

# WOODROFFE HIGH SCHOOL

2006 -2007 Parent Handbook



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DISTRICT SCHOOL BOARD

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### **Tiger Leadership Team**

Principal:	Mr. Kevin Bush
Vice-Principal (grades 10 & 11, GLP/Dual Diagnosis):	Mr. Richard King
Vice-Principal (grades 9 & 12, ELD/ESL):	Mrs. Diana Thomas
Office Co-ordinator:	Mrs. Lorraine Demers
Chief Custodian:	Mr. Don Moreland
Head of Fine Arts & Physical Education: <i>Art, Dance, Drama, Music, Phys. Ed., Outdoor Ed.</i>	Mr. Brian Schmidt
Co-Head of Fine Arts	Mr. Terry Duncan
Head of Social Sciences & Business: <i>Geography, History, Civics, Family Studies, Social Sciences, Business Studies</i>	Ms Shelagh Mirrlees
Head of Science & Technology: <i>Biology, Chemistry, Physics, General Science, Technological Studies</i>	Ms. Patricia Thomas
Head of Languages & Library: <i>English, French, Spanish, ELD, ESL</i>	Ms. Joyce Wagland
Head of Student Services: <i>Guidance, Careers, Peer Tutoring, Special Ed., Co-op Ed., ESL, ELD</i>	Ms. Deborah Wild
Co-Head of Special Education (LST, SST)	Ms. Susan-Jane MacDonald
Co-Head of Special Education (GLP, Dual Diagnosis)	Mr. Jamie Hughson
Head of Mathematics & Computer Science:	Mr. James Zacour

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## 2006-2007 Student Calendar

<p><b>SEPTEMBER</b></p> <p>5 First Day of School -- Grade 9's          6 First Day of Classes          7 Welcome Back Assemblies          12 School Council, 7:00 pm          14 ID &amp; Yearbook Photo Day          15 Deadline for Course Changes          19 OC Bus Pass Photo Day          21 Follow Your Student's Timetable          27-28 Grade 9 Testing (AM only)</p>	<p><b>FEBRUARY</b></p> <p>1 First Day of Semester 2          2 Option Sheets Issued          6 School Council, 7:00 pm          7 Follow Your Student's Timetable/          Option Sheet Info, 7:00 pm          9 <i>P.D. Day (no classes)</i>          14 Sem. 1 Report Cards Issued          Deadline for Course Changes          16 Option Sheets Due          28 Literacy Test Practice Run</p>
<p><b>OCTOBER</b></p> <p>3 School Council, 7:00 pm          9 <i>Thanksgiving (no classes)</i>          26 Parent-Teacher Interviews, 5:30-8:30 pm</p>	<p><b>MARCH</b></p> <p>2 Blood Donors' Clinic, 9:00 am – 12:00 pm          7 School Council, 7:00 pm          8 Coffee House, 7:00 pm          12-16 <i>March Break</i>          22 Parent-Teacher Interviews, 5:30-8:30 pm          28 Band Concert, 7:00 pm          29 Literacy Test</p>
<p><b>NOVEMBER</b></p> <p>2 Awards Night, 7:00 pm          7 End of Term 1          School Council, 7:00 pm          10 Remembrance Day Assembly          22 Mid-term Report Cards Issued          29 Deadline for Course Drops (no disclosure)          29-30 Grad Photos</p>	<p><b>APRIL</b></p> <p>3 School Council, 7:00 pm          6 <i>Good Friday (no classes)</i>          9 <i>Easter Monday (no classes)</i>          13 End of Term 3          20 Sportsathon          25 School Council Dinner &amp; Auction, 6:00 pm          27 Mid-term Report Cards Issued</p>
<p><b>DECEMBER</b></p> <p>5 School Council, 7:00 pm          14 &amp; 15 Musical Performance, 7:00 pm          16 Musical Performance, 2:00 pm          25 <i>Christmas Break Begins</i></p>	<p><b>MAY</b></p> <p>1 School Council, 7:00 pm          4 Deadline for Course Drops (no disclosure)          4-6 Leadership Camp          17 International Potluck Dinner &amp; Fashion Show, 6:00 pm          21 <i>Victoria Day (no classes)</i></p>
<p><b>JANUARY</b></p> <p>8 First day of classes          Non-Interrupt Period begins          9 School Council, 7:00 pm          12-16 EQAO Gr. 9 Math Assessment          18 Gr. 8 Parents Night, 7:00 pm          18 &amp; 22 Summative Evaluations          23 Last Day of Classes for Semester 1          24-31 January Examinations</p>	<p><b>JUNE</b></p> <p>4 Non-Interrupt Period begins          5 School Council, 7:00 pm          6 Athletic Awards Assembly          8-12 EQAO Gr 9 Math Assessment          13-14 Summative Evaluations          15 Last Day of Classes for Semester 2          18-25 June Examinations          27 Commencement, 7:00 pm          28 Last day of school year</p>

July 4 Semester 2 Report card Pick-up

*Two P.D. Days to be determined; dates unavailable at time of printing*

## Daily Schedule

Times	Mon., Wed., Fri. Day 1	Tue., Thu. Day 2
8:55 - 10:10 am	Opening Exercises Period 1	Opening Exercises Period 2
10:15 - 11:30 am	Period 2	Period 1
<i>11:30 - 12:20 pm</i>	<i>Lunch</i>	<i>Lunch</i>
12:25 - 1:40 pm	Period 3	Period 4
1:45 - 3:00 pm	Period 4	Period 3

### Ontario Secondary School Diploma Requirements

#### Successful Completion of 18 Compulsory Credits

- English (4)
- Mathematics (3)
- Science (2)
- French as a second language (1)
- Canadian History (1)
- Canadian Geography (1)
- The Arts (1)
- Health and Physical Education (1)
- Civics (0.5)
- Career Studies (0.5)
- Group 1: 1 credit in either English, a third language, Guidance & Career Education, Social Science, Canadian & World Studies, or Co-operative Education
- Group 2: 1 credit in Business Studies, Health and Physical Education, the Arts, or Co-operative Education
- Group 3: 1 credit in Technological Studies, Grade 11 or 12 Science, or Co-operative Education

#### Successful Completion of 12 Elective Credits

#### Successful Completion of the Ontario Secondary School Literacy Test (or Literacy Course)

40 hours of Community Involvement (*Hours can only be counted after the student's first day of grade 9.*)

### Note for Students Who Study Voice or a Musical Instrument Privately

A student may earn one additional grade 11 credit (AMX3M) if he/she has successfully completed the requirements for Grade VII Practical and Grade I Rudiments of the Royal Conservatory of Music, Grade VII Practical and Grade III Theory of the Conservatory Canada, or equivalent. The mark credited to the student is calculated by averaging the marks earned in the practical component and in rudiments or theory.

A student may earn one additional grade 12 credit (AMX4M) if he/she has successfully completed the requirements for Grade VIII Practical and Grade II Rudiments of the Royal Conservatory of Music, Grade VIII Practical and Grade IV Theory of the Conservatory Canada, or equivalent. The mark credited to the student is calculated by averaging the marks earned in the practical component and in rudiments or theory.

A maximum of two credits may be awarded to students taking music programs outside the school.

## **Course Load**

A student's grade level is determined on the first day of school in September by the number of credits earned as of that date:

Grade 9: 0 – 5.9 credits

Grade 11: 13 – 21.9 credits

Grade 10: 6 – 12.9 credits

Grade 12: 22 or more credits

Students in grades 9 to 11 are required to maintain a full course load of 8 subjects, 4 each semester. Students may have a spare once they have achieved at least 23 credits, as of September, and must take a minimum of two courses in a semester to attend Woodroffe High School. (Note: Students are deemed to be part-time if they are carrying two courses in a semester. Part-time students are not eligible to participate in interscholastic sports unless they are in their graduating year.)

Students who wish to reduce their course load below their grade requirement must have the permission of their vice-principal, after consultation with their guidance counselor and parent (if under the age of 18 years).

Please be aware that it is not a requirement that students complete their high school education in four years. Students who wish to take an additional year to broaden their academic background or improve their marks for post-secondary entrance requirements are welcome to do so.

## **Student Information**

In September, your son/daughter will be provided with a biographical survey detailing the personal information we currently have on file. This information includes business phone numbers of parents, custody and access restrictions (if applicable), and pertinent medical and emergency information. It is imperative for emergency and administrative purposes that every student maintains an up-to-date record with the school.

If, for example, you have a special access arrangement with a (former) spouse that restricts that parent from contacting the student and/or teachers, the school requires a photocopy of the legal documentation for the O.S.R.. Otherwise, the school will assume equal access for both parents to the student and his/her school records.

Please be specific if your son/daughter has a medical condition and notify us if there is a need for medication. School staff is not permitted to administer prescription medication without authorization from a parent and physician. Forms are available in the main office. We are not permitted to administer non-prescription drugs at any time.

It is also important that we have an emergency contact in case we are unable to reach parents at home or at work. Please verify the information printed on the survey carefully when your teen brings it home and return it to the school as soon as possible, even if there are no changes. Please notify the school immediately if you change any of the information on file during the school year.

## **Adult Students (18 Years of Age or Older)**

At the age of 18, students are legally considered to be adults and can assume full responsibility for their own education, including signing option sheets and giving consent. At the same time, parents of students living at home, quite naturally, expect to have continued involvement in their child's education, including school contact about attendance and achievement. To satisfy both needs, Woodroffe High School assumes that the responsibility for education of adult students living at home is shared between parent(s) and students, unless either party indicates otherwise. If sole responsibility is to be assumed by the student, the school asks for a statement to that effect. Forms for this purpose are available in the main office. It should be noted that the need for justification of an absence does not change when a student assumes sole responsibility for his or her attendance. Students who abuse this responsibility will be required to sign an attendance contract with their vice-principal.

## **Communication with the School**

Education is the shared responsibility of students, teachers and parents. The staff of Woodroffe HS encourages communication with parents. Students who know that they will be away are required to have a parent/guardian phone the school on the morning of the absence or before. Messages can be left on the school's voicemail at any time at 613-820-7186. Students are required to bring a note to their first class subject teacher on the day of their return to school. This note must be signed by the parent/guardian and indicate the date and the reason for the absence. This is a Ministry of Education regulation.

We wish to keep parents regularly informed of their teen's progress and encourage parents to attend evenings when we can meet to discuss and assist with a student's success. Letters of Concern will be mailed each semester in October and March to parents of students who are demonstrating early signs of difficulty. Parent-teacher interviews are scheduled in the same months.

There are four term report cards issued during the school year: November, February, April and July. The report cards issued in November and April are semester mid-term reports for all students. Those issued in February and July are final report cards. Except in July, all report cards are distributed to students at school. July report cards are available for pickup in the main office. Unclaimed report cards will be filed in the students' OSR folders.

Parents are invited to contact the school at any time with suggestions, comments or concerns. The school's office hours are 8:00 AM to 4:00 PM.

## **Attendance Policy**

All students are expected to be present and on time for all classes on their timetable. We respectfully request that, whenever possible, appointments should be made outside of the school day. Student evaluation will reflect their punctuality and classroom participation efforts.

An absence is considered 'explained' by school administration/office staff:

- if the student has provided a note from a parent or doctor's office substantiating a dental or medical appointment;
- if the student is ill and a parent has phoned before 8:55 AM or provided a note to the student to be handed in upon his/her return to school;
- if appropriate documentation is provided, such as a medical certificate, subpoena, etc.;
- due to extreme weather conditions or for special and extenuating circumstances.

Classes missed due to participation in school-sanctioned activities, such as field trips and sports events, will be considered excused for the purposes of class attendance. However, the absences will be included in the subject's absences total on report cards.

Subject teachers may request notes or phone calls for their own evaluation purposes. The responsibility for providing acceptable documentation for legitimate absences belongs to the student.

A credit is granted after successful completion of a course of 110 h of instruction. Missing more than 10 classes puts that credit at risk. Irregular attendance by a student will result in one or more of the following consequences:

- detentions or other consequences assigned by the subject teacher;
- contact with the parent/guardian of students under the age of 18;
- a referral to the respective V.P. for further consequences if the attendance does not improve and, possibly, the development of an attendance contract;
- in-school sanctions assigned by the vice-principal;
- an out-of-school suspension;
- referral to the school's Student Success Teacher and/or Youth Worker for daily monitoring;
- a referral to the school's social worker, who may choose to make a home visit to discuss the importance of regular attendance with the parent/guardian;
- withdrawal of the student from participation in extra-curricular activities until attendance patterns improve.

If, despite all efforts to counsel the student and where the parent/guardian has been contacted and involved, a student continues to be absent without valid reason, the student will normally fail to achieve a credit for the course.

Occasionally, lateness occurs for reasons beyond one's control. Persistent lateness, however, can become a problem. Students arriving at school after the bell at 8:55 are late and must sign in at the main office and are expected to bring a note from their parent/guardian giving the time and reason for lateness. Persistent lates may result in consequences including detentions; a case conference involving the student, vice-principal and guidance counselor or Student Success Teacher; referral to the school's social worker; and/or suspension(s).

### **Signing In and Out**

If you, as a parent/guardian of a student under the age of 18 years, wish to withdraw your son/daughter from school during school hours, please send a note to the school indicating the reason for leaving as well as the times for both leaving and returning. Students are required to present the note to the main office before 8:55 AM on the day of leaving. Those arriving during the school day after an appointment or illness must also sign in at the main office with a note from you before reporting to class.

When it is necessary for a student to go home during the day due to illness or other unexpected reason, a parent will be contacted before the student is released. If you cannot be reached, your emergency contact person will be called. If no one can be reached, the student will be kept at school until contact is made.

Students 18 years and older are not required to provide a note but must sign out in the main office before leaving and sign in upon arrival before returning to class, unless for a spare or cancelled class.

### **School Closure**

When school is officially closed due to a mechanical/electrical breakdown or other emergency, announcements will be made on the local radio stations and TV stations. Whenever buses are cancelled, this refers to school buses, not public transit via OC Transpo. Only a very small portion of Woodroffe's population travels to/from school via school bus. Whenever school buses are cancelled, parents should remember that our school remains open and classes will continue to run.

## **Student Services Department**

### **Guidance**

The Guidance program plays a vital role in the school curriculum. WHS's Guidance Department provides career, academic and personal counseling. Counselors are available to serve students, parents and staff by providing educational, career and personal counseling and instruction. The Guidance program provides students with opportunities to develop an awareness and understanding of themselves and their relationships with others and clarify their educational options and career alternatives. Guidance Counselors also facilitate referrals to O.C.D.S.B. and community social workers, psychologists and psycho-educational consultants.

Student Services has an open-door policy. Students and parents may drop in at any time to make an appointment to see their counselor.

Counselor designations, by last names starting with:

A – Ja:	Mrs. D. Wild
Jb – Pa:	Mrs. D. Symons
Pb – Z:	Mrs. J. Pattison

Ms Hughes, our Guidance Technician, is available to assist students with university and college application processes and scholarship searches, and to help direct students to links with job opportunities, volunteerism and tutors.

## **Dropping Courses**

Students who wish to drop a course must consult their guidance counselor and, possibly, their vice-principal. Students are considered to be enrolled in a course until the appropriate paper work has been completed. This paper work includes the signature of a parent for those students under the age of 18. Students must remain in that class until this procedure is fully completed and a new timetable has been issued.

If a student withdraws from a grade 11 or 12 course after five instructional days when the first provincial mid-term report is issued, the course is included under full disclosure on the student's transcript. A 'W' will be entered in the credit column, and the student's mark at the time of withdrawal will appear in the achievement column. If the student withdraws before the fifth day after the report card is issued, no indication of this course will appear on the transcript. This policy is mandated by the Ontario Ministry of Education.

## **Withdrawal from School**

Students who are leaving school before completing the year must seek an interview with their guidance counselor or vice-principal and complete a withdrawal form. The paper work involved requires the signature of a parent for those students under the age of 16.

## **Special Education**

Students who have either physical or learning disabilities, poor organizational skills or study habits, or who are behind in academic skills can receive assistance from the LST (Learning Support Teacher). In some cases, LSTs or educational assistants will visit students in their classrooms to offer assistance. Sometimes, if more concentrated intervention is deemed necessary, students will be withdrawn from the regular class to work in a resource room with special education staff.

If you, as a parent, feel your son or daughter would benefit from Special Education support, please contact your son's/daughter's guidance counselor or the department head, Ms MacDonald. Parents of our GLP and Dual Diagnosis students should contact the department head, Mr. Hughson, with any concerns.

## **Student Success Teacher**

Mr. Matthew Blackwell will be working collaboratively with our youth worker (Mrs. Jocelyne Cory), our Guidance counselors, Special Education teachers and administration to identify and support students 'at risk'. He will co-ordinate a series of interventions for these students, including:

- a credit recovery program;
- a teacher and/or student mentor;
- parent partnerships; and
- tracking students' success and modifying interventions as required.

He will also co-ordinate teacher training in 'at risk' strategies and liaise with teachers, guidance counselors, and special education and co-operative education teachers in order to develop creative programming designed to meet the needs of these students.

## **Multicultural Liaison Officer (MLO)**

Woodroffe HS is fortunate to have an MLO working at the school this year. Her name is Saadia Nuh. Her responsibilities include:

- orientate immigrant students and parents about the education system and their roles and responsibilities;
- encourage parents to get involved in the school and school council;
- advocate for students and parents;
- provide language and cultural interpretation at meetings involving staff members, parents, and students;
- provide referrals to organizations to help students and their families settle in Canada and liaise with the local community organizations to improve immigrant families' access to community services;
- contact parents about the educational and social development of their children and keeping them informed about events at the school;
- present workshops for staff and all students to increase cross-cultural awareness and understanding;
- liaise between the school and community about changes in the community's demographic profile, partnership possibilities, and issues of concern; and
- help bridge cultural differences, mediate conflicts, and facilitate resolution.

Ms Nuh will be working at WHS two days a week within our Guidance department.

## **Tips for Effective Learning**

Listed is a number of tips for effective learning which help to improve student performance:

- regular attendance, with follow-up notes for absences;
- immediate catch-up of missed work;
- designated time and place for nightly homework;
- time management, with regular use of the student planner;
- regular mealtimes and bedtimes, consistently enforced;
- homework logs, if recommended by a teacher, checked by parents;
- use of extra help provided by staff and/or peer tutors;
- regular study and review/use of review sheets;
- study plan developed for examinations;
- active involvement in extracurricular activities;
- parental participation in school activities;
- knowledge, practice and support of the school's Code of Behaviour.

Many teens want to or must work part-time in order to save for personal or educational goals or supplement their family income. Parents should monitor their teens' employment hours to ensure that they do not negatively impact their homework, study and/or sleeping routines.

If you, as a parent, sense that your son/daughter is struggling with such issues as stress, peer pressure, peer or teacher conflicts, or homework, encourage him/her to discuss it with you, their guidance counselor, or school administration. If the problems appear to be more serious, seek help from your family physician or community service provider. (A list of local services is provided in the student planner.) Guidance counselors can also facilitate referrals to Board and community social workers and psychologists.

## **School Fees**

In May of this year, the Board passed [Procedure PR.648.SCO – School Fees](#) to establish procedures for the administration of school fees in the Ottawa-Carleton District School Board. Based on this procedure, we at Woodroffe have made a few changes of which we want our students, parents and guardians to be aware.

We will be requesting a \$35.00 voluntary school fee to subsidize the cost of student agendas, and to continue the traditional support of field trips, interscholastic and intramural sports, special events and Students' Council. It is important to note that much of the school fee monies collected goes to students and families who require financial support throughout the school year. Although a student agenda is a costly item, we feel very strongly that an agenda provides students with a valuable tool to assist them in their organizational skills and generally to keep 'on track'.

The student fee may be submitted during the last week of August when students are invited to pick up their timetables and student agendas. We will continue to receive this fee during the first few weeks of school. RECEIPTS WILL BE ISSUED. All students will receive an agenda. Thank you for your continued support which enables us to offer our students the wide range of experiences that we do.

We will also be offering students an opportunity to purchase a 2006-2007 yearbook for \$25.00 at this time (not included in the school fees). Students will be given two other opportunities during the year to purchase a yearbook, however the individual cost will be higher at that time. In the past, we have been able to keep the cost of yearbooks to a minimum due to the high number that we order.

## **Individual Class/Program Supply Expectations and Requested Fees**

According to the new procedures, we are asked to outline the individual class/program school supply expectations each June for the coming school year. While we have not listed each individual course and associated course fee (if applicable), please note that no student shall be denied an opportunity to fully participate in any course or extra-curricular activity in which he/she would like to be involved or study. For confidential assistance with fees, please contact the appropriate vice-principal, guidance counselor or course teacher.

For all courses there is a general expectation that students will come prepared with traditional school supplies including binders & paper/notebooks, pens, pencils, ruler, etc... Teachers will be more specific when they first meet their classes. Throughout the year, in several courses, there will be voluntary day field trips to enhance the teaching of curriculum. Many students report that these field trips are often the highlight of a course as they help to bring their studies alive.

## **Textbooks**

For some departments, deposits (in the form of post-dated cheques) are required at the beginning of each semester for courses which issue textbooks and vary depending on the replacement cost of the text. Textbooks are public property. Students using them are accountable for their condition and return. Students will be assessed for any damage which is not due to fair wear and tear. If the textbook is returned in good condition at the end of the semester, the post-dated cheque will be returned to the student or destroyed.

## **Lockers**

Lockers will be assigned the first day of school. Only combination locks are permitted. These can be purchased at any store or in the main office for \$7.50. Students are not to write on their locker, change lockers without approval, have more than one locker, or share lockers. Since Woodroffe High School and the Ottawa-Carleton District School Board are not responsible for lost or stolen property, students are discouraged from bringing valuable articles to school. Stolen articles are often not recovered. Lockers are the property of the O.C.D.S.B. and, upon probable grounds, the principal/designate may conduct a search of lockers at any time without prior notice.

## **Student Drop Off & Pick Up**

Please DO NOT USE THE FRONT ENTRANCE when picking up or dropping off students. The entrance by the cafeteria (at the bottom of the hill) in the south east corner should be used. There are several buses that use the front entrance for students in the General Learning Program and Dual Diagnosis Class. Parents and children in the Variety Day Care also use the front entrance. Please assist us to keep the front entrance clear for buses, children in day care and emergency vehicles.

## **Bicycles, Rollerblades, Skateboards, Scooters**

Bicycles may not be brought into the building without specific permission from the administration. Skates and skateboards may be brought in the building but must be left in lockers during class time. These recreational/transportation items must not be used inside the school building. Failure to abide by these rules will result in temporary confiscation of the item. Please note: Woodroffe High School and the Ottawa-Carleton District School Board are not responsible for lost, stolen or vandalized property.

## **Assessment and Evaluation**

Woodroffe High School believes in clearly articulating its expectations and policies concerning assessment and evaluation to improve student performance. The following are policies and guidelines used by teachers at WHS.

### **Late Assignments**

Students are expected to take accountability for meeting all deadlines relating to assignments and tests. If a student knows in advance that they will be unable to meet a deadline or be present for a test, they must alert the teacher. Discussions can take place to ensure that the student is given the opportunity to extend a deadline or make up the work. These discussions will be based on the extenuating circumstances and the teacher's discretion.

Students are responsible for submitting work on assigned deadlines. Work that is submitted by students after the assigned deadline may not be evaluated. However, students may be given an opportunity to submit the work after the deadline, at the discretion of the teacher. This may result in a lateness penalty up to 10% of the mark.

### **Missed Assignments & Tests**

Students are given advanced notice of unit tests and are expected to be present for all tests. An unjustified absence from a test will result in an automatic mark of zero. A justified absence is defined as any serious circumstance that would prevent the student from attending class. The determination of whether or not an absence is justified will be based on the teacher's discretion in consultation with the school's administration. Make-up tests may be offered, depending on the subject and department policy.

### **Homework**

It is the student's responsibility to ensure that homework is completed and assignments are submitted on time. Since the next day's work often depends on completion of work at home, persistent neglect of homework will affect a student's performance.

### **Learning Skills & Study Skills**

Active learning and the completion of assignments on time will allow students to reach their potential. Students must come to class prepared, with all required books and learning materials.

Success follows the wise use of time. A regular study schedule (a set of routines) is immeasurably valuable. Twenty minutes of study each night is many times more effective and far less tiring than 3 hours spent the night before a test or exam. The Student Services department will be happy to supply parents and students with suggestions for improving study skills, and, if necessary, will counsel students in this area.

## **Plagiarism**

Plagiarism is treated very seriously at Woodroffe High School. It is defined as “taking another person’s words, ideas or statistics and passing them off as your own. The complete or partial translation of a text written by someone else also constitutes plagiarism if you do not acknowledge your source.”

When a student is caught plagiarizing, the following consequences will take place:

- The subject teacher will contact the parents and the student will receive a mark of zero on the plagiarized assignment. The student will attend one Plagiarism Class (this class will be held after school every two weeks throughout the school year). Until the class has been attended, the subject teacher will not assign a mark for any of the offending student’s ongoing work.
- After a 2nd offence, parents will be contacted by a vice-principal and invited in for a discussion with the administration and the classroom teacher – and the student will attend a second Plagiarism Class.
- After a 3rd offence, a student will be suspended and/or lose the credit.

## **Mark Calculation**

The Ministry of Education has identified that all secondary courses will be evaluated based on the following criteria:

- (1) 70% of the student mark is to be based on term work.

Four categories of skills are included in term work:

- Knowledge and Understanding
- Thinking and Inquiry
- Communication
- Application

Each of these skills is given a different weighting based upon subject-specific criteria but together they total the 70% term work.

- (2) 30% of the student mark is to be based on summative tasks.

A summative task is designed to give students the opportunity to demonstrate important expectations from the entire course. Summative assignments can take the form of exams, larger assignments, performances, and/or portfolios.

All students are provided with course outlines during the first week of each course which includes details of the above.

Students may ask their teacher for clarification where they feel there is a discrepancy in terms of marks. If students are still uncertain of how their mark was determined, they may pursue the following options:

- a) Meet with the department head for review of mark; and then, if necessary,
- b) Meet with administration (vice-principal or principal).

Woodroffe High School encourages students to become advocates for themselves in a manner that is respectful to all parties involved.

## **Awards/Academic Excellence**

To honour undergraduate students who excel in their courses, an Awards Night is staged each November. Awards are presented to all students with averages of 80% or more and taking a full-course load. Subject awards are presented to the top student in each course. Special awards recognizing leadership, teamwork and community involvement are presented to graduating students at the Commencement Exercises each year in June.

## **Honour Roll Requirements**

- Grades 9 & 10: Average of 80% or more in 8 courses
- Grade 11: Average of 80% or more in 7 courses
- Grade 12: Average of 80% or more in 6 courses

## **Extracurricular Activities**

Student clubs and organizations are determined by student interest and participation and normally vary from year to year. Activities have included a multitude of athletic teams and clubs, Students' Council, yearbook, Student Ambassadors, Woodroffe Athletic Association (WAA), peer mediation, chess & strategy club, leadership camps, Black History Club, Candlelighters, Grad Committee, Environmental Club, Improv, Woodroffe Abroad, Model UN, OASIS (Gay-Straight Alliance), and Reach for the Top.

## **OCDSB Safe Schools Policy**

A safe school is conducive to learning and teaching. Disciplinary practices shall be fair and consistent with the basic assumptions underlying a democratic society. It is the objective of staff to teach self-control, self-respect and respect for others and property, and to help prepare every young person for a satisfying and productive adult life. The Ottawa-Carleton District School Board and the administration, staff and students of Woodroffe High School will not tolerate physical, verbal (oral or written), sexual, or psychological abuse, bullying, harassment, or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute.

Weapons are strictly prohibited on school property and at any school-sponsored event. A weapon is any object used for the purpose of threatening or intimidating any person. Weapons include all restricted weapons (requiring permits) and any item such as scissors, knives of any description, sling shots, replica guns, sharpened sticks, baseball bats, math compasses or shop tools, etc., that are deemed in the circumstances by the principal or designate to be a danger or a threat to the safety of others.

Students and parents should be aware of the legislation with respect to expulsions and suspensions. This legislation was implemented in September 2001.

### **Expulsion**

The Minister of Education has identified misconduct for which expulsion is mandatory. These are:

- possessing a weapon;
- using a weapon to cause or to threaten bodily harm to another person;
- physical assault that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons or in illegal drugs;
- committing robbery;
- giving alcohol to a minor.

Two types of expulsions can be enforced. A limited expulsion is from the school and school-related activities from 21 days up to one year. A full expulsion is from all schools of the board and school-related activities. Students expelled fully cannot return to any regular public-funded school in Ontario until re-entry requirements are met. Expulsions can be appealed.

### **Suspensions**

The Safe School Act also identifies misconduct for which suspension is mandatory. These are:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or drugs;
- being under the influence of alcohol;
- swearing at a teacher/staff member or another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property.

When suspended, a student cannot be on the school property at any time, including evening events and field trips.

Note: All expulsions and serious suspensions will be referred to the OCDSB Critical Incident Review Committee (CIRC).

## **Substance Abuse Policy**

Alcohol, narcotics and restricted drugs, other than those medically prescribed, are not to be used or be in the possession of anyone on board property or on school buses, field trips or any school event or activity. This policy includes the misuse of solvents, gasoline and cleaning fluids, and low alcohol products.

Woodroffe High School shall take all possible measures to eliminate the use of alcohol and drugs by students within its jurisdiction by:

- providing an environment free from alcohol and other drugs;
- fostering an anti-drug/alcohol environment;
- supporting programs that will help students develop the skills needed to make healthy lifestyle choices;
- encouraging and supporting the rehabilitation of students with alcohol and/or drug problems;
- recognizing that low self-esteem is a common cause of drug and/or alcohol use/abuse, and aiming to help students develop and maintain confidence and a feeling of self-worth and respect for self and others;
- prescribing disciplinary interventions;
- making full use of the professional counseling services that are available to students as a result of our partnership with Rideauwood Addiction and Family Services. (A Rideauwood counselor works with students on-site and is available for family counseling and support. More information on this service is available from the Student Services Department or a school administrator.)
- supporting professional development opportunities which endeavour to ensure that educators and other staff are competent and confident in recognizing and handling students who demonstrate signs of alcohol/drug use.

Students who are found to be in possession or to be using, supplying or trafficking alcohol, drugs or other prohibited substances will face serious consequences. Parents and guardians of students under the age of 18 will be notified as soon as possible of any such occurrence. For all students, regardless of age, consequences will include:

- confiscation of any prohibited substance;
- identification of the student to the police;
- search of the student's locker;
- suspension from school;
- referral to addiction services;
- consultation with police regarding the laying of charges.

A complete copy of the O.C.D.S.B. Substance Abuse Policy is available from any school administrator or guidance counselor or can be found on the board web site [www.ocdsb.ca](http://www.ocdsb.ca).

## **Fire Drills**

Woodroffe HS will have practice at least three fire drills each semester to ensure all students know how to respond in the event of an emergency.

## **Lockdown Exercise**

As part of the OCDSB's safe schools initiative, Woodroffe has at least one lockdown exercise each year. A lockdown is designed to provide students with a secure area in which to be when an emergency situation warrants it. During the exercise, students will respond to a pre-arranged signal by moving to the nearest classroom, or other designated safe area, and remain there with a teacher until the all-clear message is received.

## **Smoking Policy**

There is absolutely no smoking on any board property, including schools and other board facilities, board-owned vehicles, and contracted school buses. Smoking is prohibited in private vehicles parked on board property. Smoking is prohibited during all school-sponsored activities including field trips and athletic events. Consequences for smoking on school property include parental contact for students under the age of 18 and out-of-school suspension. Fines may be levied by the Regional Department of Health.

### **Pagers, Cell Phones and Laser Pointers**

These devices are disruptive to learning and teaching in the class and are not to be used in school during the instructional day. Emergency or urgent messages to students are routinely handled by the main office (613-820-7186). These items will be temporarily confiscated if found in a student's possession. Refusal to yield the item and repeated non-compliance may lead to suspension.

### **Damage to Property**

Students shall not destroy or deface the property, either of the school or of fellow students. Students who observe acts of vandalism/theft or who are victims should report the incident to the main office. Vandalism and theft are criminal acts that show disrespect for the property of others. The parents of students who commit vandalism or theft will be notified. The person responsible for the theft or vandalism will be expected to make restitution. A student who commits theft or vandalism faces a suspension and police contact. Students who lose or damage a textbook or other school property will be charged the cost of replacement or repair.

### **Sensitivity to Scents**

Some students and staff have reported sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health concerns.

### **Immunization**

The immunization of School Pupils Act, 1982, requires that all school attendees under 18 years of age be immunized against diphtheria, tetanus, polio, measles, rubella and mumps. Students who have not received such immunization may, under the order of the Medical Officer of Health, be excluded from school.

### **Visitors to the School**

Students should not bring outside friends onto school property during school hours. All visitors to the school must report to the office.

### **Dress Code Policy**

The school's dress code adheres to the following principles:

- ✓ Respect for learning
- ✓ Decency
- ✓ Cleanliness
- ✓ Respect for the rights and dignity of others
- ✓ Safety of persons and property
- ✓ Promotion of a drug and alcohol-free environment

In compliance with the Government of Ontario's Code of Conduct and the Policies and Procedures of the OCDSB (Policy P.104.SCO), the following is considered inappropriate dress:

- sexually explicit or revealing attire;
- attire with wording or graphics that is racist, sexist, profane or demeaning to another person;
- attire with wording or graphics that advocates violence;
- attire with wording or graphics that advocates consumption of alcohol or illicit drugs;
- attire that is recognized by the OCDSB Safe School Committee to be associated with gang membership;
- attire that interferes with clear identification of a face, other than articles worn for medical or religious reasons.

All students are asked to wear clothes that are clean, and in good repair and taste. The following are considered to be inappropriate:

- low cut tops;
- tops which do not cover part of the shoulders or back (examples: halter tops, “spaghetti-strapped” tops);
- “muscle” shirts;
- clothing that exposes the navel or midriff;
- shorts/skirts that are not at least mid-thigh length;
- clothing that reveals undergarments;
- spiked apparel or chains;
- headgear, with the exception of religious headgear.

Note: Outerwear is not to be worn or brought to classes.

Non-compliance with any of the above mentioned policies will result in the student being asked to add additional clothing, to remove certain items, or confiscation of those items until the end of the school day. A student may be sent home for appropriate clothing. Repeated non-compliance may result in suspension.

### **WHS School Council**

WHS School Council provides an opportunity for parents to participate in the decisions that will impact the daily lives of students at Woodroffe High School. School Councils advise the principal and school board on specific issues of school operation including curriculum, program goals and priorities, selection of principals, school budget priorities, codes of behaviour and extracurricular activities.

Parents form the majority of the School Council. The first meeting of the School Council will take place on Tuesday, September 12 at 7:00 pm in the school library. Subsequent meetings will take place on the first Tuesday of the month at the same time and location.

### **WHS Helping Paw Clinic**

The Helping Paw Clinic operates at WHS in partnership with Pinecrest-Queensway Health and Community Services, the Rideauwood Addiction and Family Services, and with the O.C.D.S.B. Social and Psychological Services Departments. Students who wish to meet with a youth worker; doctor or nurse, social worker or psychologist should fill out a request form in the Student Services Office or speak with their Guidance counselor. These services are confidential and free of charge.

Constable Bruce Marshall, School Resource Officer (SRO) of the Ottawa Police, is available for students and staff. Appointments can be arranged through a guidance counselor or vice-principal.