



South Grenville District High School

Upper Canada District School Board

STUDENT HANDBOOK

2011-2012

www.sgdhs.ucdsb.on.ca

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SOUTH GRENVILLE DISTRICT HIGH SCHOOL

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SOUTH GRENVILLE COMMITMENT TO OPERATIONAL EXCELLENCE

CREDO: Inspire to Aspire!

MISSION: Dedicated to challenging each other to achieve excellence while continually re-examining and setting new goals.

VISION: Individual excellence is considered the norm.

VALUES: In our aspiration to achieve excellence we value the following:

- Respectful, courteous behaviour.
- Care and concern for all.
- Success for all.
- Thinking positively, optimistically and confidently.
- An accessible, secure and positive school environment
- Mutual cooperation and emotional support.
- Commitment to personal, social, and moral growth.
- Acting compassionately and equitably.
- Personal accountability.
- A safe environment which fosters risk taking.
- Celebrating and supporting diversity.
- A positive school image which exudes pride.

SOUTH GRENVILLE DISTRICT HIGH SCHOOL

South Grenville School Success Plan

School Goal

To continually challenge each other to achieve excellence.

Objectives

Develop, promote, and support a positive school tone and atmosphere where all act fairly, compassionately, and equitably toward others while celebrating and supporting diversity.

Commit to differentiated instruction and implementation of 21st century teaching strategies in an effort to successfully address the needs of the 21st learner.

Commit to creating a positive school image in the community through celebrating excellence by recognizing and awarding a Student of the Day.

All individuals in South Grenville will be held accountable for their actions.

Introduce and support extra-curricular activities during the lunch period.

Develop a school-based consistent pyramid of intervention.

Behavioural issues and skipping will decrease by 25% per year.

Each grade 7 - 12 students will experience the opportunity to participate in one reciprocal learning opportunity in the Secondary Panel.

Every student from Grade 7-12 will have equal access to the Learning Commons.

Engage a select group of needy Intermediate students by setting up a formal mentoring program with senior students.

5% of the students in South Grenville will successfully complete a High Skills Major program by graduation.

Whole school (7-12) activities will increase by 20% per year.

75% of students will achieve at level 3 or 4 in grade 9 + 10 EQAO assessments



DRESS CODE

Guiding Principle

To promote and support positive school tone and atmosphere at South Grenville.

Preamble

In creating a positive learning atmosphere, dress and appearance play an important role in school and in life. Certain standards of dress and appearance are expected for the business of attending school.

The following is a standard of dress in place for all individuals (staff and students) attending South Grenville District High School.

This Dress Code has been created and endorsed by the following groups: School Council, Staff, and Student Representatives from 7-12.

Any clothing that would adversely affect the educational opportunities of others, including:

NOT PERMITTED

1. Muscle shirts
2. Offensive slogans *
3. Visible undergarments including underwear and bras
4. Low cut tops which expose cleavage
5. Midriff baring apparel
6. Straps on tops less than 2 finger widths in size
7. Strapless tops or dresses
8. Shorts, skirts and dresses that do not fall below the thumb tips of the person's extended arm when placed at their sides.
9. Hats may not be worn in the classroom
10. Hoods may not be worn up at any time

* An offensive slogan is characterized by the following: inappropriate language, references to drugs or alcohol, and slogans which are suggestive or offensive in nature.

If you can see up it, down it, or through it, it is not appropriate.

If a student's dress does not meet the Dress Code, the following steps will be taken:

1. Student will be asked to change the offending item or turn it inside out if possible.
2. Student will be provided with clothing, if available, to wear over the offending clothing.
3. If #1 or #2 cannot be achieved, the student is to be referred to the Office.
4. The Office will contact parents to bring the student appropriate apparel to replace the offending apparel.

5. If # 4 cannot be achieved, the student will be sent home to change

MSIP

MSIP is an instructional period which must be utilized to support students on an individual basis. The ultimate aim of MSIP is to provide another avenue to help students achieve success in their classes. It must be understood that MSIP is, as its name suggests, an instructional period. It is an opportunity for students to address the differentiated needs in their program. Therefore, in order for MSIP to be a productive component of the school day, we must make it of value to students by:

1. Providing individual instructions to students on an on-going basis.
2. Being diligent in supervision of student work during that period.
3. Providing opportunities for students to sign into MSIPs to get support from their specific classroom teachers as needed during that period.
4. Develop a clear and proactive pyramid of intervention when students are not utilizing time effectively during this period.
5. Address issues such as absenteeism and lateness as soon as these problems arise.
6. Create connections with parents/guardians to address issues which arise in MSIP.

NOTE: There will be NO STUDENT MOVEMENT TO AN ALTERNATE LOCATION during MSIP for the first TWO WEEKS of the semester

MSIP=Multi-Subject Instructional Period

- As you are already aware, classes are one hour in length.
- To fulfill Ministry of Education requirements, the remaining 15 minutes from each period will be combined into your MSIP class.
- Each of your subject teachers will provide you with work to do in your MSIP class.
It could be:
 - Daily activities
 - Weekly assignments
 - Long range activities broken into week-long assignments
- You should try to spend at least 15 minutes on each subject each day.
- In the event that you do NOT have enough work to complete during your MSIP period, please bring with you personal reading or educational-related activities.

South Grenville Schedules 2011-2012

7 - 8 Schedule

<u>Block</u>	<u>Time</u>	<u>Description</u>	<u>Time</u>
A	8:00 – 8:50	Curriculum Delivery	50 Minutes
B	8:50 – 9:40	Curriculum Delivery	50 Minutes
C	9:40 – 10:20	Nutrition Break #1	40 Minutes
D	10:20 – 11:10	Curriculum Delivery	50 Minutes
E	11:10 – 12:00	Curriculum Delivery	50 Minutes
F	12:00 – 12:40	Nutrition Break #2 (Lunch)	40 Minutes
G	12:40 – 1:30	Curriculum Delivery	50 Minutes
H	1:30 – 2:20	Curriculum Delivery	50 Minutes

9 – 12 Schedule

<u>Time</u>	<u>Week 1</u>	<u>Week 2</u>	<u>Week 3</u>	<u>Week 4</u>
8:00 – 9:00	A	B	D	E
9:00 – 9:05		TRAVEL	TIME	
9:05 – 10:05	B	A	E	D
10:05 – 10:10		TRAVEL	TIME	
10:10 – 11:10	B (MSIP)	A (MSIP)	E (MSIP)	D (MSIP)
11:10 – 12:05	LUNCH	LUNCH	LUNCH	LUNCH
12:05 – 1:05	D	E	A	B
1:05 – 1:10		TRAVEL	TIME	
1:10 – 2:10	E	D	B	A

KEY DATES SEMESTER 1
September 1, 2011- February 1, 2012

August:

Friday August 26th.....Fusion Mtg 9:30 am
 Wednesday, August 31..... Grade 9 Orientation- 9:30-11:00 am

September:

Thursday, September 1 P. A. Day
 Staff Meeting- 9:00 am
 Gr. 7 Drop In -10:30-am-12:00 pm
 Friday, September 2NID- Non Instructional Day
 Monday, September 5Labour Day
 Tuesday, September 6First Day of Classes
 Wednesday, September 7MSIP Assembly
 Friday-Sunday, September 9-11 Spencerville Fair
 Wednesday-Thursday, Sept 14-15 Fusion Retreat
 Monday-Friday, Sept 12-16 Used clothing drive
 Tuesday, September 13PLP Meeting@ 2:30 pm –Strategy Room 110
 Friday, September 16 Gr. 9 Orientation Day at the YWYMCA
 Saturday, September 17Prescott Food for All Food Band canned food drive at YIG
 Monday, September 19 PHOTOS -School Photo Day 8:00 am start
 Monday-Friday Sept 19-23 Program Meetings this week
 Wednesday, September 21 Bus Evacuation Practise
School Advisory Council Mtg 6:30 pm Learning Commons
 Thursday, September 29 National School Terry Fox Run
 Friday, September 30 Softball Tournament 8am-2pm

October:

Tuesday, October 4 Staff Meeting @ 2:30 pm
 Thursday, October 6.....Giant Dance Gr. 9-12- 7-11 pm
 Friday, October 7 Pep Rally at noon
 Monday, October 10 Thanksgiving
 Tuesday, October 11 PLP Meeting @ 2:30 pm-Strategy Room 110
 Friday, October 14 Interim Preliminary Progress Reports Issued
 PHOTOS - Grade 7/8 Class Photos, Teams, Sports and Clubs, Photo Retakes
 Monday -Friday, October 17-21 Program Meetings this week
 Wednesday, October 19 College/University presentations every period
 Parent Teacher Interviews Gr. 9-12 6-7:30 pm
 Thursday-Friday, October 20-12 Small School Summit
 Monday, October 24 Fall 2011 University Info Program at BCI
 Tuesday, October 25 United Way Youth Summit 9:00 am
 Friday, October 28 P.A. Day
 Monday, October 31Fusion Trick of Treating- Period 4/Costume Contest at lunch
 Halloween

November:

Tuesday- Friday, Nov. 1-11 Athletic Clothing Order Sales
Tuesday, November 1 Staff Meeting @ 2:30 pm
..... Loyalist College Bus Trip 8 am
Wednesday, November 2 Take our Kids to Work Day
..... St. Lawrence College Bus Trip 9 am
Thursday, November 3 Algonquin College Bus Trip 9 am
Friday, November 4 Gr. 7/8 Dance @ 12:50 pm
Monday, November 7 Gr. 8-12 Awards Assembly @ 12:05pm
Tuesday, November 8 PLP Meeting @ 2:30 pm – Strategy Room 110
Friday, November 11 Remembrance Day
Monday-Friday-Nov. 14-18 Program Meetings this week
..... Anti Bullying Week
Monday, November 14 Pink Posters
Tuesday, November 15 Wear Pink Day
Wednesday, November 16 Chernobyl Assembly
Thursday, November 17 Fastest Text in the South Assembly- Cyber bullying
Friday, November 18 “Twilight Day” Breaking Dawn
..... Light up the Night Parade
Saturday, November 19 South Grenville Alumni Craft Show
Tuesday, November 22 OSAID Assembly
Thursday, November 24 Mid Term Semester Report Card –Gr. 9-12
Friday, November 25 Kriska Cup-Leo Boivin Centre

December:

Monday- Friday- December 5-23 Spirit of Giving Train
Tuesday, December 6 Staff Meeting @ 2:30 pm
Friday, December 9 Ball Hockey Road Rumble
Tuesday, December 13 PLP Meeting @ 2:30pm-Strategy Room 110
Sunday, December 18 Soup for the Soul Christmas Dinner
Monday-Friday, Dec. 19-23 Program Meetings this week
Friday, December 23 Staff Student Hockey Periods 2-3
..... Christmas Assembly period 4
Sunday, December 25 Christmas
Monday, December 26 Boxing Day
Saturday, December 31 New Year’s Eve
Monday, December 26-Friday, January 6 Christmas Break

January:

Monday, January 9 First Day back to class
Tuesday, January 10 Staff Meeting @ 2:30 pm Learning Commons
Wednesday, January 11 EQAO Math Testing
Thursday, January 12 Non-Interruption time begins
Friday, January 13 Introduce YouTube Assembly
Monday-Friday, January 16-20 Smartie-O-Grams
Tuesday-Wednesday, January 17-18 Grade 12 Grad Photos
Tuesday, January 17 PLP Meeting @ 2:30pm –Strategy Room 110
Friday, January 20 Coop Breakfast
..... SHSM Celebration at SG
Monday-Friday, January 23-27 Program Meetings this week

Wednesday, January 25 Last day of Classes Semester 1
 Thursday, January 26- Wednesday, February 1..... **EXAMS**

KEY DATES-SEMESTER 2

February 2-June 28, 2012

February:

Thursday, February 2..... Semester 2 Begins
 Friday, February 3..... P.A. Day
 Wednesday, February 8 Staff Meeting 2:30 pm Learning Commons
 Monday, February 8..... PLP Meeting
 Wednesday, February 10 Last Day to Withdraw from Courses
 Wednesday, February 10- Thursday, February 11..... Grade 8 Grad Photos
 Monday, February 15..... Family Day Holiday
 Tuesday, February 16..... Grade 8 Open House
 Friday, February 19..... Semester 1 Final Report Card
 Wednesday, February 24 Guidance Drop in for course selection
 Thursday, February 25 Rideau Canal Trip

March:

Monday March 1..... Staff Meeting
 Monday, March 8..... PLP Meeting
 Tuesday, March 11..... Interim Preliminary Progress Report Cards
 Wednesday, March 10 Parent Teacher Interview Night
 Thursday, March 11 Grade 8/Grade 12 Grad Photo Retake day
 Monday - Friday, March 15 - 19 March Break
 Friday-Sunday - March 26-28..... Midget AA Hockey
 Wednesday, March 31 Student Parliament

April:

Friday, April 2..... Good Friday
 Monday, April 5..... Easter Monday
 Tuesday, April 6..... Staff Meeting
 *****Thursday, April 8..... OSSLT*****
 Monday, April 12..... PLP Meeting
 Friday-Saturday, April 16-17..... 30 Hour Fast for Famine
 Wednesday, April 21 Mid Semester Report Card

May:

Monday, May 3..... Staff Meeting
 Wednesday, May 5..... Connect Youth Fair
 Wednesday – Friday, April 5-7..... Quebec City French Trip
 Monday, May 10..... PLP Meeting
 Thursday, May 13 Semi Formal Dance
 Friday, May 14..... Hoops for Heart/Mountain Bike Race
 Monday, May 24..... Victoria Day
 Tuesday- Friday, May 25-28..... Outdoor Ed. Canoe Trip
 Monday May 31..... Program Leaders’ Meeting

June:

Tuesday, June 1.....	Staff Meeting
****Thursday, June 10.....	Math EQAO Administered****
****Thursday, June 3.....	Athletic Banquet****
Friday, June 11.....	PROM
Tuesday, June 22.....	Last Day of Classes Semester 2
Wednesday- Tuesday, June 23-29.....	Final Exams
****Wednesday, June 30.....	2012 Commencement****
Wednesday, June 30.....	P.A. Day
Friday, July 9.....	Semester 2 Final Report Card

ADDITIONAL START-TO-SEMESTER INFORMATION

1. **Reliable Life Student Insurance** packages will be available to students the first week of September. This is very important for all students but especially those involved in sports and Coop.
2. **UCDSB Transportation Booklets.**
Booklets from the UCDSB Transportation Department will be distributed the first week of school.
3. **Acceptable Use Agreement forms** and **Consent forms** regarding the release of photos, publications, achievements, etc. will be available on opening day. They are to be taken home, signed by a parent and brought back the first week for collection by the Block A MSIP teacher.
4. **Student Verification Information Sheets.**
Block A MSIP teachers will provide each student with their Information Data Sheet and will assist them with the updating of information. It is expected that these sheets will be sent home with the student that day to be completed/updated and returned to Block A MSIP teacher the following morning, Wednesday, September 7th during MSIP period.
5. **Emergency Medical Information Sheets**
Anaphylaxis - Students need to confirm our emergency medical information by completing the Student Verification Information Sheets and completing the appropriate Emergency Medical Information form. These forms are available in the main office.

Student Absence Protocol

Notes from parents/guardians, or a previous phone call, explaining a student's absence, must be brought to the office, an admit slip will be issued and this is to be presented to each classroom teacher. **All notes must come through the office first.**

Absence for Part of a Day: Students who expect to be absent during any portion of a school day should bring a note from their parent or guardian giving the reason, except where a student has a medical or dental appointment card. The student will show the note/card to the staff in the Main Office before the class from which they are to be excused. The student will show their office-signed note/card to the appropriate teacher and leave directly for their appointment. The student will report to the office upon returning to school.

Students who unexpectedly will be absent during any portion of a school day **must** sign out before leaving the school. The student will report to the office upon returning to school.

Students who go home for lunch and become ill should have their parent/guardian contact the school by telephone that afternoon.

Extended Absence By Parental Request: It is an accepted principle at South Grenville that regular attendance is essential to ensure success in any course or program. An extended period of absence could greatly jeopardize a student's chance of earning a credit in a course or courses. Parents who wish to withdraw their children for extended periods of time (one week or more) must be prepared to accept the responsibility for their decision should a course not be successfully completed when the student returns to school.

The responsibility rests solely with the student and his/her parents to complete an *Extended Absence Form* which shall be signed by each of the teachers and the parent/guardian at least one week prior to departure.

Although we recognize the fact that reasons for an extended absence are often valid and provide a personal enhancement to the student, we must emphasize that due to the semester system, the consequences of an extended absence may be severe and, therefore, such absences are not recommended by the staff of South Grenville DHS.

Attendance Protocol for Students 18 Years of Age and Older: (Appendix A)

Skipping: Administrative Intervention

Step 1: Administrators will contact home and inform parents of the date and time of the detention and that if the detention is missed, student will be suspended for one day.

Student will receive a detention slip from Administration. (Rm 206)

Step 2: After second office referral parents will be asked to attend a meeting with Administration at the school. Above procedure including detentions will continue to be followed.

Step 3: Referral to SST to devise additional strategies. A detention will again be assigned. Extra-curricular activity involvement may be in jeopardy if 12 or more skips in a class have occurred.

Step 4: Student will be suspended for 1 day and a referral to ABLE program will be considered.

Lockers

Locker Locations:

Lockers are assigned by MSIP. The student's locker number will be indicated on his /her timetable.

The school will be providing combination locks at a cost of \$8.00 per lock to each student.

Students must use these locks, which are accessible to the administration through the use of a master key.

Any there lock placed on a student's locker will be removed by administration. There are safety/security concerns around the use of lockers. It is the school's responsibility to have immediate access to student's lockers if necessary.

MSIP

Appendix A – Expectations for Students

* Consistency is the key to success *

Students remaining in MSIP classroom:

- Arrive to MSIP location on time.
- No food in MSIP class – water exempted.
- Come prepared to work with proper text, notebooks, pens, pencils etc.
- Complete silent individual work for the first 15 minutes of each MSIP period.
 - Personal or Text Reading only i.e. novels, text book, magazines and newspapers.
 - No computer
- Seek clarification on assignments prior to MSIP.
- Seek help from peers and MSIP classmates whenever possible.
- Carry personal reading or educational related activity (cross word puzzles, Sudoku...)
- Use of computers for gaming may result in loss of school computer account.
- **Students are not permitted to sign into an alternate MSIP. Only a teacher can request a student attend their MSIP for additional support.**





Attendance Protocol

for Students Eighteen Years of Age or Older

September 2011

Congratulations! You will be eighteen (18) years of age or older during this school year. You are now a role model for younger students and you are expected to act accordingly. Here are some of the privileges and responsibilities assumed by eighteen year old students at SG.

Study Periods (Spares) - I understand that during my study period:

1. I must adhere to all school rules and procedures including signing in and out of the school;
2. I have the privilege of choosing where I will work, in the cafeteria or the Learning Commons and what I will work on.
3. If I do not respect these procedures, that I will lose these privileges.

Class Time - I understand that:

1. If I must miss a class that I must first seek approval of the Administration, Mr. Lalonde, Ms. Blackburn or Mr. MacDonald, and then sign out with the attendance secretary, Mrs. Selleck in the main office.
2. Failure to follow this procedure, thus missing a scheduled class without proper authorization, will result in the missed class being deemed as a 'skipped' class, will be entered as a truancy in the attendance records, and will subject me to one of the following consequences: detention, suspension ('in-school' or external), withdrawal from school.

Home Communication

If you do not wish the school to contact your parent(s)/guardian(s), you must submit a letter to the Principal, Mr. Lalonde, indicating that. A copy of the letter will be forwarded to your parent(s)/guardian(s) and your teachers will be advised. If you do not submit this letter, we will continue to communicate with your parent(s)/guardian(s).

Name of Student (Please print)

Date

Signature of Student

PLAGIARISM: South Grenville's Policy

The following constitutes SG's policy on plagiarism for all departments and for all assignments at SG:

Definition

The submission of an assignment, in any form, in whole or in part, by someone other than yourself.
The intent to deceive through the use of unauthorized assistance.

Included In This Definition:

- a) an assignment written by someone else;
- b) an assignment based on information or references which have been fabricated;
- c) submission of an assignment for which credit has been previously obtained, or is being sought, in another course without the approval of the instructor.

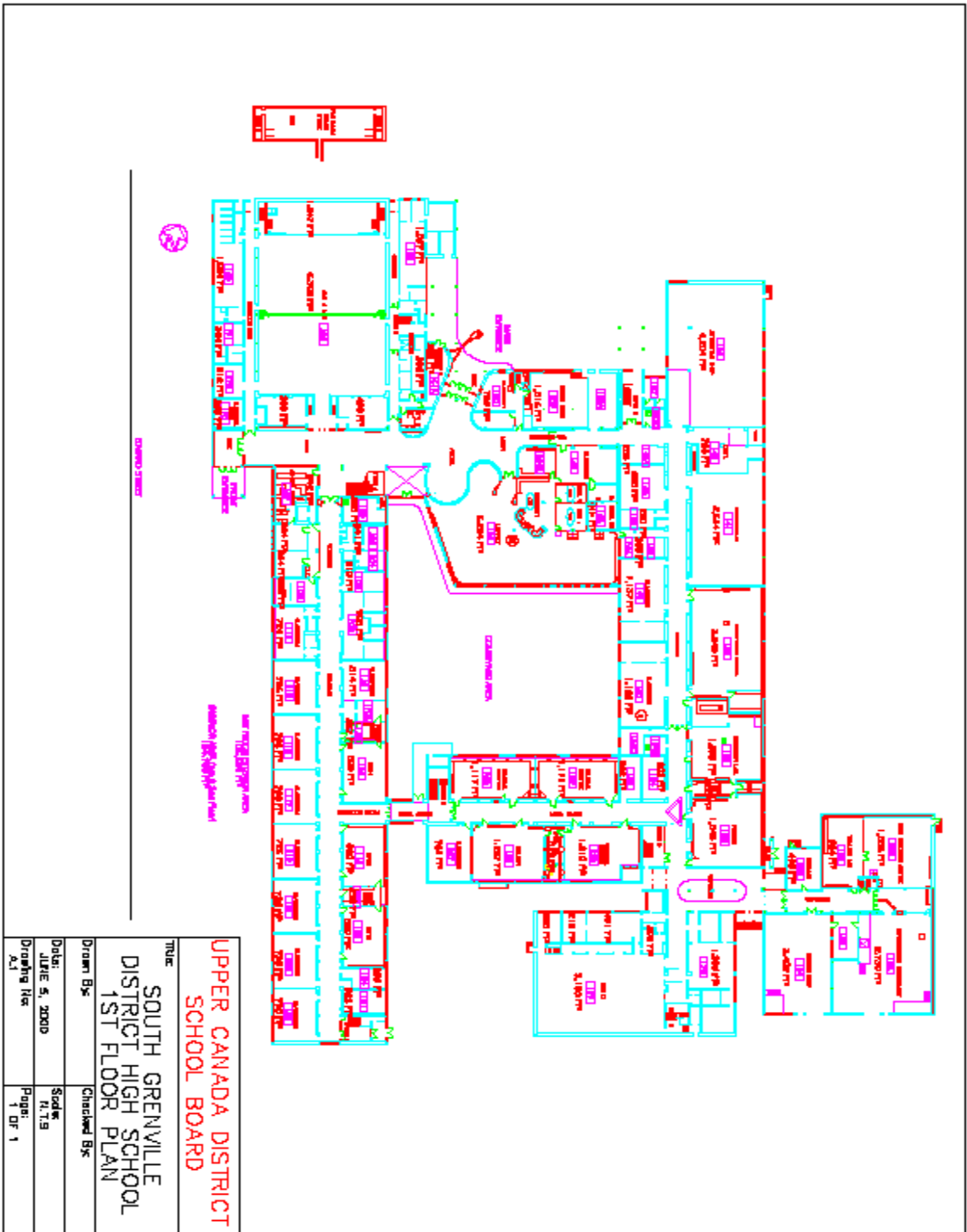
The Following Must Be Documented:

- a) direct quotations;
- b) paraphrases of someone else's words or works;
- c) facts and information derived from someone else;
- d) ideas derived from someone else.

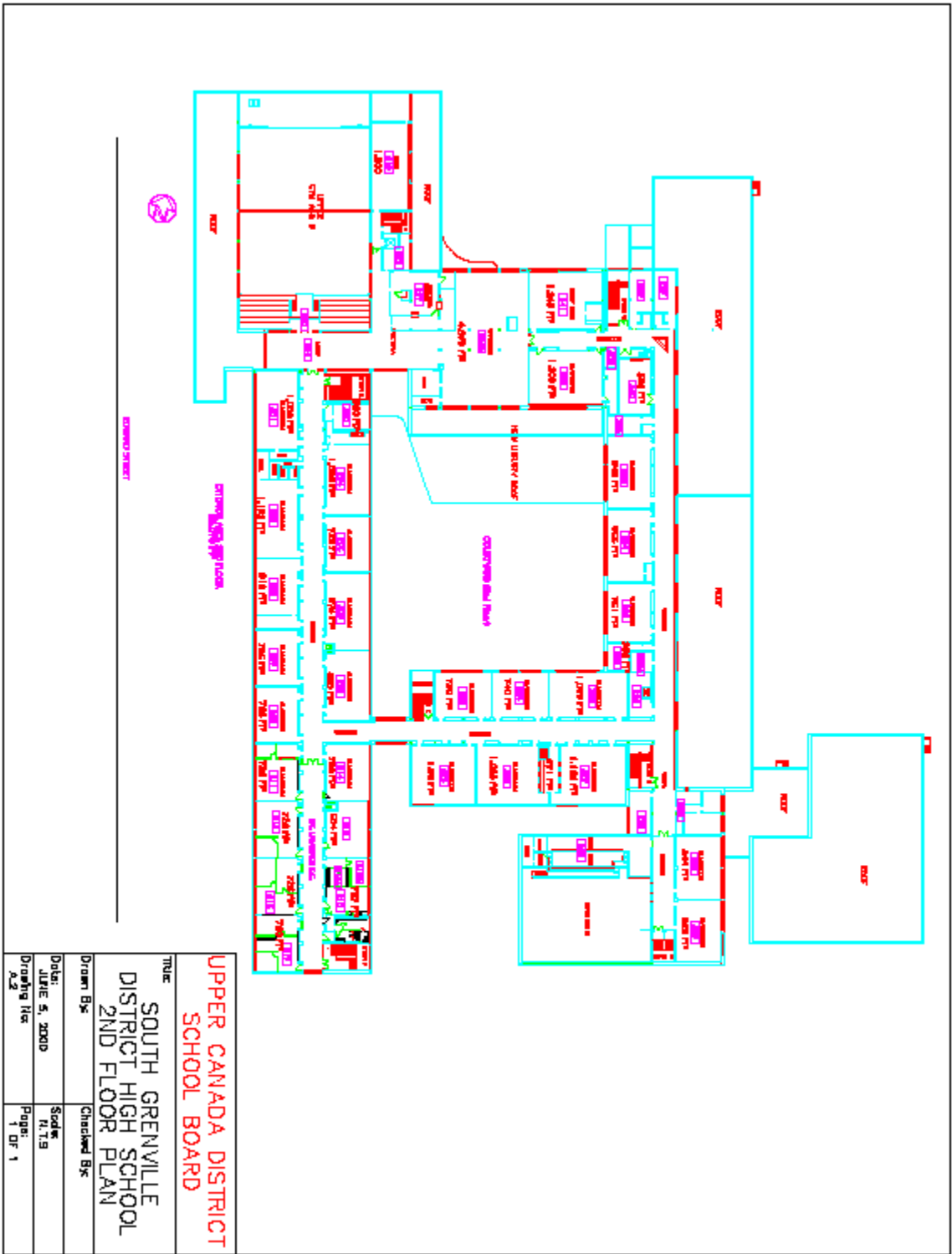
Plagiarism is dishonest and academically worthless.

An assignment that has been plagiarized will not be evaluated. The student must redo the assignment in school in a supervised location (i.e. the Remediation Room). The completed assignment will be submitted for assessment.

Further instances of plagiarism will result in disciplinary action by school administration. This may include detentions, in-school suspensions, and removal of privileges (i.e. extra-curricular participation).



Floor Plan
First Floor



Floor Plan
Second Floor