



***Inspire*** Learning!

## **SUTTON DISTRICT HIGH SCHOOL**



### **School Start-Up Package 2019-2020**

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School Twitter: @SuttonDHS

Board Twitter: @YRDSB

## Welcome Back!

*Dear Parents/Guardians,*

*Welcome to all our new and returning families. I hope you had a wonderful, relaxing summer and are looking forward to the new school year as a Sutton Sabre.*

*We have a dedicated staff with a strong commitment to student wellbeing and achievement, and to creating an environment where everyone feels safe, welcome and respected.*

*Our staff strongly believes in a team approach – students, parents/caregivers, teachers, and administrators – where communication is a key to success. **This year, staff will continue to use a secure web-based marks and communication tool called TeachAssist.** This will allow staff to update assessment results on a regular basis so that students and parents are able to work with their teachers to ensure that learning is optimized. More information regarding the website will be provided by your child's teacher.*

*We also send home a weekly bulletin by email which includes information regarding events that have occurred at the school, upcoming events, weekly attendance (absences and lates per class per day) and the most recent report card mark. **It is important that we have a current working email to ensure that you receive the weekly bulletin.** This can be provided to us by emailing us at [Sutton.dhs@yrdsb.ca](mailto:Sutton.dhs@yrdsb.ca) Please use the subject line EMAIL ADDRESS FOR PARENT OF [STUDENT'S NAME]*

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

*Sincerely,*

*Dan Gillis  
Principal  
Sutton District High School  
905-722-3281*

*This package includes important information about our school, including forms you need to complete and the Guide to the 2019-2020 School Year.*

*There are a few upcoming dates I would like to highlight, including:*

- *Grade 9 Day (first day of classes for Grade 9s only) – Monday, August 26*
- *First day of classes for Grade 10, 11, 12 – Tuesday, August 27*
- *Labour Day – Monday, September 2*
- *Picture Day - Tuesday, September 10*
- *School Council Meeting - Monday, September 16*
- *P.A. Day - Monday, September 23*
- *Parents' Night - Thursday, October 10*
- *Awards Assembly - Wednesday, October 16*
- *P.A. Day - Monday, October 21*
- *Mid-Semester Break – Monday, October 28 to Friday, November 1*
- *Take Our Kids to Work Day – Wednesday, November 6*
- *Mid-Semester Report Cards - Thursday, November 14*
- *P.A. Day – Friday, November 15*
- *Winter Holiday - Monday, December 23 to Friday, January 3*
- *Graduation Photographs - Monday, January 13 to Friday, January 17*
- *Grade 9 Math EQAO - Thursday, January 16 & Friday, January 17*
- *Semester One Exams - Thursday, January 23 to Wednesday, January 29*
- *Exam Review Day - Thursday, January 30*
- *P.A. Day - Friday, January 31*
- *Report Cards - Friday, February 7*
- *March Break - Monday, March 16 to Friday, March 20*
- *Parents' Night- Thursday, March 26*
- *Ontario Secondary School Literacy Test - Tuesday, March 31*
- *Mid-Semester Report Cards - Thursday, April 23*
- *P.A. Day - Friday, May 1*
- *Grade 9 Math EQAO - Thursday, June 11 & Friday, June 12*
- *Semester Two Exams - Wednesday, June 17 to Tuesday, June 23*
- *Graduation - Tuesday, June 23*
- *Exam Review Day - Wednesday, June 24*
- *P.A. Days - Thursday, June 25 and Friday, June 26*

## 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 child's homeroom teacher by September 3, 2019.**

### Required Forms

These forms must be completed.

- ☐ Student Information Consent Form
- ☐ Policy Agreement Checklist

### Additional Forms

These programs or opportunities are optional. These forms must be completed **only** if you or your child wish to participate. These forms are available in the office as needed.

- ☐ Consent for Information Sharing - Students at the Age of Majority (18 or older) Form
- ☐ School Council Nomination Form
- ☐ Student Accident Insurance Enrolment Form
- ☐ Volunteers in Our Schools

## Our School

### School Day Organization:

Period	Times
Homeroom and Announcements	9:20- 9:25
Period 1	9:25 - 10:40
Period 2	10:45 - 12:00
Lunch	12:00 - 12:50
Period 3	12:50 - 2:05
Period 4	2:10 - 3:25

**Office hours:** 8:30 a.m. to 4:30 p.m.

## Agenda

We encourage all students to use an agenda/handbook on a daily basis. An agenda, could be electronic or paper, and is an important tool to support self-regulated learning. An agenda can be used for students to record homework, mark important dates and make notes.

## 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, do not bring nuts or nut products (especially peanut products), or sprays with odour (such as perfume or colognes) to school.**

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.

We request that staff and students refrain from bringing peanut products into the building. Peanut products are not sold in our school vending machines or cafeteria. Care and caution must be used when eating outside the cafeteria. Additional items may be restricted based on information that we receive throughout the year.

As well, many students and staff members are highly sensitive to perfumes, colognes, aftershaves and other scented products. By choosing to use unscented personal care products, we can make Sutton District High School a better place for all of us to learn and work.

## **Arrivals and Departures**

**For students who use bicycles, rollerblades, skateboards or scooters** to travel to school it is expected that students:

- wear a helmet;
- walk while on school property;
- lock bicycles on the bike rack; and
- store rollerblades, skateboards or scooters in their locker or backpack. They are not permitted within classrooms.

**For parents/guardians who drive their children to school**, please drop off your child at the front of the school.

**For students who take the school bus**, it is the student's responsibility to ensure they are present when busses pick up and/or depart. Although there are times indicated for pick-up and drop-off these are approximate and variability may occur.

Students are only permitted to ride their assigned bus. If a student must take a different bus (which has space), a parent/guardian is required to contact an administrator in the main office well before the bus departure time before permission may be granted.

Bussing is a privilege that may be removed if a student does not follow the school's code of conduct and/or bussing rules.

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com).

Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

Late bus service is provided for students who participate in extracurricular activities, work in the library/learning commons after-school, or remain at school to obtain extra help or tutoring. **Monday through Thursday, service is provided to the Pefferlaw area. Tuesdays and Thursdays buses run to Keswick and the surrounding area.** Late bus passes are available from your teacher or in the Main Office. The late bus departs at approximately 5:00 p.m. from the back of the school.

**For students who drive to school** please use extra caution while entering, exiting, and driving on school property as well as when driving on roads near the school. Students are expected to drive in a safe manner at all times. Students must only park in designated parking spots. For the safety of all, **students are not permitted to loiter in vehicles or in the parking lot at any time.**

## **Assessment, Evaluation and Communication Policy**

***The primary purpose of assessment and evaluation is to improve student learning.***

**Assessment** is the process of gathering information that reflects how well a student is learning the curriculum expectations of a grade or course.

When teachers use this information to adjust their instruction, select appropriate resources and provide feedback that supports learning, they are engaged in ***assessment for learning*** practices.

When students use this information to monitor their own growth, set individual goals for improvement and provide feedback to their classmates, they are engaged in ***assessment as learning*** practices.

When students submit their work to be judged by their teacher against the achievement chart, the teachers are engaged in ***assessment of learning***.

To help students reach provincial standards in every grade and subject or their IEP goals, teachers clarify learning goals with students. When students know what is expected from them and what successful demonstration of learning looks like, they are more likely to be successful.

**Course Evaluation- Each course mark is calculated using the following:**

- 70% of the final mark is based on cumulative evidence of summative evaluations undertaken throughout the semester; and
- 30% of the final mark is based on final summative, which will take place in the final third of the course. Summative evaluations may or may not include an exam depending on individual course.

### **Examinations**

Semester One: January 23 to 29, Exam Review Day: January 30

Semester Two: June 17 to June 23, Exam Review day: June 24

### **EQAO Testing - Ontario Secondary School Literacy Test (OSSLT) and Grade 9 Mathematics**

All Grade 10 students (and previously eligible students who were not successful) enrolled in credit bearing courses will write the Ontario Secondary School Literacy Test as a requirement for students who wish to graduate with a secondary school diploma. As a school, we are taking many steps to assist our students in completing the test successfully. This year's OSSLT test date is: ***Tuesday, March 31.***

All Grade 9 students enrolled in applied or academic math courses will write the EQAO Math test. The EQAO Grade 9 Math testing dates are ***Thursday, January 16 and Friday, January 17*** for first semester courses, and ***Thursday, June 11 and Friday, June 12*** for semester two courses.

*All students are expected to be available for all days of the exam period and EQAO testing. Please do not make any vacation plans during these dates. More specific information regarding the exact time and location of each assessment will be available in advance of administering the tests.*

## **Students' Responsibilities With Respect to Evidence for Evaluation**

*Students are responsible for providing evidence of their own learning and thinking within established timelines and in a form approved by the teacher. There are consequences for cheating, plagiarizing, not completing work, and submitting work late. These are in alignment with the York Region District School Board's Assessment, Evaluation and Communication Policy and may include completing an alternative assignment, submitting the assignment within the negotiated new timeline or receiving mark deductions, up to the full value of the assignment - a zero may be assigned.*

## **Assignments for Evaluation**

Any student missing an in-class assessment may complete a **Request for Extension Form** (when foreseen circumstances will prevent them from completing the assignment on time) and have it signed by a parent or guardian before a reassessment of the timelines will be granted. Failure to do so may result in mark deduction, up to and including a zero for the missed assessment.

## **Academic Honesty**

At SDHS, we value student thinking and require students to submit original evidence of their learning and to properly acknowledge the work of others. Plagiarism is considered an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own.

It is the responsibility of students to be academically honest in all aspects of their school work. 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. The expectation at SDHS is that students are academically honest. In all cases where academic dishonesty is discovered, the teacher will conference with the student regarding the dishonest behaviour and the subsequent actions required. Depending on the severity of the infraction and/or the number of instances, the consequences for academic dishonesty may include contact with the parents or guardians, redoing part or all of the assignment, completing an alternate assignment, or being assigned a mark of zero which in some cases may result in the loss of the credit.

## **Attendance**

We encourage full participation in school life every day, every class at SDHS. Student attendance is directly related to student success and achievement.

At Sutton District High School, **when a student misses a class or is late for a class** without a valid reason, our automated attendance program will email home in the evening stating what grade the student is in and what class(es) were missed or they were late for that day. If parents or guardians have any

questions regarding the reported absence, they should check with their child and teacher, as well as the appropriate Vice Principal if necessary.

### **Valid Absences**

Only absences due to illness, medical/dental/legal appointments, bereavement, and school-sponsored activities are valid. All other absences, including missed buses and oversleeping are invalid. When a student is absent, it is the student's responsibility to ensure that his or her parent(s)/guardian(s) confirm knowledge of the reason for the absence. Parent(s)/Guardian(s) are asked to call the Attendance Office at 722-3267 (accessible 24 hours daily) on the morning of each day their child will be absent or write a note verifying the absence. Informing of the absence prior to the day or on the day of the absence will allow the information to be entered and will prevent the need for a phone call home or for the student to obtain an admit slip upon return. If no phone call or note is received, students must obtain an admit slip from the office. In certain instances, medical documentation may be required. Students who are 18 years of age or older are to sign in and out at the Attendance Office when leaving or entering the school for any reason.

Students are responsible for informing teachers in advance of an anticipated absence. Students are responsible for all missed work (tests, assignments, class notes) when absent and are encouraged to obtain this work from their teacher beforehand when possible. An **extended absence form** should be completed in advance of any anticipated absence that will be longer than one week.

### **Lates**

As a community of learners at Sutton District High School, we believe that in order to collaborate, relate, communicate and learn from each other, it is essential that students arrive on time, and be prepared for every class. Existing routines such as bells, warning music, and announcements are in place to assist students to be punctual.

***Once the bell has sounded, students who are not in their assigned class are considered late.*** A student who is late without a valid reason may be assigned an appropriate consequence by the classroom teacher, which may include a warning, a phone call or email home, a lunch detention or referral to the Vice Principal in the main office.

### **Bullying Prevention**

**Bullying:** Bullying, as defined by the Ministry of Education, is typically a form of repeated, persistent, and aggressive behaviour directed at an individual(s) that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Peers play a central role in bullying situations. Their actions and influence can greatly impact whether or not the bullying will continue or escalate. Peers are present in 85% of bullying episodes on school playgrounds/property (Pepler and Craig 2000) and are aware of many more incidents of bullying than



adults in the school or home. Due to the increased power bullies derive from an audience being present, bystanders become part of the dynamic, whether they are directly involved or not.

a. **Bullying Supporters** are individuals who support the actions of the bully, sometimes through fear, by laughing, making fun of the target, standing "lookout" or joining in on the bullying.

b. **Bystanders** are individuals who are close enough to see and hear what is happening but do not take an active role in either aiding the bully or the target.

c. **Target** is the term used to refer to the person who is at the receiving end of the bullying. Calling this person a target rather than a victim removes the danger or labeling the individual with a term that implies weakness and poor self concept.

d. **Intervenor**s are individuals who take action by stopping the bullying, protecting the target or reporting the bullying to an adult.

e. **Instigators** are individuals who initiate the incident, usually verbally, but are not directly involved in the incident itself.

**If you hear or see  
inappropriate behaviour,  
use GRRR!**

**G - GET REAL!**

*That's not cool!*

**R - RETHINK**

*Rethink before you speak or act*

**R - RESPECT**

*Respect everyone's differences and  
filter your words*

**R - REFLECT**

*Reflect on your actions and understand  
your impact on others*

**Be an UPSTANDER  
not a Bystander**



**Cyberbullying:** Cyberbullying is commonly defined as 'the use of electronic communication tools to antagonize and intimidate others.' Some common forms of this are: spreading hurtful comments about a person or group of persons through social media, email, instant messaging, postings online, or using cellphones to send hurtful texts, photos or videos.

As part of the Sutton District High School's safe and inclusive environment - and as part of the Positive Climates for Learning initiative - a Bullying Prevention Committee has serviced Sutton students and staff for many years. The Bullying Prevention Committee is made up of a diverse group of students from all grades, genders, pathways, cultures, and sexual orientations. Please help to support Anti-Bullying at Sutton DHS by speaking up to stop bullying and/or joining students in a club or initiative to raise awareness and to support all students to feel safe and welcome at school.

**If you witness or experience bullying, please report the incident to a responsible caring adult. This can include:**

- |                           |                         |                        |
|---------------------------|-------------------------|------------------------|
| • Classroom Teacher       | • Child Youth Worker    | • School Social Worker |
| • Student Success Teacher | • Educational Assistant | • Vice Principal       |
| • Guidance Counsellor     | • Office Staff          | • Principal            |

## 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.

### Rationale

Sutton District High School is comprised of a community of learners committed to student learning, achievement and well-being. We believe that each of us must approach our present academic and social pursuits every day with pride, respect, confidence, self-regulation and self-reliance.

### Responsibilities

The following chart is posted throughout the school and highlights the key academic responsibilities to promote success.

At Sutton District High School we value ourselves and others in our community. We demonstrate this by always being our best and supporting each other to achieve it.	
TEACHERS WILL:	STUDENTS WILL:
<input checked="" type="checkbox"/> Arrive on time and take accurate attendance	<input checked="" type="checkbox"/> Arrive on time and attend regularly
<input checked="" type="checkbox"/> Provide quality instruction and tasks that help students demonstrate their learning	<input checked="" type="checkbox"/> Be prepared and ready to learn
<input checked="" type="checkbox"/> Evaluate, update and return assignments in a timely manner	<input checked="" type="checkbox"/> Complete assignments on time with their best effort
<input checked="" type="checkbox"/> Provide additional supports for success	<input checked="" type="checkbox"/> Seek help when having difficulty
Together we will meet classroom and school expectations.	

### Expectations

All members of the school community must adhere to the following standards of respectful and responsible behaviour:

- Respect the rights of others.
- Respect differences between people.
- Respect and treat others fairly, regardless of race, ancestry, languages spoken, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age, weight, or level of ability.
- Ensure verbal, non-verbal and electronic communication is conducted respectfully.
- Respect the needs of others to learn and work in a safe, positive and healthy environment that encourages collaboration, thinking, teaching and learning.
- Demonstrate the Board's 10 Character Attributes (respect, responsibility, honesty, empathy, fairness, initiative, perseverance, courage, integrity and optimism) in all day-to-day interactions.
- Focus on developing positive learning skills and work habits (responsibility, collaboration, initiative, organization, independent work and self-regulation).
- Treat each other with dignity and respect.

- Become self-regulated learners willing to take on challenges, express and develop our opinions, and make well-thought through decisions.
- Show care and respect for the property of others.
- Take appropriate measures to help those in need.
- Seek help to resolve conflicts peacefully.
- Dress and present themselves suitably for learning and working environments.
- Follow all safety procedures.

Sutton DHS students are also responsible for:

- ❖ utilizing skills developed through the E-Connect program;
- ❖ communicating their thoughts and feelings appropriately;
- ❖ taking responsibility for their actions and the impact they may have had on others;
- ❖ completing consequences as assigned by staff members; and
- ❖ respecting school property, such as lockers, textbooks, technology, and learning materials.

## **Lockers**

Lockers are school property on loan to students. Lockers are assigned to students when they register for the first time at Sutton District High School and remain that student's assigned locker for the duration of their enrolment. Each student must:

- take care and maintain their locker in a clean and orderly fashion (i.e. no writing on it, ensure garbage is disposed of appropriately, dirty clothing is removed, etc.);
- use only the Dudley combination lock which is supplied with the locker by the school;
- only post pictures in lockers provided they are in good taste and are removed along with all tape when the student is no longer using the locker. Students will be charged for the repair of damage to their lockers; and
- use only the locker that has been assigned to them. Using a locker not assigned will result in the lock being cut off and the contents removed.

*The school has the right to search lockers and desks, without notice to or permission of any person.*

## **Textbooks, Technology and Learning Materials**

Textbooks are a valuable resource designed to support learning. Each semester students are given textbooks on loan for each course. Books must be handed in when the student writes the examination at the end of the semester. Students are financially responsible for textbooks or library/learning commons materials that are not returned or have been damaged. If a student has not paid for the lost resources, they will not be issued textbooks for use in subsequent semesters.

Classes will often be brought to the computer labs, Think Pod or library/learning commons. Students are to not only respect the books in these classrooms but also the technology hardware (see more under the Student Computer Use Policy). Each student should inspect the computer before use. If they note any damage, this should be brought to the attention of the classroom teacher immediately.

## **Consequences**

If a student does not follow the expectations and responsibilities, consequences will be applied that are aligned with the York Region District School Board's *Safe, Caring and Supportive Schools Policy (SCSS Policy\*)*.

Consequences may include:

- Additional academic work and/or instructional time assigned by staff to allow a student to account for work or time missed;
- Parental contact (electronic or verbal) by teachers or administration;
- Detention for inappropriate behaviour;
- Assigned duties within the school;
- Withdrawal of privileges such as bus transportation, field trips, dances, sports or other school sponsored activities;
- Referral to office;
- Exclusion from class(es) for a specified period (Principal's discretion, parent notified);
- Suspension from school as per the *SCSS Policy*;
- Expulsion per the *SCSS Policy*;
- A fine by the Municipality and possible school consequences for smoking/vaping on school property;
- Confiscation of items by administrators; or
- Police involvement.

York Region District School Board's *Safe, Caring and Supportive Schools Policy (SCSS Policy)*

Suspensions

Where a student has committed one or more of the infractions outlined below where the infraction has a negative impact on the school climate, whether on or off school property, or during a school-related activity or event, the principal shall consider suspension as part of a progressive discipline approach. These infractions, as outlined in the *Education Act*, include:

1. uttering a threat to inflict serious bodily harm on another person;
2. possessing alcohol or illegal drugs;
3. being under the influence of alcohol or illegal drugs;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school or Board property or to property located on school/Board premises;
6. bullying or cyberbullying;
7. any act considered by the principal to be injurious to the moral tone of the school;
8. any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; and/or
9. any act considered by the principal to be contrary to the Board or school code of conduct.

Expulsions

Where a student has committed one or more of the infractions outlined below where the infraction has a negative impact on the school climate, whether on or off school property, or during a school-related activity or event, the principal will suspend the student and shall consider expulsion: These infractions, as outlined in the *Education Act*, include:

1. possessing a weapon or replica weapon, including possessing a firearm;
2. using a weapon to cause or to threaten bodily harm to another person;
3. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. committing sexual assault;
5. trafficking in weapons or in illegal drugs;
6. committing robbery;
7. giving alcohol to a minor;
8. bullying or cyber-bullying, if,
  - i. the pupil has previously been suspended for engaging in bullying and/or cyber-bullying, and
  - ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person; and/or
9. Any infraction outlined in *Board Procedure #668.1 Student Suspension* that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

## 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.

### 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. One method of ongoing communication is through a weekly bulletin that has information about important upcoming events as well as information regarding your children's attendance for each of their courses that week.

### Web – Based Secure Marks Reporting System - TeachAssist

You and your children will be able to check updates to their marks through a web-based program called teachassist. Access to teach assist is available through the website: <https://ta.yrdsb.ca>

### Stay Connected Online

You can also stay connected online through our school website:

<http://www.suttondistrict.hs.yrdsb.edu.on.ca/> and by following our Twitter feed: @SuttonDHS. Some classrooms also have blogs, websites, Twitter feeds or newsletters to help you stay connected. Your child's teacher will provide more information. In addition, you can follow Board news and updates at [www.yrdsb.ca](http://www.yrdsb.ca), on Twitter @YRDSB or by downloading the Board app "YRDSB Mobile".

### School Cash Online

*School Cash Online* is an internet-based payment system at <http://suttondistrict.hs.yrdsb.ca/> that provides the following benefits to students and families:

- A convenient fee payment option that saves time and reduces paper
- No more need to send cash or cheques to school
- A quick way to register an account. It takes less than 5 minutes.

Parents/guardians who register an account will receive notification via email of student fees owed (both required and optional), and can make secure online payments by credit card or Interac and receive a receipt. Please call the office if you are having difficulty using the program.

## Computer Use Policy

All users, staff and students, have the responsibility of following the acceptable use expectations for technology. Computers are used in many classes to supplement the learning of all students. To ensure that we are all willing and ready to learn – the expectations and rationale should be reviewed regularly with students and staff.

Students are **accountable** for:

- adhering to the guidelines of the Board's Information Technology Acceptable Use Agreement, Safe, Caring and Supportive Schools Policy and following the school's Code of Behaviour;  
At SDHS, access of pornography or other inappropriate sites and use of instant message services are not permitted. Computer labs are to be used to scaffold student learning, not to access games (other than those identified by the teacher and designed to support students' learning) or social media (unless explicit permission has been granted by the teacher). Installation of programs, executable files or compressed files are restricted. These files can hold viruses – you will be held responsible if you infect the school network.
- respecting others' privacy and personal information when using school/Board technology;  
At SDHS, students must use their assigned login/password. Do not share your login or password. If a password is shared and your account is used inappropriately - you will be held responsible.
- keeping personal information private (e.g., not publishing photos, names, addresses, or phone numbers) on the Internet;
- responsibly using computer resources, Internet, and electronic communication tools for specific projects, research methods, or other educational purposes outlined by a supervising teacher or other designated staff member;
- monitoring their printing. After 100 sheets you may buy paper at 10 cents per sheet through the use of the coin machine in the library/learning commons;
- treating school board technology with respect:  
No food or drink is permitted in our computer labs. Repair costs caused by the willful destruction of equipment or negligence will be charged to the person responsible. Any change to the computer, mouse or keyboard can cause damage to the hardware and/or software. Please ask for assistance if your assigned computer is not working properly.
- reporting known technical, safety, or security problems to a supervising staff member; and
- respecting information obtained on the Internet by incorporating all references in a works cited, bibliography, footnotes, or other form of citation.

Accounts are periodically monitored for policy violation. Accounts in violation are suspended without notice. Loss of service is restored after discussion with school administration and may require interventions under the Safe Schools and Code of Behaviour policies.

All student accounts are deleted at the end of the school year to allow space for summer maintenance. Students are responsible for creating a backup of their files on an external device prior to the last day of school in June.

## Concussion Management

A concussion:

- is a brain injury that causes changes in how the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);
- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness; and
- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

If your child has been diagnosed with a concussion, please report this to the office so that we may support your child through our Concussion Management Protocol.

## 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

To set an appropriate tone for a respectful, positive and productive learning environment and workplace, all students are expected to maintain an appropriate level of dress and personal hygiene within the school. It is expected that students will dress in an acceptable manner which reflects the School's Code of Behaviour, and the York Region District School Board's Safe, Caring and Supportive Schools, Equity and Inclusive Education, and Respectful Workplaces Policies. To this end:

- clothing must bear no vulgar, profane or disrespectful symbols or messages; no images/messages that promote drugs or alcohol, or that are racially, ethnically, sexually or religiously offensive;
- no strapless tops will be allowed. The top of the bottom article of clothing must touch (reach) the bottom of the top article of clothing all the way around;
- no visibility of bandanas; worn or attached to clothing;
- hoods cannot be worn inside the building; and
- coats should not be worn in the classroom but rather left in your locker at the beginning of the day.

## Emergency Information

It is important to keep everyone informed all of the time, and especially in the case of an emergency. Therefore 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; and/or



- medical alert or changes in health condition (e.g., allergies, medications).

## 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.

## 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.

## Homework

Sutton District High School adheres to the YRDSB Board Policy #320.0 on homework. Student learning progresses in different ways and at different times. The same student may find one subject or concept easy to grasp, yet have difficulty with another. For this reason, there is no minimum amount of time that must be assigned for homework; instead, teachers will use their professional judgment to assign homework according to the specific learning profile and well-being of each student. It is important that students establish a homework routine that allows for sufficient time and focus to complete homework. Attention to homework is essential to academic success and will impact overall performance.

## 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. Contact school office staff for more information. School council nomination forms are due by September 14.

## 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

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.



Discussions will take place in each of 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.

Check with the school's main office to find out if students may bring electronic devices into the classroom, use them in school, or if they must leave these items in their backpacks/lockers. There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders, ipads and laptops. The use of these tools is managed by Board staff.

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.

## Visitors

It is important that we know who is within our building at all times. For this purpose we ask that all visitors, including parents/guardians, must:

- use the main entrance to the school; and
- check in at the main office upon arrival.

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

## 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](http://www.yrdsb.ca).