

Student Handbook 2021-22

Waterford District High School

227 Main Street South, PO Box 370, Waterford, ON N0E1Y0

Phone: 519-443-8657



Principal: Mr. John Della Fortuna

Vice Principal: Mr. Geoff Stead

Student Services: Ms. Jessica Dulmage

Office Co-ordinator: Mrs. Jackie Caswell

School Council Chair: TBD

The Educational process is a joint venture in which students, parents and the school have obligations to uphold. Only through a clear understanding of the procedures and expectations, both academic and behavioural, can the partners fulfill their roles.

Please read this handbook at home. Students will also review the handbook with their teachers. Keep it on hand as a reference to be used throughout the year.

PLEASE DO NOT BOOK HOLIDAYS DURING EVALUATION/EXAM DATES

Examinations must be written at the time and date scheduled. The only exceptions are medical*, bereavement or approval by administration.

* A medical certificate must be provided by the end of the exam schedule for exams due to illness.

HOW TO REACH WATERFORD DISTRICT HIGH SCHOOL

Phone: 519-443-8657

MAIN OFFICE - Press 0
ATTENDANCE MESSAGES - Press 1
STUDENT SERVICES - Press 2
SENIOR ADMINISTRATION - Press 3
TRANSPORTATION - Press 8

Visit us on the web www.granderie.ca/schools/wdhs

Visit us on Twitter @wdhswolfie

SCHOOL BOARD OFFICE

Grand Erie District School Board, 349 Erie Ave, Brantford, ON 519-756-6301 OR 1-888-548-8878

EASY REFERENCE TELEPHONE LIST

ADDICTION ASSESSMENT AND REFERRAL	1-877-909-4357
TEEN ALCOHOLICS ANONYMOUS	1 888 425-2666
CRISIS INTERVENTION HOTLINE	1 866 487-2278
CHILDREN'S AID	1-888-CAS-KIDS
CHILDREN'S MENTAL HEALTH	519-587-2441
EATING DISORDERS.....	(519) 426-6170 Ext 3247
CRIMESTOPPERS	1-800-222-8477
FINANCIAL AID (age 15+)	(519) 426-6170
HOLMES HOUSE	(519) 428-1911
KIDS HELP PHONE	1 800 668-6868
OPP.....	1 888 310-1122
SEXUAL ASSAULT CENTRE	(519) 751-1164
SUICIDE PREVENTION CENTRE.....	1 866-32REACH
UNION HOUSE	(519) 426-7604
WOMEN'S SHELTER (24 hrs)	1-800-265-8076
YOUTH EMPLOYMENT SERVICES.....	(519) 428-1135 (ext. 230)
HALDIMAND-NORFOLK HEALTH UNIT	(519) 426-6170
(Birth Control Counselling, Pregnancy Tests, Health & Addictions Counselling)	

PERIOD SCHEDULES

PERIOD ONE	08:55—10:10
PERIOD TWO	10:15—11:30
LUNCH	11:30—12:20
PERIOD THREE	12:20—1:35
PERIOD FOUR	1:40 - 02:55

INCLEMENT WEATHER / SCHOOL CLOSURES / CANCELLATIONS

WDHS is a **ZONE 1** School. In case of SNOW DAY closures or BUS Delays, or other school closure announcements, listen to 98.9 (My-FM) or 1380 (AM) for announcements OR go to www.granderie.ca or www.stsbhn.ca for School closure and busing information. WDHS is a Rural School and will be CLOSED if the buses are not running due to inclement weather.

ATTENDING SCHOOL

According to the Education Act, all pupils in Ontario are required by law to be engaged in educational activities until they meet the requirements of graduation or reach the age of 18. A pupil's absence from school under the conditions of the Education Act, Regulation 298 S.23(2) will be either a "legitimate excuse" or "truancy" depending on the Principal's evaluation of the reason given for the absence.

When there is a legitimate excuse for a student's absence, **parents/guardians must provide a note for each absence**. It is important to understand, the Attendance Officer of the Board will be notified if a student is absent often and notes are not received. This may result in a home visit, an official letter, or a court appearance and a fine. **It is the parents'/guardians' responsibility to ensure their child's daily attendance at school.**

Legitimate Excuses for the purpose of the section include:

- failure of transportation arrangements due to inclement weather
- inclement weather
- sickness
- medical/dental appointments
- other unavoidable causes
- *Please note: a day regarded as a Holy Day by the church or religious denomination to which the child belongs and are recorded as "G" (grant day) in the attendance register of daily attendance.*

If the pupil does not have a legitimate excuse for an absence, he/she will be considered truant. The absence will be recorded as a "T" in the daily attendance register and reported to the parent / guardian and the Attendance Counsellor, if the vice principal considers the pupil's pattern of attendance to be of concern.

Attendance Procedures for Students and Parents / Guardians

ABSENT FOR A DAY

When a student is absent for the day, parents / guardians should contact the school by phone **(519-443-8657 Option 1)** early on the day of the absence. Alternately, students can bring a note directly to the office upon their return to school. Either way, the parent / guardian **must** identify the date of the absence and state the reason for the absence.

LATE ARRIVAL TO SCHOOL

Students who arrive at school after 8:55 a.m. **MUST** come to the office to sign in. A note explaining the reason for lateness should be presented to the office at that time. Failure to sign in will result in the student being marked absent and School Messenger will call home later in the day. Teachers will use the yellow discipline referral forms if lates to class become an issue. The VP will track student lates.

SIGN INS AND SIGN OUTS

In the event that a student needs to leave school for an appointment or other appropriate reason:

The student must inform the office before classes start that day. The office will issue an "excuse from class" slip and record them as signed out. The student will present the excusal slip to the teacher when he/she leaves the classroom. When they return to school later that day, they need to sign in at the office for proper attendance and they will be given an admit slip for the teacher.

This helps us to know whether students are present or absent in case of emergency and it also ensures that appropriate Ministry procedure is followed. Failure to complete **the entire sign out procedure** will result in a consequence from the VP.

If your child texts you that they are ill and need to be picked up, please call the school immediately and inform the office and have the student report to the office to sign out properly. They should not leave without signing out. If you need to pick your child up for another reason, please call the office and let us know that you are picking them up, we will sign them out properly but they should still come to the office for confirmation. We will need to call into the classroom to have the student excused by the teacher.

Students who turn 18 years of age may write/sign their own notes. This is a privilege which students may enjoy as long as they accept the responsibility for appropriate procedures and behaviour.

STUDENT / FAMILY HOLIDAYS

If a student is going to miss school due to work or holidays, the **main office** must be given written notification and a Request for Temporary Absence form (available in the office) must be completed and signed by the principal or vice principal.

STUDENTS FEELING UNWELL or ILL DURING THE SCHOOL DAY

If a student is not feeling well, he or she should report immediately to the teacher who will contact the office. The office staff will notify the student's parent or contact person to come to the school to pick the student up. If a student goes home for lunch and does not return because of illness, the school must be called, so we can record that student has officially signed out and a note must be provided upon return to school. **STUDENTS ARE ENCOURAGED TO USE THE OFFICE TELEPHONE TO CONTACT THEIR PARENT/GUARDIAN WHEN THEY FEEL UNWELL.**

Supports for Students at WDHS

LEARNING RESOURCE ROOM – NOW IN LEARNING COMMONS

Peer tutors available! Worried about a test? Doing poorly in math, English, science? Having trouble getting started on a project? Wondering about the gifted program? If so, THE LRT will be happy to provide help and information. Ask your teacher or counsellor for a referral.

STUDENT SERVICES

The Student Services department is located on the lower level. A guidance counsellor is available to assist students in selecting a program of study, learning about careers, or dealing with personal problems. Appointments may be made through the Student Services secretary, who will provide an excuse slip stating the date and time of the appointment as well as the name of the counsellor to be seen. The appointment schedule is flexible, therefore, students **MUST** not miss tests or examinations. Feel free to come and talk with the counsellor or browse college and university information or study in the reading room during lunch hour or before/after school.

Appointments with the following support people are available through Student Services to help students:

S.T.A.R. (Stop Abuse in Relationships) COUNSELLOR

The Women's Shelter provides information and counselling about physical, emotional and sexual abuse. Some students may be involved in abusive relationships, or witness abuse in their homes. Counselling is free, voluntary and confidential. You can also speak to the counsellor about information for projects and essays, or about classroom presentations. Make appointments to speak to the S.T.A.R. counsellor through the Student Services secretary.

YOUTH ADDICTIONS COUNSELLOR (Drugs and Alcohol)

Make appointments through the Student Services secretary.

HEALTH SERVICES

A public health nurse is available for consultation one day every week. Make appointments through the Student Services secretary.

CRIMESTOPPERS

Students who have information about vandalism, theft, drug use/dealing, or any other school-related crime and who wish to remain anonymous may be eligible for a reward by calling CrimeStoppers at 1-800-263-6966.

TALKING LOCKER

On the W.D.H.S. website, only readable by the administration. Students can inform administration of any issues (either anonymously or include their name) that are taking place or has taken place in the school. Help make a difference in your school.

ONTARIO PROVINCIAL POLICE SUPPORT

A constable from the Haldimand-Norfolk OPP Detachment can visit the school for a confidential appointment. Information about careers, Canada's legal system, personal legal difficulties, motor vehicle questions, drug and alcohol inquiries, domestic problems and crime prevention can be obtained. Make an appointment through Student Services or the vice principal or principal.

WDHS LIBRARY/LEARNING COMMONS

Teaching Areas - There are two teaching areas in the Library Information Centre (LIC). Two classes at one time are welcome to sign in through the teacher/librarian. When classes are not using the teaching areas, students are welcome to access these areas for individual and small group work, recreational reading, and non-computer game playing or visiting with friends.

Circulation Policy - *STUDENTS MUST PRESENT THEIR STUDENT ACTIVITY/LIBRARY CARD TO SIGN OUT LIBRARY MATERIALS AND TO PRINT FROM COMPUTERS.* Circulating reference books are overnight loan items. Videotapes, magazines and vertical file materials are one week loan items. The regular loan period for books is three weeks. Renewal of regular loan items is possible before they become overdue and barring reserves on the item. Students who have overdue or lost materials may not sign out further items until their accounts are cleared.

Reserving Materials and Inter-Library Loan - Items may be reserved through the Teacher/Librarian. Inter-library loans may be possible through other schools in the district. Check with the Teacher/Librarian.

Overdue and Lost Materials - Students having overdue materials or who have lost materials may not borrow again until these charges have been cleared. Students are responsible for paying for lost materials at full replacement cost. Overdue materials may be subject to fines of \$0.10 per item, per day. A photocopier for student use is available in the library.

HOW CAN PARENTS HELP?

- Make vacation plans that coincide with the school calendar. Students on vacation during school time miss a great deal of work.
- Waterford District High School's school day has been organized to help accommodate personal needs. We would encourage parents/guardians to schedule student's appointments outside of school hours whenever possible. Permit absence only when absolutely necessary.
- Question your child about assignments, due dates, tests to be written before permitting absence.
- Discourage your child from working long hours at a part-time job. The Education Act forbids students who are required by law to attend school to work during school hours, punishable by fine to the employer.
- Make sure the school has your correct home and work phone numbers so you can be reached when needed. **Update your cell numbers with the office when you change mobile phones.**
- Call the school if your child is going to be absent AND send a note explaining the absence on the day that he/she returns to school.
- Stay in contact with your child's teachers. Direct concerns and queries to his/her homeroom teacher. The administration is also available to assist as required.

WDHS SCHOOL COMMUNITY ADVISORY COUNCIL (Parent Council)

Chair: To Be Decided

A group of parents of WDHS students, representatives from Students' Council, the teaching staff, and the non-teaching staff advises both the school board and the principal on a wide variety of issues such as the school year, discipline, curriculum and other concerns. Everyone is welcome to attend these meetings. Contact the principal for more details. Parents, your input is needed and valued! Please consider becoming a member of the WDHS School Council.

Contact the principal for more information.

Waterford District High School Code of Conduct

WDHS adheres to a policy of progressive discipline. However, some conduct, due to its severity, may result in immediate suspension, police involvement and possible expulsion.

You are expected to behave appropriately and follow all of the rules below when at any school activity. You represent the school. Riding the bus is a privilege, and these expectations apply on the bus as well.

You are expected to attend class regularly, and arrive on time and be prepared for each class.

You are expected to show respect for yourself, for others and for those in authority. The use of profanity is disrespectful. Swearing at a teacher or at another person in a position of authority will not be tolerated.

You are expected to treat the school and neighbouring properties with respect. Lockers, textbooks and school materials are on loan to students during the year. Students are responsible for these items. Students will be required to pay for lost or misused property.

All students will stand still during the National Anthem *out of respect*, and be quiet during announcements.

You are expected to come to school free from the influence of alcohol or other illegal drugs. You are forbidden to possess, use and/or provide such substances to anyone else at the school and at school functions. Offences may result in police involvement.

The Tobacco Control Act makes it illegal to smoke cigarettes or vape on school property at any time. Those who do smoke must do so in the designated smoking area. Those who smoke on school property will be subject to detentions, suspensions and on the 2nd offence, a fine of \$305.00.

DRESS CODE:

- Students are expected to dress in a neat, clean, appropriate and business-like manner.
- Shoes are required at all times for health and safety reasons.
- Clothing must be appropriate, safe and functional for the planned activities of the day (e.g. tech and science class may require closed toe shoes, no wraps or ponchos, no jewelry and no bare midriffs for safety reasons)
- Clothing must not bear rude, inappropriate or profane messages/pictures because they compromise the moral tone of the school.
- Images or wording that might suggest a “double” meaning may also be considered as compromising the moral tone of the school

- Clothing considered as beachwear is not appropriate.
- The wearing of hats within the classroom is at the discretion of each teacher.

CELL PHONES: Students are to use cell phones outside of instructional time during the school day unless under the supervision of a person of authority in the school.

Students who do not follow these directions will have their phones confiscated. When a cell phone is confiscated, it will be returned to the student at the end of the school day (after the bell has gone). Multiple confiscations, failure or refusal to turn your phone in to the office may result in suspension for opposition to authority. No electronic devices are to be used by students in the main office without proper supervision.

BULLYING (including cyber-bullying), intimidation, harassment, fighting and threatening language and behaviour will not be tolerated. This also extends to actions which have taken place off school grounds but have negatively impacted the school environment. Behaviours that are harmful to individuals and to the learning environment will be addressed. If appropriate, the police will be contacted.

HALL PASSES: Students must seek permission from their teacher to leave class and must use a hall pass. Students on spares must be either in the library, the cafeteria, or outside.

FOOD AND BEVERAGES: Students are expected to clean up after themselves and use litter and recycling containers.

COMPUTER USE: The use of school computers is a privilege. Students are expected to follow the school's computer and internet use policy. Students will be provided with an agreement to read and sign annually at registration.

STUDENT SAFETY: Student safety is a priority. Students must conduct themselves in a safe manner in and around the school at all times. Physical activities such as throwing balls and hacky sack must be done in the gym or outside. Throwing of snowballs is not permitted.

VISITORS: All guests must sign in at the office. Visitors during the school day must be pre-arranged. Guests at any school function are the responsibility of the student who signs them in and must be approved by the administration.

CONSEQUENCES OF ACTIONS

The severity of consequences will match the severity and frequency of the breach of the code of student conduct. Consequences will be applied in an increasingly severe manner for continual violation of the code of student conduct.

Noon Hour Detentions - Detentions are 15 minutes long and are held from 11:35-11:50. Detentions take precedence over all other school activities

In-School Detention - Having an in-school detention from class involves having the student work in an isolated setting for the day and serving a noon-hour detention. This is the most serious step we can take before the student is suspended out of school.

Restitution/Contribution - For some offences, students will be ordered to pay for repairs/replacement.

Restorative Practices – In some circumstances, students will be required to attend workshops designed to address their behaviour and encourage improvement.

Out-of-School Suspension - Several offences carry a consequence of out-of-school suspension.

Police Involvement - Some offences of a criminal nature, such as theft, harassment and assault will result in police involvement.

Expulsion - Some very serious offences will result in expulsion from school.

WDHS CELL PHONE & OTHER ELECTRONIC DEVICES POLICY

Students are to use cell phones **outside** of instructional time during the school day unless under the supervision of a person of authority in the school. Students who do not follow these directions will have their phones confiscated. When a cell phone is confiscated, it will be returned to the student at the end of the school day (after the bell has gone). Multiple confiscations, failure or refusal to turn your phone in to the office may result in suspension for opposition to authority. No electronic devices are to be used by students in the main office without proper supervision.

Repeated violations of this policy may result in the device being held in the school safe until a parent/guardian retrieves it from the office.

ACADEMIC HONESTY: Cheating & Plagiarism

Students are responsible for being academically honest in all aspects of their schoolwork. Students must understand that the texts/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned. Cheating may take many forms, including claiming credit for work not the product of one's own effort, knowledge of cheating by others, use of unauthorized materials during an evaluation, submitting the same work to two different classes without prior approval, allowing work to be plagiarized, assisting another student to cheat (Grand Erie Assessment, Evaluation and Reporting Policy SO 20, 2011).

Plagiarism is a form of cheating. It can be defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work (*Growing Success, 2010, p. 151*). *Plagiarism is taken seriously: your teachers and the school administration will work together to assign consequences for students not exhibiting academic honesty.*

VISITORS TO THE SCHOOL

Visitors must report to the office immediately. Only those persons with an educational reason for visiting the school will be permitted to stay. Friends and/or relatives are not allowed to visit the school for the day or to attend class without previously making arrangements with the principal and the classroom teachers.

Violations of these rules could result in trespassing charges, under the Ontario Safe Schools Act, Access to School Premises Regulation, O-Reg.474/00.

FIRE DRILL REGULATIONS

All people in the school must exit the building when the alarm is sounded.

Classroom and office windows and doors must be closed.

A "FIRE EXIT" sign must be placed on the blackboard or on a card at the front of the room adjacent to the room exit indicating the proper fire exit door.

Leave books and other impediments in the classroom. Classes will proceed in single file, quickly and quietly. The teacher will accompany the class. The first two students to reach the exit are to hold the doors open for all who follow.

Outside the building, students should proceed to the sidewalks on Main Street and Brown Street on the north side of the road in front of the school. Those using Exit #7 should move clear of the access lane.

The safe to re-enter signal will come from an administrator or designate.

Exits will be identified by numbers and by directions. Please make these on your school map. Ministry Regulations dictate that there shall be three fire drills in semester one, and three in semester two. The building **MUST** be vacated when the fire alarm sounds.

SCHOOL SECURITY/LOCKDOWNS

An announcement will be made from the office using one of the following three terms depending on the situation. Staff and students will follow the appropriate protocol for the stated situation.

LOCKDOWN

This term is used when there is a major incident or threat of school violence within the school or in relation to the school. During a lockdown students and staff are directed to a secure room, doors locked, windows and curtains closed and all sight lines into room blocked.

The school lockdown procedures are available in the main office. One lockdown drill will be completed each semester.

HOLD AND SECURE

This term is used when it is desirable to secure the school due to an ongoing situation outside and not related to the school. Exterior doors will be locked but school continues to function normally inside.

SHELTER IN PLACE

This is used for an environmental or weather-related situation where it is necessary to keep all occupants within the school.

ADDITIONAL SAFETY INFORMATION

STUDENT ACCIDENT INSURANCE

Student accident coverage is recommended and voluntary for parents to consider for their child. It is important for parents to understand that the Board does not provide insurance for students against any accidental death, disability, dismemberment or medical expenses that might occur as a result of accident during school activities, including sporting events and field trips.

Insure My Kids protection plan is made available to parents, at low cost, to provide benefits for dental injuries and other accidents which may occur through participating in school activities. Parents may have accidental coverage as part of their employers benefit plan. It's important for parents to review their plans to make sure they have the necessary coverage for accidents that may occur during school activities. Parents may want to consider purchasing additional personal coverage through Insure My Kids.

The Grand Erie District School Board requires that all parents declare whether or not they have accident insurance.

Student insurance forms will be available at the main office and from the physical education department at the beginning of the school year. All students playing sports MUST have this insurance or equivalent.

STUDENTS WITH MEDICAL CONDITIONS

Please ensure that each student's medical information is up to date. The school should be aware of all food allergies and other significant allergies and medications. Please inform the school of any medical conditions that should be noted by teachers, secretaries, and administration. Keeping us informed is helpful when dealing with emergencies or other health-related situations.

SCHOOL SAFETY - Injuries

Students who are injured during classes or school activities are to report such injuries to the office and to fill out an accident form as required.

SAFETY GLASSES

Safety glasses must be worn by all students, teachers and visitors in the technical area whenever practical work is in progress. This does not include students who may be engaged in desk work in the teaching area. *Each student taking Construction, Manufacturing or Transportation will be required to purchase safety glasses or suitable eye protection.*

Only approved safety glasses or eye protection are to be used. Those students who wear prescription eyeglasses should be encouraged to have a pair with safety lenses, or they will be required to purchase eye protection. If the student's eyeglasses do indeed have safety lenses, please provide the school with a note indicating this is the case. *Any student who does not bring his/her safety glasses or suitable protection to class will be required to remain in a designated area to do seat work. Under no circumstances will this student be permitted in the technical area.*

FITNESS CENTRE SAFETY

Students using the Fitness Centre at WDHS must be supervised by a staff member at all times.

The supervising staff member must be in proximity of the Fitness Centre: if not in the Fitness Centre itself, in proximity is defined as one of the following locations: Gym A, Gym B, Phys Ed Office, Room 115, 116, or the Tech Office. If a teacher is not available to supervise, students **MAY NOT** enter the room or use the equipment.

EXTRA-CURRICULAR ACTIVITIES

STUDENTS' COUNCIL

School groups may apply to the Students' Council for grants in order to finance their activities. The Council takes an active role in organizing school-wide activities such as social functions and assemblies. In addition, the Council sponsors some of the awards which are available to all the students in the school and annually donates funds towards such major projects as bleachers, tennis courts, the auditorium public address system and the student parking lot. The cost of the student card is \$30 per year and allows students to participate in school-sponsored activities, events, clubs and other student activities. **YOU MUST BE PRESENT ON PICTURE DAY TO RECEIVE A PHOTO STUDENT CARD.** Otherwise you will simply be registered with the Council as having paid the student activity fee.

- **NEW* Athletic Fees are \$30.00 per team sport and \$15.00 per individual sport. All fees must be submitted before the first game. (exhibition or league)**

DANCE REGULATIONS

1. Dance tickets will be sold at lunch hour and/or online at www.schoolcashonline.com
2. A dance ticket and a current WDHS student card are required for admittance.
3. A student may sign in one guest under the following conditions:
 - The student and guest have filled out the VP approval form
 - Guest and student must have pre-purchased tickets
 - The guest must accompany the student to the dance
 - The student is responsible for the behaviour of his/her guest. The student will suffer any consequences incurred
4. NO SMOKING is permitted in the building or on school property during school dances.
5. Anyone leaving the dance will not be allowed to re-enter.
6. Coats and bags must be checked. Students must dress and conduct themselves in an acceptable manner. Revealing clothing will not be permitted.
7. Any student who is asked to leave the dance will not be admitted to any further dances for the remainder of the school year.
8. The parent/guardian of a student whose behaviour is unsatisfactory will be contacted. If a parent/guardian is unavailable, the matter will be referred to the police.
9. Students must have been present at school on the day of the dance in order to be admitted to the dance. Since the prom is on Saturday, all students must attend a full day of school on the Friday before the dance.
10. Students with outstanding detentions, notes, overdue library books or who owe money for damage to school property will not be admitted to the dance until

- detentions are served, library books returned, notes submitted or restitution made. This includes all dances, including the prom.
11. School dances and events may be videotaped.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES AND TEAMS

- A student must demonstrate good attendance, achievement and behaviour as determined by the principal, in consultation with the teaching staff, activity supervisor and/or coach.
- The student must be enrolled full time (minimum of 3 credit courses per semester/ or approved via administration.)
- The student must be present all day in all classes on game day and practice days or he/she will not be permitted to play.
- The student must pay the Student Activity Fee and the new Athletic Fee, have a current student card, completed a GEDSB permission form, and adequate insurance coverage.
- Students on teams/clubs must continue to demonstrate a good effort in all their classes in order to participate. Otherwise, they will be placed on temporary suspension from the team/club until the requirements are met.
- Detentions and suspensions take precedence over any extra-curricular activities.
- It is the coach's decision to select team members and, in situations where such measures are required, to remove individuals from the team roster.
- In the event that a student's teacher(s) feels that participation on a team/individual activity will impede the student's ability to succeed in their class, the staff and administration may remove that student from that activity following consultation with the interested parties.
- It is the coach's and the school's responsibility to determine when and where students will participate. This includes spectators.
- Students are expected to travel on the team bus, except in those situations where numbers warrant other arrangements. In those cases, parental permission will be required for the alternative transportation. Parents may request, in writing, that licensed students be allowed to drive themselves to the activity and permission will be at the discretion of the coach and school administration. **Students are, under no circumstances, permitted to transport another student to any school activity.**
- Parents/guardians must ensure a signed permission form is sent in at the beginning of the try outs.
- Athletic Fees must be paid.

EXTRA-CURRICULAR POLICY AT WDHS

Recognizing that extra-curricular activities are important to the growth and socialization of students and yet should not hinder their academic responsibilities, the following guidelines have been put in place:

WDHS extra-curricular activities are open to any WDHS student who is enrolled in 2 or more classes each semester. Students must have paid their activity fee, and athletic fee if applicable.

Responsibilities of the **Coach/ Staff Advisor**

1. Give the team list and schedule of events to Principal to be posted on One Note
2. Keep the team list and schedule updated
3. Follow up with unpaid student activity fees and/or athletic fees

Responsibilities of the **Classroom teacher**

1. Check One Note for team list and schedules
2. Inform coach/staff advisor/student directly ASAP if there are minor concerns
3. Inform coach/staff advisor AND Vice principal if there are major concerns, ASAP and in a timely fashion before an event.

Responsibilities of the **Student**

1. Tell the classroom teachers if you are on a team/club
2. Tell the classroom teacher minimum of 1 day ahead if you will be missing class
3. Keep good attendance and work completed in each class
4. Pay the yearly student activity fee and athletic fee if applicable
5. Sign and adhere to the WDHS Extra Curricular Code of Conduct

Responsibilities of the **Administration**

1. To communicate with the classroom teacher, coach/advisor, student and parent regarding concerns about individual students
2. To make decisions based on individual situations

Possible actions that will be taken if students not meeting responsibilities:

- Warnings
- Reduction of playing time/participation
- Extra help at lunch hour to get caught up in missing/outstanding school work
- Suspension of games and/or practices
- Removal from team/organization
- Removal from all school related extra curriculums

ADDITIONAL FEES FOR SPORTS TEAMS

All athletes who participate on school sport teams will be asked to submit \$30 per team fee (i.e.: football) and a fee of \$15 per individual sport (badminton). All fees must be submitted before the first game (exhibition or league). This fee is used to supplement the cost of maintaining uniforms, paying officials and team transportation costs. If a student is unable to submit the fees, please see Ms. Dulmage, Mr. Stead, or Mr. Della Fortuna.

SCHOOL CLUBS

Join a Club! Have Fun! Be Part of the School! Make a Difference!

BADMINTON CLUB

For those who can't get enough badminton! This club runs once a week after school or in the evenings. The main emphases are on learning how to play, improving your skills and having a good time.

FAIR COMMITTEE

Every year, local high schools compete at the Norfolk County Fair and try to outdo each other with the decoration of the grandstands and an array of other events. If you have a lot of school spirit, come on out and help in September.

LIFELINE

Lifeline is a Christian group. Come out to meet new people and discuss issues from a Christian point of view. The members of Lifeline help to organize the yearly 30-Hour Famine for World Vision Canada.

MUSIC AT WDHS

Room 209 has music happening all year long! Concert Band and Choir are extra-curricular groups that rehearse throughout the year and perform at the Christmas and Spring Concerts, the Norfolk County Fair, and local elementary schools. Each spring we do an overnight trip. See the music teacher for more information.

PROM COMMITTEE

If you want to help make prom a night to remember, then this is the club for you! A group of dedicated students help plan the most memorable night of the year.

STUDENTS' COUNCIL

The Students' Council Executive is a group of students who are elected to represent WDHS by planning school activities throughout the year. All positions, except assistant treasurer, are voted upon by the student body and faculty. Elections are held in mid-April. It is a great deal of work, but it is very rewarding and fun as well as an excellent leadership experience to add to your resume.

STUDENTS' COUNCIL GRADE REPRESENTATIVES

If you would like to represent your grade on Students' Council, here is a great opportunity for you. You will attend monthly meetings and have the chance to voice your opinion and the concerns of your peers. Each grade will have a few representatives and these representatives will be voted on by the grades early in September. For more information speak to any Students' Council executive member.

SPRING MUSICAL

WDHS has revived the tradition every year since 2004. Stage crew, set construction, lighting and stage actors are needed for our annual production. This is a great way to gather Community Service hours! See the music teacher for more information.

YEARBOOK

If you like writing, computer layout design or photography, then yearbook may be the club for you! Every year, students from every grade put together a book of events and memories that will be remembered for a lifetime. It requires a lot of hard work and dedication, but is very rewarding.

Other Useful Information

BUS INFORMATION & RIDING THE BUS

Transportation information can only be checked online at www.stsbhn.ca to log into the system you need your OEN number (Ontario Education Number which can be found on the student's report card), birth date, primary residence's street #, and the school you intend to travel to.

Please note your bus route numbers may have changed.

Please note bus delays/cancellations will also be posted on this site.

STUDENTS CAN ONLY RIDE ON THEIR ASSIGNED BUS. This means students CAN NOT travel to a friend's house, to an after school job, or other location on a different bus. This is NOT permitted.

Bus privileges may be withdrawn if the student engages in any misconduct or misuse of the bus. The principal/vice principal of the school which a student attends is responsible for the student from the time he/she enters the bus until getting off at the designated location. This responsibility includes any disciplinary action considered necessary. Bus drivers promptly report infractions of the rules to the vice principal/principal of the school. A separate letter outlining 18 bus expectations was included with your registration package.

CAFETERIA

The cafeteria is open and available as both a place to consume food and drink and as a study area. Students are expected to clean up their own garbage and to recycle cans and bottles in the blue containers.

DUE DATES

In order to earn credit in a course, students are responsible for demonstrating evidence of achievement of knowledge/skills as described in course/unit outlines. Students are expected to complete all assigned work according to due dates/deadlines as identified by teachers. If a student anticipates a problem with meeting a deadline, she or he must discuss the problem with the teacher, in advance. Refer to the WDHS Assessment and Evaluation Policy Summary for more information.

ENTERING/EXITING THE SCHOOL

The exit doors that open out into the laneway on the north side of the school are not to be used by students for either exit or entry. Students are asked to use alternative entrances/exits. Students are also reminded not to congregate at exit doors for safety reasons, and please do not leave outside doors propped open. This could be dangerous.

LOCKERS

Lockers are the property of the board and, therefore, may be subject to search by board personnel and/or agents of the board.

Students are assigned lockers at the beginning of the school year. If any student wishes to change their locker, they must seek permission of the principal/VP with a valid reason (otherwise they risk having their lock cut off).

Combination locks are the only acceptable locks to use and lockers should be kept locked at all times to protect your belongings. Please ensure that your locker is locked with a combination lock.

Do not share your locker or combination with another student. Do not store your belongings in anyone else's locker. Carry all of your necessary items with you for the morning or afternoon classes (including gym clothes). All unusual items require permission from your teacher before being brought to school.

Students must NOT bring lighter fluid, shaving cream, knives, handcuffs, firecrackers, solvents or replica/real weapons, etc. onto school property. Bringing illegal substances to school leads directly to suspension, in accordance with the policies of the Board, the OPP, and the Code of Conduct.

LOST & FOUND / MISSING ITEMS

All "found" articles should be turned in at the office. If you have lost an article or believe it was stolen, please notify the vice principal. The school assumes no responsibility for the loss of students' belongings. Please leave your valuables at home. If you want to report a theft to the police, please see the principal or vice principal for assistance. The school change rooms are NOT secure. Please do not leave any valuables in the change rooms during class, practice, or games.

SCHOOL CASH ONLINE

This is an online payment system that allows you to pay for your children(s) day-to-day school expenses such as school activities, field trips and sport events, etc. There will be however, some expenses that will not be offered for online payment due to their complex nature – some fundraising projects, etc. These would continue to be sent home as we have in the past, with a letter requesting payment by cash or cheque. **Register by following these three steps.** **Step 1:** Visit: www.schoolcashionline.com **Step 2:** Select "Get Started Now" and follow the steps to register **Step 3:** After you receive the confirmation email, please select the 'click here' option, sign in and add each of your children to your household account.

TELEPHONES

Office phones are reserved for school business and emergency situations or if the student is ill and needs to contact a parent.

TEXTBOOKS

Textbooks are loaned to students at the beginning of the semester and will be collected during exams by their subject teacher. Books must be returned in their original condition or replaced at full cost.

Students' timetables and registration will be withheld until any outstanding school fees or property owing is returned or paid for. This includes textbooks, library books, gym equipment/uniforms and shop equipment. If the student transfers, a letter will be sent to the receiving school and placed in the Ontario Student Record indicating there are funds owing to Waterford District High School.

GOOD NEIGHBOUR POLICY AND THE COMMUNITY

Be safety-conscious of pedestrians and drivers.

Avoid congregating in traffic areas on/near school property.

Do not trespass on private property.

Practise courteous behaviour in public.

Do not smoke on other people's property.

Keep your smoking area tidy.

Be sure to throw garbage in bins.

Please remember to THINK before acting or speaking!
Ask yourself:

T	Is it True?
H	Is it Helpful?
I	Is it Informative?
N	Is it Necessary?
K	Is it Kind?