



ALEXANDER MACKENZIE HIGH SCHOOL



ALEXANDER MACKENZIE HIGH SCHOOL

School Start-Up Package 2020-2021

300 Major Mackenzie Drive West, Richmond Hill, ON L4C 3S3

Phone: 905-884-0554

Fax: 905-884-4694

email: alexander.mackenzie.hs@yrdsb.ca

website: www.alexandermackenzie.hs.yrdsb.ca

Inspire Learning!

Welcome from the Principal

We would like to welcome all our new and returning families to Alexander Mackenzie High School. We hope that you had an enjoyable, relaxing summer and are looking forward to the new school year. For those of you entering our school for the first time, we look forward to working with you as we continue to enhance our learning community together. Parents play a vital role in supporting their children's efforts at school and we invite parents to be strong partners in the educational process. Each September, schools across York Region District School Board send home a variety of forms for parents/guardians and students covering a wide range of important information. In order to ensure that these forms reach home and are read, the signatures of a parent or guardian and/or student are required. After reading these letters with your child, kindly sign as indicated and return the forms to your child's homeroom teacher. At Alexander Mackenzie High School we have a dedicated staff with a strong commitment to student well-being and achievement, and to ensuring the environment is one in which everyone feels safe, welcome and respected. We look forward to working with you throughout the school year. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to speak with you. We wish you all a happy, safe and successful school year.

Krista Pummell
Principal
Alexander Mackenzie High School

SCHOOL LEADERSHIP TEAM 2020 – 2021

Business Studies	Ms. N. Bawa
English Assistant Department Head	Ms. E. Koliviras
English Department Head	Ms. K. Gross
English Language Learners	Mr. K. Auyeung
French and & International Languages	Ms. S. Juma
Geography	Mr. M. Ariganello
Guidance Services	TBD
History	Mr. R. Garisto
International Baccalaureate Coordinator	Ms. N. Reyhani
Lead Caretaker	Mr. S. Carruthers
Literacy	Ms. S. Romeo
Mathematics Assistant Department Head	Ms. T. Baghdassarians
Mathematics Department Head	Mr. B. Wong
Music	Mr. E. Hudspith
Personalized Alternative Education	Mr. J. Daides
Physical & Health Education	Mr. C. Butler
Principal	Ms. K. Pummell
Resource Support Services/Library	Mr. P. Raia
School Office Supervisor	Ms. J. Majnarich
Science Assistant Department Head	Ms. A. Anjum
Science Department Head	Ms. F. Firouzchian
Special Education	Mr. J. Shep
Specialist High Skills Major	Mr. J. Petrone
Student Success	Mr. T. Belch / Ms. A. Pambis
Technological Studies	Mr. J. Fabrikis
Theatre Arts and Dance	Ms. C. Clarke
Vice-Principal (surnames M-Z)	Mr. G. Ellinas
Vice-Principal (surnames A-L)	Ms. E. Pridie
Visual Arts	Ms. A. Bhatia

School Day

Semester 1	
Period	Times
Block 1	8:30 a.m. – 11:00 a.m.
Exit / Travel / Lunch	11:00 a.m. -12:30 p.m.
Block 2	12:30 p.m. – 1:20 p.m.
Block 3	1:20 p.m. – 2:10 p.m.
Block 4	2:10 p.m. – 3:00 p.m.
School Office Hours	8:00 a.m. - 4:00 p.m.

Important Numbers

AMHS	905 884 0554
AMHS Attendance	X412
Community Crisis Response	905 310 COPE
Crime Stoppers	1 800 222 8477
Crisis Line for York Region	1 800 263 6734
Emergency (Police, Fire, Ambulance)	911
Kids Help Phone	1 800 668 6888
Richmond Hill Food Bank	905 508 4761
Women's Support Network	905 895 3646
York Region Health Services	1 800 361 5653
York Regional Police	905 881 1221
Mackenzie Health	905 883-1212

AMHS Mission Statement

Together, in a safe and secure school community, we engage in dynamic learning that prepares individuals to be open-minded, critical thinkers who make a difference in our world.

AMHS Vision Statements

Our commitment as a community is to inspire each other to learn and teach, so that:

- we have strength of character;
- we exhibit self-esteem, trust, pride and spirit;
- we achieve excellence through a balance of academics, athletics, arts and relationships with others;
- we possess skills, knowledge and abilities to succeed in the world;
- we respect and value each other and our diversity;
- we care about and contribute to our society; and
- we celebrate the achievement of our goals.

STUDENT LEADERSHIP

Student Council (S.A.C.)

The S.A.C. is a vibrant student group at Alexander Mackenzie High School. S.A.C. organizes a variety of events during the school year for students to become involved in school life including charity drives, dances, Spirit Week, formal events, and much more. SAC, which is elected by the student body in May, consists of active, enthusiastic leaders from the school. Additional AMHS Councils Include:

Presidents' Council

The Presidents' Council is an exuberant group of students who are the leaders of various other councils. Collaboratively, they help to coordinate the activities in the school to maximize student participation.

Arts & Culture Council

The Arts and Culture Council aims to promote dramatic and visual arts throughout the school and community. The Council runs events such as the Java Nights, and Art Show.

Athletic Council

The Athletic Council is an enthusiastic group of student leaders from non-athletes to all-stars involved in a wide range of activities. The Council organizes pep rallies, intra-murals, sport-a-thons, the Athletic Banquet to support our amazing athletes. The Council runs its own store, "The Locker Room", where snacks, uniforms, and school clothes are sold.

Drama Council

The Drama Council plays a key role in organizing the several events and activities that take place as an integral part of the drama department, including the annual ESTA Awards Banquet.

Music Council

The Music Council is actively involved in the running of the Music Department and was created to address any and all issues or ideas that concern music students. It advises the music staff about concerts and purchases, and plans fundraising and social events, including any planned extended study tours. Members also join with other councils to help organize large school activities. Any student enrolled in a music course is eligible to be interviewed for membership on the Music Council.

OTHER CLUBS AND LEADERSHIP OPPORTUNITIES:

Students are encouraged to get involved in school activities. Below is a list of some of the opportunities available to students:

- Ambassadors Group
- Badminton Club
- Choir (Mackenzie Singers)
- Dance Council
- DECA
- ECO-Team
- GSA (Gay Straight Alliance)
- Hospitality Club
- Math Club & Competitions
- Musical Theatre
- Peer Mentors
- Positive Spaces Club
- Prom Committee
- Science Olympics
- World Vision
- Plus many others

TIPS FOR SUCCESS IN HIGH SCHOOL

We believe that student achievement and well-being is improved by engaging parents, guardians and families in collaborative and reciprocal relationships. You can support your student's achievement and success by:

- ensuring your child is punctual and attends every class daily;
- communicating with your child's teachers and communicating any learning concerns to them;
- encouraging the development and practice of effective study habits. Your child will have homework and or study assignments most nights;
- providing the necessary supplies (pens, paper, etc.). Textbooks are provided on loan;
- familiarize yourself with the Student Handbook including the school procedures, Dress Code and Code of Behaviour;
- notify the school of any change of information (e.g., address, phone numbers, email, etc) or of any important health concerns for your child;
- becoming involved in the School Council;
- attending school events;
- attending Parent Interview Nights (November & April); and
- contacting teachers, Guidance Services, Student Success and/or Administration if you have any concerns.

TABLE OF CONTENTS

AGENDA/HANDBOOK	12
ALLERGIES/MEDICAL CONDITIONS	12
ANAPHYLAXIS AND OTHER MEDICAL CONDITIONS	12
ARRIVALS AND DEPARTURES	12
ASSESSMENT AND EVALUATION.....	13
Requests for Religious Accommodation	14
ATHLETICS	14
Mustang Athletic Policy	14
Teams.....	14
Athletic Accountability Committee.....	15
Code of Behaviour for Spectators.....	15
ATTENDANCE AND PUNCTUALITY	15
Attendance & Punctuality Procedure	16
Attendance support staff are responsible for:	16
Students are responsible for:.....	16
Parents/guardians are responsible for:	16
Teachers are responsible for:	17
Absences	17
Full Day Absence	17
Late Arrival or Early Leaving – Signing In and/or Out	17
Part-Day Absence.....	18
Students Who Are 18 Years Of Age Or Older.....	18
Consequences for poor attendance.....	18
Vacation and Extended Absences	19
CODE OF STUDENT CONDUCT	19
Code of Student Conduct.....	19
Responsibility of Students.....	19
Guilty by Association.....	Error! Bookmark not defined.
<i>SUPPORTING POSITIVE STUDENT BEHAVIOUR</i>	20
Counselling.....	20
Restorative Practices.....	20

Detentions.....	20
Written Explanations	20
Parent/Guardian Contact.....	20
Student Contracts	21
Withdrawal of Privileges.....	21
Confiscation of Inappropriate Items	21
Referral for Assistance	21
Police Intervention.....	21
Restitution.....	21
Suspension	21
Expulsion	21
COMMUNICATION BETWEEN SCHOOL AND HOME	21
Canada’s Anti-Spam Legislation (CASL).....	22
Automated Telephone Messages	22
E-mail	22
Newsletters	22
Parent e-Bulletin	22
School Signs.....	22
Voicemail.....	22
Websites.....	22
COMPUTER NETWORK AND INTERNET POLICY	23
Online Safety Rules	23
CONSENT FOR INFORMATION SHARING – Students at the Age of Majority.....	24
DRESS CODE	24
EMERGENCY INFORMATION.....	24
EMERGENCY PREPAREDNESS	25
EXAMINATION INFORMATION.....	25
Examinations.....	25
Examination Schedule.....	25
Absence.....	25
Late Arrivals	25
Exam Dismissal.....	25

Materials	26
Textbook Collection	26
Locker Access	26
Inclement Weather	26
GENERAL SCHOOL INFORMATION	26
Academic Honesty and Plagiarism	26
Credit Requirements	26
Crime Stoppers.....	27
Driving To School-Related Activities	27
Equity and Diversity	27
Food	27
Laser Pointers.....	28
Lockers	28
Lost or Stolen Items	28
Mackenzie Health - Hospital Partnership	28
Parking and Vehicles	28
Personal Information	29
Scent-free Environment.....	29
School Cash Online.....	29
School Council.....	30
School Events	30
School Property.....	30
Skateboards, Rollerblades & Scooters	30
Smoking on School Property	30
Student Identification Card.....	30
Study Area at Home	30
Suspensions.....	31
Textbooks and Library Books	31
Use of Non-Board Electronic Devices	31
Visitors	32
Volunteering in the School.....	32
GUIDANCE.....	32



Alexander Mackenzie High School



ALEXANDER MACKENZIE HIGH SCHOOL

My Blueprint 32

Course Revision Requests (Changes and/or Withdrawls)..... 33

STUDENT WELL-BEING AND SAFETY 33

 Bullying and Cyber-Bullying 33

Homework..... 34

SCHOOL POLICIES AND PROCEDURES AGENDA/HANDBOOK

We encourage all students to use an agenda (electronic or paper) on a daily basis. An agenda:

- supports organization;
- is a tool for students to record homework, key evaluation and assessment dates, and school events; and
- assists in the development of time management skills.

Parents/guardians, please encourage your student to use an agenda daily. A monthly calendar is provided at the end of this package.

ALLERGIES/MEDICAL CONDITIONS

There are students and staff in our school who have a life-threatening allergy to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction. Do not bring nut or nut products to school.

ANAPHYLAXIS AND OTHER MEDICAL CONDITIONS

Students with a severe allergy (i.e. peanuts) need to communicate that information to the school. If the student carries an EpiPen, it is imperative that the pen be carried or is easily accessible by someone other than the student. The location of the EpiPen or in some cases, an extra EpiPen must be provided to the main office with completed medical forms e.g. **Administration of Medication**.

Following the York Region District School Board protocol, students with a severe allergy or any other medical conditions need to communicate that information to the school – so the necessary safety precautions are taken. Also, a medical alert bracelet is recommended for identification purposes.

If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.

ARRIVALS AND DEPARTURES

Students who use **bicycles, rollerblades, skateboards or scooters** to travel to school:

- Should wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike racks provided.
- Must store rollerblades, skateboards, or scooters in their locker. Riding of rollerblades, scooters, skateboards, or bicycles inside the school is prohibited.

The school is not responsible for any lost or damaged personal items. Note: Walk and roll shoes are not allowed on school property.

ASSESSMENT AND EVALUATION

Assessment and Evaluation practices at AMHS:

- are fair, transparent, and equitable for all students;
- support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit;
- are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course;
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement; and
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

Per the Ministry of Education assessment requirements:

- 70% of the final grade will be based on term work completed during the course;
- 30% of the final grade will be based on final assessments (e.g. an examination and/or project) given at/or towards the end of the course. There will be no exemptions from the final assessments;
- the main purpose of assessment is to improve student learning;
- a variety of assessment methods are used to address the needs of individual students; and
- in order to earn a credit, a student must demonstrate adequate evidence of achievement.

In order to ensure success in courses:

- Meeting deadlines is an important life skill and prepares students for the future. Work that is consistently handed in late will be reflected in the Learning Skills section of the report card.
- Communication among students, teachers and parents/guardians is an essential part of student success.
- Students may be referred to one or more of the following services for support: In-School Team, Guidance Department, Special Education, ESL, Administration or the Student Success Team.

Requests for Religious Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations form** available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students.

For more information, see Board Procedure #261.8, Equity and Inclusivity: Religious Accommodation.

ATHLETICS

Mustang Athletic Policy

We are proud of our tradition of being a great athletic school. Our athletes and our coaches are known for their dedication to excellence and character on and off the field of play. We have many opportunities for students to excel, whether it is our teams or intra-murals.

Students can check their team information boards for information about when and how to try-out for a team/ intra-mural. The boards are located outside the Physical Education Department Office. Students who participate in extra-curricular activities at AMHS represent the school and are our ambassadors. They should meet academic, behavioural and attendance standards and present a positive image of our school. The criteria for participation on a school team include:

- enrollment in at least four courses per semester in grades 9-11 and at least three courses per semester in Grade 12;
- student achievement will also be monitored by the Athletics Accountability Committee. Student athletes must maintain a passing grade in all subjects to be eligible to play.
- excellent attendance and behaviour records which will be monitored by our Athletic Accountability Committee; and
- responsibility for notifying teachers in advance of any absences due to athletic events - students are also responsible for homework, assignments and evaluations missed while participating in practices and/or games.

Teams

- | | |
|------------------------------|------------------------------------|
| ▪ Badminton Team | ▪ Soccer (Girls) |
| ▪ Baseball (Boys) | ▪ Softball (Girls) |
| ▪ Basketball (Jr. Boys) | ▪ Swimming |
| ▪ Basketball (Jr. Girls) | ▪ Track and Field |
| ▪ Cross Country | ▪ Tennis Team |
| ▪ Rugby (Female/Male) | ▪ Ultimate Frisbee |
| ▪ Ski/Snowboarding Racing | ▪ Volleyball (Jr. Boys/Sr. Boys) |
| ▪ Soccer (Jr. Boys/Sr. Boys) | ▪ Volleyball (Jr. Girls/Sr. Girls) |

Athletic Accountability Committee

At the beginning of every sport season and regularly during each season, all athletes' attendance, achievement, and behavior are being reviewed. During the review, if any athlete possesses any invalid absences, a pattern of invalid lates, any behavior concerns, or is failing a course, then that athlete will be put on "Athletic Probation". The probation will be monitored throughout the season. If the attendance, behavior, or lack of academic achievement continues, then the athlete will be placed on "Athletic Suspension".

- **Athletic Probation** – the athlete is still an active member of the team, but is being monitored regularly.
- **Athletic Suspension** – the athlete is still on the team, however may not play in games and may not miss school for an athletic event for a specified period of time.

Note: Athletes who are suspended may not play intramurals at lunch time. They are expected to be spending their time working on their issues at hand.

Code of Behaviour for Spectators

Athletic events are tests of skill, fitness, teamwork and training. They provide challenging encounters for athletes and exciting entertainment for fans. Being a spectator at school events is a privilege, not a right, which may be withdrawn for inappropriate behaviour:

Spectators are expected to:

- treat the premises, students, staff and players of the host school and the officials with respect and courtesy;
- respond politely to the requests of officials and staff, and abide by their directions/decisions;
- remain in the areas designated for spectators and leave the playing surface clear at all times; and
- be polite and courteous and use only appropriate language;

Refrain from any behaviour that might distract the athletes or interfere with the progress of the game; and applaud good plays and never make derogatory remarks about the officials, players or coaches of the other teams.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality contribute to student success and achievement. Attendance and punctuality are related to developing character traits such as respect, initiative, responsibility and integrity, and are linked to learning skills such as work habits and initiative. Students demonstrate commitment, respect, initiative and responsibility when they are in class and on time, all the time. The less class time students miss, the more likely they will succeed academically. Students are expected to be on time for every class. Punctuality shows respect and consideration for others. Being late for class inconveniences and disrupts your classmates and teachers.

Attendance & Punctuality Procedure

- If students are less than 15 minutes late to class, they should proceed directly to class. If students are more than 15 minutes late, they should go to the main office to contact parents to verify their late arrival.
- If a student has to leave during the day, he/she needs to have a written note AND sign out through the main office.
- If students are consistently late, teachers will contact home. Referrals to the Administration may follow.
- Students are expected to attend classes when a supply teacher is present.
- Students, parents, and staff have a role to play in ensuring that students attend classes regularly and punctually. Each role is described below.
- Any discrepancies in the attendance record should be discussed with the classroom teacher.

Attendance support staff are responsible for:

- receiving and processing attendance-related reports;
- monitoring students' lates and absences in conjunction with the school;
- recording parent contact in relation to absences, lates and signing-out;
- providing admit slips to students who are signing-in; and
- following up with students with invalid absences prior to administering admit slips.

Students are responsible for:

- attending class on a daily basis, and taking an active part in the learning process;
- completing assignments to the best of their ability;
- submitting work on time - when an assignment is marked and returned, it may not be appropriate for a late submission of the same assignment;
- discussing in advance with the teacher any difficulty in meeting a due date in order to make alternate arrangements;
- planning with a teacher to complete any missed assignments or tests;
- demonstrating sufficient evidence of achievement;
- demonstrating academic honesty at all times;
- communicating to parents/guardians due dates and timelines for assignments and tests; and
- notifying teachers of planned absences (sports, field trips, holidays, appointments, etc.)

Parents/guardians are responsible for:

- helping their child be successful by actively monitoring their child's progress;
- communicating with their child about school assignments and due dates;
- communicating with teachers and the school about their child's progress;
- contacting the school if a student is absent;
- ensuring that students are available to write examinations during the designated exam period - students cannot be exempted from examinations for family holidays or employment; and
- providing appropriate documentation for extenuating circumstances, such as illness, court appearance, or bereavement.

Teachers are responsible for:

- reviewing attendance and punctuality policy with students;
- recording, monitoring and reporting students' attendance to the office;
- keeping accurate attendance records;
- requesting admit slips from students who have unexplained absences;
- following up where there are attendance issues (e.g. parental contact, detentions, office referral, etc.);
- implementing strategies to assist students in improving their attendance, e.g., counseling students, communicating with students and parents, making referrals to administrators for further actions – attendance counseling, etc.; and
- implementing consequences to assist students in improving their attendance, e.g. detention, withdrawal from extra-curricular activities, etc.

Absences

Under the Education Act, students are expected to be at school every day, unless they are unable to attend by reason of sickness, unavoidable cause (illness, bereavement, court appearance, etc), holy day or other authorized by the Administration of the school. Absences are to be both validated and authorized. All absences require authorization by a parent/guardian.

Truancies are invalid absences during instructional time and are strictly unacceptable. These will be monitored and dealt with accordingly by both teachers and administration.

The school will contact the homes of students with unexplained absences on a daily basis. If a message is received, parents should contact the Attendance Office before 8:30 a.m. the next school day. If any test or assignment is missed because of an invalid absence, the student may receive a zero and may forfeit the right to make it up.

Full Day Absence

When a student misses a full day of classes, a phone call from the parent/guardian to the school validating the absence is required. A secretary will note this on the student's attendance record. If a parent does not contact the school, the student is required to bring in a parental note with a valid reason for the absence to the Main Office upon returning to school. The student is to obtain an admit slip and show it to each teacher prior to returning to each missed class.

The Attendance Office can be reached at 905-884-0554, ext 412. If the Secretary is busy, please leave a voice-message or e-mail (alexander.mackenzie.hs@yrdsb.ca) at any time as these modes of communication are accessible 24 hrs/day, 7 days/week.

If no phone call, e-mail, or note is received, the absence will be considered invalid and the student "truant".

Late Arrival or Early Leaving – Signing In and/or Out

Students who arrive after 8:45 a.m. must sign in at the main office. Students who need to leave school before 3:10 p.m. for any reason (doctor's appointment, etc.) must sign out at the main office. A note should be presented for all pre-arranged absences.

Notes for all students must provide the following information:

- Current date
- Date(s) absent
- Reason for absence
- Current Daytime Phone number
- Parent/Guardian signature or signature of student who is 18 years or older

If a student is unable to attend school and will miss more than two school days, homework may be requested from teachers through the Main Office. Teachers require 24 hours to complete homework requests. If a student is absent due to a prolonged illness, a medical note is required.

Students who have been signed out of classes by a parent or guardian cannot remain on school property.

Part-Day Absence

When a student misses part of the school day, a parent/guardian is required to phone with a valid reason or provide the student with a note of explanation upon their return to school.

If students arrive late, they are required to go to the Main Office to sign in and get an Admit Slip. The Admit Slip should be shown to the teacher(s) of the missed class(es). Students who **sign in** late for a class must attend the class that day, regardless of the amount of class-time remaining.

If students need to leave during the school day, they are required to **sign out** in the Main Office with a note from a parent/guardian. Should a note not be presented, a telephone call will be made to obtain verbal consent to sign the student out of school. Without parental/guardian consent the student will be required to remain in school.

Students Who Are 18 Years Of Age Or Older

Students who are 18 years of age or older are expected to follow the attendance procedures as outlined. Furthermore they will have **five** sign out privileges per semester. Administrator approval must be obtained for additional sign-outs.

Consequences for poor attendance

In general, the consequences of truancy are significant in both the short-term and long-term. Truancy is often symptomatic of students in need of additional supports. School consequences may be assigned as a result of the following:

- Failure to attend classes on time;
- Failure to validate any absence; and
- Failure to follow the process for validating absences.

When the student is truant or fails to follow process to validate an absence, a detention maybe assigned by the teacher and/or administrator. If the student continues to be truant, a series of escalated consequences will be assigned which may include:

- loss of privileges
- written reflections
- withdrawal from extracurricular activities
- referral to school Attendance Counselor
- meeting with parents
- detention and/or suspension
- removal from course and/or school

Vacation and Extended Absences

We recommend that parents not withdraw their son or daughter from school except in unavoidable circumstances. For absences greater than 3 days, students are to complete an **Extended Absence Form** at least ten days prior to the absence which can be picked up in the Main Office. Students are required to make prior arrangements with their teachers, to complete tests and assignments. Students are responsible for all missed work. The form must be signed by a parent/guardian and submitted to a Vice-Principal before departure.

CODE OF STUDENT CONDUCT

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. These expectations are indicated in our School Code of Student Conduct. Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities.

Code of Student Conduct

A great emphasis is placed on learning both academically and socially to promote the successful graduate. The staff at AMHS strongly believes that a safe learning environment begins with the sense of safety in the classroom.

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. These expectations are outlined below in the school's Code of Conduct.

The AMHS Code of Conduct is based on the "Ontario Schools: Code of Conduct" and specific regulations from The Ontario Education Act.

Responsibility of Students

The ONTARIO REGULATION 298, SECTION 23 STATES: O.Reg. 298, s. 23 (4)

A pupil shall,

- a. be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled.
- b. exercise self-discipline.
- c. accept such discipline as would be exercised by a kind, firm judicious parent.
- d. attend classes punctually and regularly.
- e. be courteous to fellow pupils and obedient and courteous to teachers.
- f. be clean in person and habits.

- g. take such tests and examinations as are required by or under the Act or as may be directed by the Minister.
- h. show respect for school property.
- i. When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give the reason for the absence orally or in writing, as the principal requires.
- j. A pupil may be excused by the principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult.
- k. Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends:
 - a. on the school premises;
 - b. on out-of-school activities that are part of the school program; and
 - c. while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.

Students are expected to observe and be accountable to the Ontario Safe Schools Policy and the York Region District School Board Safe, Caring and Supportive Schools Policy.

The Board Code of Student Conduct is part of Policy #668.0, Caring and Safe Schools.

SUPPORTING POSITIVE STUDENT BEHAVIOUR

Counselling

Counselling is provided by teachers, guidance counsellors, special education staff, vice-principals, and the principal. Counselling is the most common technique used to address student behavior. Counselling may be combined with other forms of disciplinary action.

Restorative Practices

A restorative practice is a response to wrongdoing that focuses on a healing process for those affected by inappropriate behaviour and on the opportunity for the individual to fully understand the impact of his or her actions. One of our goals at AMHS is to create a more inclusive and restorative community that supports students in developing a greater understanding of society and the contributions of each person. The aim is to resolve issues, repair the harm and restore relationships.

Detentions

Detentions are given outside of class time and are used when some form of minor deterrent is required. Students will have the time to complete assignments and examine their behaviour in order to determine the changes that must be made. Students who fail to or refuse to serve a detention face further consequences, which may include suspension.

Written Explanations

Students may be required to provide a written description of an incident to be used as the basis for counselling or further action.

Parent/Guardian Contact

Staff will call home regularly regarding attendance, academic, and behavioural concerns. Parents are encouraged to contact teachers if questions/concerns arise.

Student Contracts

A student contract is a written agreement involving an administrator, the student and in some instances the parents. The contract is intended to correct habitual neglect of duty. The contract states that the student will agree to obey all school rules as well as to specific conditions. In general, contracts are designed to promote acceptable behaviour. The consequences of breaching the agreement are included in the document.

Withdrawal of Privileges

An Administrator may withdraw a student's privilege of attending dances, school events or team membership for a specified period of time.

Confiscation of Inappropriate Items

The return of personal items confiscated during the day will be determined by the teacher and/or Administration. In some situations, a parent may be requested to come to the school to retrieve the item.

Referral for Assistance

In the case of academic, attendance, behavioural, and personal problems, students may be referred for in-school support. Referrals to social agencies may be suggested in certain circumstances. At AMHS, support staff may include contact with a Child and Youth Worker and/or the school's Social Worker.

Police Intervention

Police will be notified in such cases as described in the YRDSB's Caring and Safe Schools and in accordance with the YRDSB/YRP protocol.

Restitution

A restorative approach that gives the individual a chance to address the infraction by encouraging the individual to make a plan for restitution, which may include service or payment to an individual, the school, or the community.

Suspension

Suspension from school is reserved for serious or habitual offences and is often preceded by other disciplinary measures. Serious offences may result in suspension for the first occurrence. The purpose of the suspension is to give the student time to consider appropriate behaviour and to allow parents to counsel the student. The student is responsible for completing work missed while under suspension. While under suspension, students are not permitted on YRDSB property or allowed to participate in any school field trips, sporting events, performances, etc.

Expulsion

When a student is expelled, they are removed from AMHS. Studies will continue at an alternative location. A hearing will be held to determine further consequences. Please review Safe, Caring Schools policy #668.

COMMUNICATION BETWEEN SCHOOL AND HOME

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, parents/guardians should visit the school website and, using the link provided, submit a valid email address.

Automated Telephone Messages

AMHS has a computerized phoning system that sends out messages about school council meetings, report card distribution and other important information. It is also used to send out daily attendance reports for students who have missed classes.

E-mail

Many teachers contact parent/guardians through email. Please ensure we have your current email address. As well, at any time feel free to contact the administration and teachers by email.

Newsletters

The school newsletter is posted electronically at the end of each semester on the school website.

Parent e-Bulletin

Information on student attendance, community involvement hours, school events and other information are e-mailed to parents each Friday. Please ensure that the school has your current email address.

School Signs

Important dates and events are posted on our outdoor signs and school website.

Voicemail

Each staff member has his or her own voice-mailbox and you can leave messages at any time. The number 905-884-9734 will connect you directly with any extension or voice-mailbox at any time of the day.

Websites

The board's website address is;

www.yrdsb.ca

The school website can be accessed via the Board website or directly at;

www.alexandermackenzie.hs.yrdsb.ca

Information regarding our arts program can be accessed via the school website.

Please check the website regularly for calendar dates and event information.

In addition, you can follow Board news and updates at www.yrdsb.edu.on.ca or on Twitter [@yrdsb](https://twitter.com/yrdsb)

COMPUTER NETWORK AND INTERNET POLICY

Computers are an important educational resource. Students are advised to adhere to the rules outlined below in order to keep our computer systems available and in good condition for all.

- School computers are to be accessed using only your own personal login. It is your responsibility to maintain a password and ensure that others do not use it.
- You are to save files only in your own personal workspace on the network. Your workspace is for school related files only. No programs or personal files such as MP3s are allowed.
- Treat all computer equipment with care and respect. Report any damage or problems immediately to a teacher. Do not attempt to repair the damage.
- Hardware, software and network configurations are never to be changed. Programs are never to be installed in any locations.
- Sending messages over the network and the use of Internet Chat is prohibited.
- Files from outside sources (home, Internet, etc.) should be virus-scanned before being used on the network.
- Computer use including the Internet must be consistent with the educational purposes of AMHS. Non-educational use such as playing games and personal music files (MP3s, streamed audio, etc.) is prohibited.

Penalties for failure to comply with this policy may include, but are not restricted to temporary or permanent withdrawal of access to or privileges relating to school computer facilities; loss of credit and withdrawal from certain courses using computers; suspension; and criminal prosecution.

Online Safety Rules

The Canada Safety Council recommends that students who use the Internet follow these guidelines.

- I will not give out any personal information online without my parents' permission. This includes my name, phone number, address, e-mail, location of my school, my parents' work address/ telephone numbers and credit card numbers, and my picture. This goes for anywhere on the Internet, including e-mail, chat rooms, newsgroups - even Web sites that promise me free stuff or prizes, or on Web pages that I make myself.
- When using the Internet, I will always use a pretend name or nickname that doesn't reveal whether I am a male or female student.
- When creating a password, I will make one up that is hard to guess but easy for me to remember. To avoid having it stolen, I will never reveal it to anyone (except my parents) - not even my best friend.
- I will not respond to any message that makes me uncomfortable. I will show an adult right away.
- I will arrange to meet a friend I have made on the Internet ONLY if one of my parents has been informed and will be present.
- I will not send an insulting or rude message to anyone online. This is called "flaming" and it is not good netiquette.
- I will not disable any filtering software my parents have put on the computer.
- I will not open e-mail, files, links, pictures or games from people that I don't know or trust. I will always ask an adult first.

- I will not take words, pictures or sounds from someone else's Web site without their permission.

I will not believe everything I read on the Internet. I will always check the source of the information and confirm it with my teacher, parent or librarian. (Source: [Media Awareness Network](#))

CONSENT FOR INFORMATION SHARING – Students at the Age of Majority

Once a student reaches the age of majority (18) all communications regarding their school matters (e.g., absences, etc.) will cease to go to the parents/guardians as the student is deemed an adult for the purposes of the Education Act [S.1 (2)]. A student may complete the **Consent for Information Sharing – Students at the Age of Majority Form** to provide express approval for the school to contact parent(s)/guardian(s). Form is available at the school.

DRESS CODE

A school dress code promotes a safe and respectful environment for teaching and learning. Dressing in an appropriate manner is important in the development of a positive school environment. Our dress code is supported by the following York Region District School Board policies: Safe, Caring and Supportive Schools, Anti-Racism and Ethno-cultural Equity, and Human Rights.

- Headwear is permitted in the school for religious and health reasons.
- Hats are permitted to be worn in the hallways.
- Hats will only be permitted in the classroom with the teacher's permission.
- Hats are not permitted in classrooms where health and safety is a concern (e.g. Science labs, Tech classes, etc.).
- Hats are not permitted during final examinations.
- Tops must meet bottoms.
- Short shorts, low-cut tops, and other revealing articles of clothing are not permitted - tops should have wide straps.
- Undergarments cannot be exposed.
- Clothing with unacceptable logos and/or pictures - statements or pictures on clothing depicting or promoting alcohol, illegal drugs, violence, cruelty, obscenities or racist comments are not permitted.
- Bulky jackets and overcoats must be kept in lockers.
- Chains and other potentially harmful accessories are not permitted on school property.

Parents may be contacted and students may be sent home to change if they come to school dressed inappropriately.

EMERGENCY INFORMATION

Office staff should be notified as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g., allergies, medications)

EMERGENCY PREPAREDNESS

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire, two lockdown and one hold and secure drill annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

In a hold and secure situation, York Regional Police will ask that outside doors of a school be locked. Normal school operations will continue inside the building, but no one may enter or leave the building until police indicate it is safe to do so. This will occur regardless of weather.

EXAMINATION INFORMATION

Examinations

AMHS students will write their examination at the place, time and date indicated on the exam schedule. Students cannot be exempted from examinations for family holidays or employment. Students who miss an examination due to illness, court appearance or bereavement may write a substitute examination at the end of the pertinent exam schedule. Students must present appropriate documentation supporting their absence from the original examination. Students who miss an examination for other reasons will receive a mark of zero for the examination portion of their final mark.

Examination Schedule

It is the student's responsibility to know his/her exam schedule. Students should check the schedule carefully and record their exam times. Students should plan to be at school fifteen minutes prior to the beginning of each exam.

Absence

If students are ill or in court and unable to be present for an exam, the Main Office must be notified prior to or on the day of the exam (905-884-0554) and a medical certificate or a court order must be provided. Failure to do so will result in a mark of zero for that evaluation.

Late Arrivals

Students who arrive late must report directly to the main office. Students who arrive after an exam is over and students have been dismissed will not be permitted to write the exam.

Exam Dismissal

Exams 1.5 hours or less in length - Students who finish early may not leave the exam room before the exam is officially over.

Exams 2 hours in length - Students who finish early may leave at the 1.5 hour point only. Students who do not leave at this time must wait until the exam is officially over.

Materials

It is the student's responsibility to ensure that they bring all of the materials necessary to write the exam. Teachers will indicate the required materials during class prior to the exam period.

Textbook Collection

Students must bring any textbooks that they still have in their possession to their exam for collection. Students will be charged for any textbooks not returned.

Locker Access

Students are not allowed to go to their lockers during the exam periods. Students may wait in the front foyer, cafeteria, or outside until exams are over.

Inclement Weather

In the event of inclement weather or other emergency situation resulting in the cancellation of an exam day, the exams for that day will be rescheduled for another day. Information regarding cancellations will be communicated via local media outlets, YRDSB Twitter and website, the school's voice mail recording, and on www.schoolbuscity.com.

GENERAL SCHOOL INFORMATION

Academic Honesty and Plagiarism

- Students are expected to be academically honest in all aspects of their schoolwork. A student who cheats on tests or presents the work done by others as if it were his/her own (plagiarizes), is being academically dishonest. Internet translations are considered plagiarism. In all cases, the teacher will discuss the situation with the student and parents/guardians. Depending on the severity of the infraction and/or the number of instances, the consequences may include one or more of the following: a mark of zero for the entire assignment or test, an alternate assignment, and/or disciplinary actions.
- Students must keep rough drafts for submitted assignments and be prepared to give them to the teacher if requested.
- For information about how to correctly reference material, create footnotes or bibliographies, please go to the AMHS library and ask for assistance.
- Additional information about Academic Honesty and Assessment and Evaluation can be found at http://www.yrdsb.edu.on.ca/pdfs/w/schools/ParentBrochure_Honesty.pdf

Credit Requirements

All students are expected to carry a full course load. Exceptions require the permission of an administrator. The following guidelines are used in determining appropriate course loads:

- Grade 9, 10 & 11 students (24 credits or less) require a FULL timetable (no spares);
- Grade 12 students (24 credits or more) require a minimum of three courses per semester; and
- Graduating students requiring four courses or less will normally take those courses in the first semester.

To earn a credit, students must:

- meet the academic expectations of the course;
- meet the required assessment and evaluation standards to provide evidence of learning; and
- complete culminating activities, examinations and performance tasks prior to the completion of the course.

Students are expected to return all school resources (texts, materials) or pay the appropriate replacement costs for lost and/or damaged items.

Crime Stoppers

AMHS is an active supporter of the York Region Crime Stoppers program aimed at assisting students in taking increased ownership and management of their school environment. Crime Stoppers will apply a cash reward for information leading to an arrest in any crime. Callers are not required to identify themselves or to testify in court. Anyone having information regarding a crime is encouraged to make use of this confidential program by calling 1-800-222-TIPS.

Driving To School-Related Activities

It is the expectation at this school that when transportation is provided by the school, students will use the transportation provided. Only in exceptional circumstances will permission be granted for students to drive themselves. All exceptional circumstances must be approved in advance by the Principal.

When exceptional circumstances have been approved a **Trip Driver Authorization Form** must be completed in advance by all parties involved. This form, upon completion, will be retained in the main office.

Equity and Diversity

Canada is a multicultural, multiracial, multi-faith society. The York Region community and each of our individual school communities reflect that diversity.

We commit ourselves to a vision which helps students to become agents of change and then prepares them for a society in which diversity is recognized, respected and valued. We will assist our students to define, detect and reject all forms of discrimination which limit their potential and that of others.

Food

Food is not to be eaten in classrooms in order to maintain a safe and healthy environment. Garbage must be placed in the receptacles provided. Please refrain from bringing peanut and nut products to school.

Aramark Foods is the cafeteria service provider for AMHS. The menu available meets the regulations under Healthy Schools as set out by the Ministry of Education.

Laser Pointers

Laser pointers are not permitted at school. Such devices will be confiscated and returned only if the parent retrieves the device directly from administration on the understanding that it not be returned to school. Because of the health risks involved, students using a laser pointer at school may be suspended from school. The police consider laser pointers to be weapons.

Lockers

Each student will be loaned a locker and lock to use all year provided that they use the locker responsibly. The locker must:

- remain clean and orderly;
- not be shared with others; and
- not contribute to students being late or to the disturbance of others.

Please do not bring valuables or large amounts of money to school. Lockers and locks are the property of YRDSB, are on loan to students and may be accessed by Administration at any time without notice to, or permission from any person. **The school is not responsible for damage or loss of student property.**

Lost or Stolen Items

The school is not responsible for lost or stolen items. We strongly encourage students to leave their valuable electronic equipment at home or in lockers. Lost items can be reported to the main office by filling in a lost item form found in the main office. For lost items students can inquire at the Main Office and/or check the "Lost and Found" box found outside of the Main Office. Any thefts are to be reported to a Vice-Principal. Students are asked not to bring expensive personal belongings or large sums of money to school.

Mackenzie Health - Hospital Partnership

AMHS enjoys a long-standing community partnership with our neighbour, Mackenzie Health. Students are permitted to visit the hospital cafeteria provided they demonstrate appropriate behavior and that the AMHS Code of Conduct applies to the hospital as well. If you choose to visit the hospital during the school day, please remember that the hospital is a place for healing. Disruptive behavior will not be tolerated.

Parking and Vehicles

Students requiring a parking spot should complete a **Parking Privilege Application Form** found in the Main Office. Students will have until the Friday of the second week of school to submit their application. If we have more applications than available student parking spaces, a lottery will be held to fairly allocate the parking tags. Retention of this privilege will depend upon strict adherence to conditions outlined at the time of application. Unauthorized vehicles will be ticketed and/or towed without notice. Failure to follow the parking rules or driving in an unsafe manner will result in the loss of parking privileges. Parking permits are not transferable to other students. Vehicles parked on school property are out of bounds to students during the school day except when they are arriving or leaving. Waiting inside a vehicle is not permitted, nor may students smoke or listen to music in their vehicles. Student parking is not permitted in the south lot (entrance off of Major Mackenzie). Students parked in the south lot will be ticketed and/or towed without notice.

Personal Information

Your child's personal information is protected under the Municipal Freedom of Information and Protection Act (MFIPPA). Whenever personal information is collected, its use will be explained to you. Please see list below for examples of when your permission will be sought.

The Municipal Freedom of Information and Protection of Privacy Act affects local governments, including the York Region District School Board. The law relating to the information contained in Ontario Student Records and in suspension letters has not changed. Parents, guardians and students have access to this information until the student reaches the age of 18. Thereafter, parents and guardians have access only with the written consent of the student. Consent forms are available from the Main Office and are distributed to students over 18 in their homerooms.

The school may disclose student information, without written consent, in some circumstances, pursuant to a court order and to the following officials or institutions:

- Medical Officer of Health
- Supervisory Officers, principals and teachers
- The York Region District School Board
- Ministry of Education
- Certain social assistance agencies

The principal may use the information to prepare reports with respect to a student as required under the Education Act and its regulations; for an educational institution with respect to an application for further education; and with respect to an application for employment when requested in writing by the student.

Students making applications to post-secondary institutions should be aware that there will be release of grades and other identifying information using secure technology to the Ontario University Application Centre and the Ontario College Application Service in support and in anticipation of all post-secondary applications. If you would like more information about this, please contact your assigned guidance counselor.

If you have any questions about privacy protection, please contact the Information Access and Privacy Office at 905-727-0022 x 2015.

Scent-free Environment

Many students and staff members are sensitive to perfumes, colognes, aftershaves and other scented products. By choosing to use unscented personal care products, we contribute to making AMHS a healthy environment for all.

School Cash Online

For September 2020 registration, our school will be accepting online payments through School Cash Online. School related expenses such as field trips, fundraisers, sports teams, yearbook, graduation, prom, Student Activity Fee, etc. is now available online for you to make payment. Get started today by clicking on the School Cash Online button on our school's website at <http://alexandermackenzie.hs.yrdsb.ca>

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. The AMHS School Council welcomes all parent/guardians. Please consult the school website and parent e-bulletin for meeting dates.

School Council elections for the 2020/21 school year will be held on Monday, September 21, 2020.

School Events

School events often take place in the evenings and have been organized by committees that are comprised of staff and students. These events include: school dances, semi-formal, graduation activities, performances, etc. The school does not supervise or sponsor any other social overnight/weekend activities that may occur following these types of events. Students and guests must be approved prior to attending events.

School Property

You are responsible for the care of school property such as books, equipment, and lockers. If this property is damaged or lost you will be required to pay for repairs or replacement. Deliberate destruction is vandalism and will be treated as a serious offence, in accordance with the Safe, Caring and Supportive Schools Policy.

Skateboards, Rollerblades & Scooters

Students are not allowed to use skateboards, rollerblades, bicycles, or scooters on school property or within the school building. If a student does not comply, consequences will be applied.

Smoking/Vaping on School Property

Smoking, vaping, holding lit tobacco products, or consuming any other tobacco products is not permitted on school property at any time by anyone (staff, students, or visitors), including in any vehicle. The use of electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are also not permitted on school property.

School consequences will include contact with parent/guardian and may include, but not be limited to suspension from school and fines. On a regular basis, the By-law Enforcement Officer from the Regional Municipality of York visit the school and levy fines for smoking (\$350).

Student Identification Card

Student Identification Cards are included as part of the Registration process. The card is used as photo ID at all school events and is the only card allowing school library borrowing privileges. Students must also have an ID card to participate in all co-curricular events, teams and clubs.

Study Area at Home

Every student should have a designated area where homework and assignments are completed. This area should be equipped with all the necessary materials so that distractions can be minimized and the study time can be maximized. Teachers will be pleased to provide subject specific strategies to monitor student work at home.

We encourage students to adhere to the following homework completion expectations:

- Make every effort to complete homework assignments to the best of their ability by the due date and submit their homework to their teacher.
- Recognize that attention to homework is essential to academic success and will impact overall performance.
- Recognize that homework tasks can be used as a source of assessment data to focus their learning.
- Establish a homework routine.
- Practice good time management in completing homework and assignments.

Suspensions

A student who is suspended from the school is not allowed on any YRDSB property or properties adjacent to AMHS. Suspended students are not allowed to participate in any school related activities including but not limited to dances, field trips, sporting events, etc. Suspended students must make arrangements to pick up homework assignments from the main office.

Textbooks and Library Books

The York Region District School Board supplies books for all students on a loan basis. Students are financially responsible for these and should books be lost or damaged, the replacement cost will be collected. If students drop courses mid-semester they must return books and other materials to the subject teachers. All books must be returned by the time students write their exams.

Use of Non-Board Electronic Devices

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. **Camera and/or video functions on Personal Electronic Devices (PEDs) are not permitted for use on school property without clear permission from the principal or teacher.** Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.

At no time may electronic devices be used in washrooms or change rooms.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.

AMHS is a wireless environment where technology is used to enhance learning. We expect our students to be responsible digital citizens at all times. Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the classroom teacher. PEDs (personal electronic devices) and other communication devices are to be turned off and kept out of sight during all instructional periods, except with the explicit permission of the classroom teacher or when use of technology is required to support the student's Individual Education Plan. Only approved technology will be allowed during assessments or exams. Students using unapproved technologies may be disciplined for Academic Dishonesty.

Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school
- Check in at the main office upon arrival

The office staff will get important messages and materials to your child.

AMHS students may not, under any circumstances, bring a visitor to school. Anyone not registered at AMHS is a visitor. Unauthorized persons will be asked to leave immediately and are subject to charges under the Trespass to Property Act.

Authorized visitors (parents/guardians, YRDSB employees, guest speakers, settlement workers, etc.) **MUST** report to the Main Office upon entry and receive a “visitor’s tag” and a parking pass. Prospective parents/guardian, or students must call the office for an appointment. Appointments are made in advance.

Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Policy and Procedure #280.0, Volunteers in Our Schools. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office.

GUIDANCE

The Guidance Services Department provides a broad range of programs and services that include academic, career and personal counseling for our students, their parents and the school community. Students will be assigned a counselor according to their surname. Please check in the Guidance Office for the name of your counselor.

Appointments may be arranged via email at AMHS.guidance@gapps.yrdsb.ca or by calling 905-884-0554, ext. 418. For further information, including the course calendar refer to: <http://www.guidanceservices.ca>

Students making applications to post-secondary institutions should be aware that there will be release of grades and other identifying information using secure technology to the Ontario University Application Centre and the Ontario College Application Service in support and in anticipation of all post-secondary applications. If you would like more information about this, please contact your assigned guidance counselor.

My Blueprint

My Blueprint is a website that enables students to create academic plans based on course calendar offerings and it provides a realistic way to explore and track progress toward the completion of graduation requirements. The site can be accessed at www.myblueprint.ca and is required for use when students select their courses at the beginning of second semester.

Course Revision Requests (Changes and/or Withdrawals)

Choose once, choose wisely. It is important to keep in mind that timetable change requests can be very difficult to accommodate once each semester begins in September and in February. For any requests to revise a timetable, students must consult a Guidance Counselor in Guidance Services and complete the course change request form. Students must attend all classes until they are officially dropped from the course by Guidance Services. Students must not approach a subject teacher for admission to or removal from a class. If a student has taken the course in the first semester, he/she cannot retake it in the second semester unless space is available. In some instances, consultation with the subject teacher, SERT, Guidance Counselor and parent/guardian will be required.

STUDENT WELL-BEING AND SAFETY

AMHS students and staff will not tolerate bullying behavior.

Bullying is defined as aggressive and typically repeated behavior by a pupil where the behavior is intended to have the effect of, or the pupil ought to know that the behavior would be likely to have the effect of causing harm, fear or distress to another individual including physical, psychological, social or academic harm, harm to the individual reputation, or harm to the individual's property, or create a negative environment at the school for another individual. Bullying may be physical, verbal, social and/or electronic.

Bullying and Cyber-Bullying

Cyber-bullying involves the use of information and communication technologies such as e-mail, cell phone and text messages, defamatory personal web sites and defamatory online personal polling web sites to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others. (www.cyberbullying.ca). The video, image and audio record functions of Personal Electronic Devices (PEDs) are not permitted to be used on school property without explicit permission from the principal or designate, and must not be used in washrooms or change rooms. The school is not responsible for the loss of PED's at school.

Tips for handling bullying and harassment:

- Learn and support your school's harassment prevention policy.
- Tell the person harassing you to stop if you feel safe doing so.
- Tell an adult and keep telling them until you get help.
- Write down what happened; keep a journal of events/incidents.
- Ask what will happen to resolve your complaint.
- If you feel unsafe, angry or confused, ask for assistance or other support.

Why is it important to get involved?

- To make it stop.
- To ensure the environment remains safe for you and your friends.

It is everyone's responsibility to prevent bullying and harassment

Homework

The Ministry of Education defines homework as “work that students do at home to practice skills, consolidate knowledge and skills, and /or prepare for the next class.”

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and Board Policy and Procedure #320.0, Homework.

Homework:

- Supports the development of literacy skills.
- Supplements and supports student achievement through related out-of-class activities.
- Encourages the development of learning skills and work habits.
- Promotes positive and enthusiastic attitudes towards independent study and lifelong learning.
- Assists students in preparing for subsequent planned learning activities.
- Involves parents with their child’s learning.
- Creates effective partnerships between home and school.

