



Keswick High School

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School Information Package 2018-2019

Please bring this package for the first two weeks of classes.
Your teachers will be reviewing this information with you.

A link to this document is available on our school website.

Welcome Letter from Principal

Dear Parents/Guardians,

I hope you had a wonderful, relaxing summer and are looking forward to the new school year. I am excited to be joining the Keswick High School community and I am looking forward to supporting our students in their pursuit of their goals.

This package includes important information about our school, including forms you need to complete and the Guide to the 2018-2019 School Year. There are a few upcoming dates I would like to highlight, including:

- Grade nine day – August 27, 2018
- First day of school for grades 10, 11 & 12 – August 28, 2018
- First School Council meeting – September 17, 2018, at 7:00 p.m.

The staff at Keswick High School are a dedicated group of professionals with a strong commitment to student well-being and achievement. The staff promotes positive, inclusive and supportive relationships with students, families and community members. We are committed to providing a learning environment where everyone feels safe, welcome and respected.

We look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to speak with you. There are many ways to stay connected with what's happening in our school. Visit our school website for up-to-date information about events and follow us on Twitter @YRDSB_KeswickHS.

I wish you all a happy, safe and successful school year.

Sincerely,

Michael Grieve
Principal
Keswick High School

Information Package and Form Checklist

The package includes important information about the school, and a number of forms that you need to complete for each child.

Return the completed forms to your Period 1 teacher by September 7, 2018.

Required Forms

These forms must be completed.

- ☐ School Start-Up Permissions Form
- ☐ Policy Agreement
- ☐ Registration Verification

Medical Forms

Under Board policy and procedure, parents are to provide their students' health condition(s) that has the potential to require action by school personnel.

- ☐ Emergency Health Care Plan (examples – Anaphylaxis, Diabetes) An annual update is required.
- ☐ Self-Administration/and or Staff Administration and Storage of Medication

Additional Forms

These programs or opportunities are optional. These forms must be completed only if you or your child wishes to participate.

- ☐ Faith Request for Curriculum Accommodations Form
- ☐ School Council Nomination Form
- ☐ Student Accident Insurance Enrolment Form
- ☐ Volunteers in Our Schools
- ☐ Parking Permit

Our School

Office hours: 8:00 a.m. to 4:00 p.m.

If you have a Period 3 Class:

Period	Times
Period 1	9:10-10:25
Period 2	10:30-11:45
Period 3	11:50-1:05
LUNCH	1:05-1:45
Period 5	1:50-3:05

If you have a Period 4 Class:

Period	Times
Period 1	9:10-10:25
Period 2	10:30-11:45
LUNCH	11:50-12:30
Period 4	12:30 – 1:45
Period 5	1:50-3:05

Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction.

To help create an allergen-safe environment, please refrain from sending peanuts, nuts and their by-products to school. To minimize that risk of exposure, students must not eat any food in classrooms. For more information on helping to create an allergen-safe environment, please see the section on Allergies in the Guide to the School Year.

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.

Use of Scented Products

Many people in our school community have sensitivities/allergies to fragrant chemicals. All persons on Board property are asked to refrain from using chemical-based scented products and to replace them with unscented alternatives.

Arrivals and Departures

Parents/guardians who drive their children to and from school shall:

- take extra care when driving in all school zones;
- drop students off at the front, west and east entrances of the school;
- refrain from using the bus lane at all times.

Persons with Accessibility Parking Permits may access the designated parking spots at the front of the school.

Student Parking

All students who will be driving to school are required to register for a parking pass, which must be visible in their windshield at all times. When registering for a parking pass, students will be asked to fill out the Keswick High School Parking Permit and Information Form. Vehicle license plates and car information will be recorded and kept on file in the Main office to help us ensure the safety and security of all members of the K.H.S. community. For the safety of the K.H.S. community, students who drive to school shall:

- register for a parking permit;
- take extra care when driving in all school zones;
- refrain from using the bus lane at all times;
- park in the front parking lot only.

Transportation

As York Region Transit provides municipal transit service to Keswick residents, most students who live within this service area are not eligible for school bus transportation. For more information about routes, please visit www.yorkregiontransit.com or call 1-866-668-3978.

For students who take the school bus, more information about bus routes and times can be found at www.schoolbuscity.com. Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

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

- must wear a helmet;
- must walk while on school property;
- must lock bicycles and scooters on the bike rack (not on the railings at the front of the school);
- Must store rollerblades, skateboards or scooters in their locker or backpack;
- Must not ride/use bicycles, rollerblades, skateboards, longboards and scooters in halls or classrooms.

The school is not responsible for any lost or damaged personal items.

Attendance

Regular attendance in all classes is a key factor in attaining academic success. To maximize communication between home and school in this area, parents/guardians will receive notification via automated email and phone messages each time their daughter/son arrives late to class or is absent from class without a valid reason, as outlined below.

The line to reach the Attendance Office directly is (905) 476-7823 or (647) 795-7550.

Attendance Policy

- Approved reasons for student absences include religious holidays, a family emergency or a medical appointment or illness.
- Please call the Attendance Office on the day of the absence to avoid receiving emails/phone calls regarding the absence.
- Following an absence, students must have a parent/guardian call the Attendance Office or bring a note signed by the parent/guardian to the Attendance Office to receive an admit slip. This note should be submitted on the day of return, prior to the start of school, so that a valid admit slip can be presented to each of their teachers.
- If an absence causes a student to miss a major test/presentation, it is the student's responsibility to speak with the teacher and to provide a medical note (if necessary) for that absence.
- If a student accumulates a number of absences, they may be required to see a Vice-Principal who will determine supports and next steps. If a student's absences reach 15, this meeting may also include a discussion about the extent to which the absences have impacted student learning, and about the possibility of alternative programming to support student achievement.
- Students are responsible for making up missed work in a timely fashion, in consultation with their teacher.

Sign-In/Out

- Students who arrive at school part way through the day are required to sign in at the Attendance Office before going to class. Students under the age of 18 are required to bring in a signed note from a parent/guardian to excuse the absence. If students need to sign out for an appointment, they must do so with the Attendance secretary, and provide a note from a parent/guardian authorizing their leave. Students are expected to inform teachers in advance of such sign-outs.
- Students under the age of 18 who need to sign out must report to the Attendance Office. A parent/guardian or Emergency Contact person must be notified before students are permitted to leave.
- Students over the age of 18 must have valid reasons signing out.
- Administration may follow up with students who are signing out too frequently.

Late Policy

- It is expected that students will be on time for all classes.
- Students are to report directly to class during the first 15 minutes of the period. Students more than 15 minutes late must sign in at the Attendance Office with a valid note of call from a parent/guardian.
- Late arrivals will be dealt with first by the classroom teacher. If a student's lates are persistent (i.e., more than four late arrivals), the student may be referred to a Vice-Principal.
- If a student arrives at school during the anthem/daily announcements, the student must remain standing silently until the conclusion of the announcements before proceeding to their class.

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, staff and our community. These expectations are reviewed by the school and follow the Board's Caring and Safe School Policy. Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities. Please review the Board Code of Student Conduct, Policy #668.0, Caring and Safe Schools, found on www.yrdsb.ca.

Communication between School and Home

Parents/guardians are our most important partners in educating children. We will continue exploring new ways to communicate with our school community. We encourage two-way communication between our parent community and our school and staff.

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, visit the school website and, using the link provided, submit a valid email address.

Email

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted. As part of our email distribution list, you will receive a weekly e-bulletin that provides personalized attendance and community involvement information for your student. During mark reporting periods (mid-semester and final) the e-bulletin will include a record of your student's academic achievement.

Stay Connected Online

You can also stay connected online through our school website, <http://keswick.hs.yrdsb.ca> and Twitter feed @YRDSB_KeswickHS.

In addition, you can follow Board news and updates through:

- www.yrdsb.ca
- Twitter @YRDSB
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile

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, report cards, etc.) will cease to go to the parents/guardians as the student is deemed an adult.

A student may complete the **Consent for Information Sharing – Students at the Age of Majority Form** available through the **Attendance Office** to provide consent for the school to contact parent(s)/guardian(s).

Dress Code

At Keswick High School, we are preparing students for success in the world. It is important that students dress in a manner that would be deemed as appropriate by employers and other agencies.

- Clothing should be clean and neat.
- There may be no evidence of names or logos that promote alcoholic products or drug use.
- Clothing must be free of obscene or offensive images or commentary.
- Clothing and accessories must be free of known gang paraphernalia such as bandanas, necklaces, etc.
- For all students, tops must meet bottoms and pants must reside on or above the hip.
- Appropriate attire includes jeans, Capri pants, or walking shorts, and shirts with sleeves and appropriate messages.
- Undergarments must be covered at all times. See-through shirts and dresses, halter tops, beach wear, and tops that leave the midriff exposed are not appropriate.
- Hats may be worn in the school. This is subject to the discretion of the individual teachers in their classrooms who may not allow hats for reasons of safety, protection of the learning environment, health, etc.

Students who are wearing clothing that does not meet the dress code criteria will be asked to put on additional clothing, wear t-shirts provided by the school, and/or sent home to change.

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 drills, two lockdown drills 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.

Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips.

Litter

Food and drink should be consumed in the Cafeteria. Food and drink are not permitted in the stairwells or pods. We will be monitoring to ensure that students place their waste in the appropriate receptacles (recycling or garbage) following the lunch periods.

Lockers

Lockers are the property of the York Region District School Board and are used by students. Each student is expected to use only their assigned locker. Locks will be supplied by the school and combinations must be kept confidential.

Valuables should not be left in gym change rooms. Lockers are available in the gym change rooms (personal lock required). Please be aware there is no security for valuables during Phys. Ed. classes. The school cannot be responsible for damage or loss of your property.

Guidance

The Guidance Department offers a number of services, including support for academic and career planning, personal counseling, referrals to community resources, and support for the development of study habits and life skills. For more information, contact the Guidance Department at (905) 476-0933 Ext. 1086.

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.

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.

School Council

As parents/guardians, there are many ways you can be engaged in your child’s learning at home and at school. This includes getting involved with the school council. Council meetings are an excellent way to become informed about and involved in your student’s school community. Meetings are open, informal discussions on school matters with a focus on student success. Meetings are held at 7:00 p.m. in the school library.

School council nomination forms are due by September 17, 2018, the first council meeting.

Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you.

Please see the section on **Student Personal Information** in the **Guide to the School Year** for a list of examples of when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this information.

If you have any questions about your child's privacy protection, please contact the School Principal or the Information Access and Privacy Office at 905-727-0022 ext. 2015.

Use of Non-Board Electronic Devices

To promote the development of digital literacy, students are encouraged to bring technology, such as laptops and tablets, to their classes to be used at their teacher's discretion for learning purposes. These communication devices must be set to silent and kept out of sight unless otherwise instructed by the classroom teacher. There are exceptions for students who need specific devices or need to access specific software programs as per their Individual Education Plan, such as voice recorders and laptops. Access to these tools is managed through the Special Education Department.

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 mobile devices 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. Cell phones are permitted to be used in the Cafeteria and Main Foyer.

The use of personal music devices in the classroom are at the discretion of the classroom teacher. They can be used in school common areas through personal headphones or ear buds at a volume that cannot be heard by others, except during announcements.

Cell phones and other personal electronic devices can be easy targets for theft, and we advise students to ensure that these devices are kept in their lockers, and not left unattended (e.g., left in a change room). Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.

Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school.
- Check in at the Main Office upon arrival.
- Sign in and obtain a visitor/volunteer pass to wear while in the school.

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.

Additional Information

You can find more information on these and other topics in the **Guide to the School Year** included with this package or on the York Region District School Board website at www.yrdsb.ca.