vice Principal (Mr. Merrick) via a Bus Pass. Requests must be supported by a note or phone call to the vice principal from the parent. Bus passes can be picked up at the office from the office staff.

- Information on Student Transportation Services can be found here: <http://www.stsbhn.ca/>
- For transportation delays, cancellations or school closures, visit: www.transinfobhn.ca/Cancellations
- If there are school or board facility closures, Grand Erie will post a notification by 6:30 a.m. on the Board's website here: www.granderie.ca
- Information will be posted on Grand Erie's Twitter (@GEDSB) and Facebook (www.facebook.com/GEDSB) accounts
- Closure information will also be shared with local media (i.e. radio, television)
- Find the Board's Inclement Weather Policy here: bit.ly/2HoC1YX
- Learn how Student Transportation Services makes its decision about inclement weather here: bit.ly/2JIVSk9

School Dress Code

Students are expected to dress in a neat, clean, and appropriate manner. Shoes are required at all times for health and safety reasons. Clothing must not bear rude, inappropriate, or profane

messages/pictures because it compromises the moral tone of the school, such as excessive cleavage, or low riding pants. Sunglasses are not to be worn in the school at any time, unless the student has a doctor's note clarifying the need to do so.

The dress code applies every day and for any school activity including the exam period. If an aspect of the dress code is in question, **the final decision is at the discretion of the school administration**. You may be asked to change, cover up, or go home.

Tops

- * All tops must reach the pant line when standing up straight (no bellies);
- * No backs or cleavage showing;
- * All tops must have two straps (no tube or halter tops);
- * Tank tops must be well-fitting.

Bottoms

- * No short skirts or shorts (fingertip length is a good indicator for most people);
- * Bottoms must be kept at the waistline (not underwear showing).

General Notes

- * No large/bulky coats or vests worn or brought to class;
- * Backpack and large items must be stored in lockers;
- * No alcohol/tobacco/politically charged or drug related images on clothing;
- * No disrespectful images including, but not limited to, violence/guns/weapons.

School Dance Policy

a) Admission is restricted to students of Paris District High School and approved guests.

b) Each student may sign in one guest only and a request form must be turned in to the Vice Principal 2 days prior to the dance. The student will accept full responsibility for the guest. If the guest is found to be disrupting the dance in any way, both the student and the guest will be ejected from the dance. The student may be refused admission for two or more dances and will have no sign-in privileges for one full calendar year. The guest will be refused admission to all future dances. The guest will be expected to enter the dance with the person who signed him/her in.

c) The Students' Council, co-operating with the Principal or Vice Principal, reserves the right to refuse admission to any students or guests. Students who are absent from school on the day of a dance will not be admitted unless previously approved by the Principal or Vice Principal.

d) No articles whatsoever may be brought in with the intention of disrupting the dance. If considered necessary, school staff and the Students' Council may search students or guests.

e) Entrance is through main door only. A member of the door committee may stamp each person as he/she enters.

f) Coats/bags must be left in at the sign in desk. There is no access to lockers.

g) If a student or guest leaves during the dance, he/she will not be readmitted.

h) The Student Code of Conduct will be in effect for all dances.

i) Any behaviour on the dance floor which is considered morally inappropriate or potentially dangerous is strictly prohibited.

j) If any of the dance policy regulations, except as in (b), are violated, the student or guest will be ejected from the dance and may be refused admission to all future dances for one calendar year.

k) Students and/or guests under the influence of alcohol or drugs or suspected of being under the influence of alcohol or drugs will be sent home from the dance and will face suspensions from school. A parent/guardian will be contacted for pick up. Police may be involved.