



Wellington Heights S.S. Student Handbook 2022-2023

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MISSION STATEMENT

Wellington Heights Secondary School strives to be a safe, respectful, and socially conscious environment that will inspire students to be engaged learners who understand other people and perspectives within a changing local and global community. Students are challenged to become creative and analytical thinkers, effective communicators, and healthy individuals who achieve excellence within and beyond the classroom.

EQUITY

As an educational community we have a responsibility to identify and describe racism and oppression and then work to dismantle it. The Upper Grand District School Board is committed to disrupting systemic racism and oppression in all of its forms. We will implement ongoing mandatory anti-racism and anti-oppression training for all staff, review our protocols and policies, including our hiring practices, and be fully transparent and accountable to all Upper Grand students, staff, families, and stakeholders in an ongoing manner.

[UGDSB Equity and Inclusive Education Website](#)

Definitions:

Sexual Harassment: unwanted and unwelcome sexual behaviour which interferes with your life. It includes put-downs or negative comments made about your gender or sexual orientation. It is deliberate and/or repeated sexual or sex-based behaviour that is not welcome, not asked for and not returned.

Racism: any act of discrimination against an individual's colour, religion or ethnicity. It includes negative comments, jokes, derogatory common idioms, or any other offensive actions.

The problem: sexual harassment, homophobia and racism make the atmosphere uncomfortable, hostile and unwelcoming. This is an atmosphere that should not be present at school.

The solution: Report incidents - to a guidance counselor, teacher, staff member, Vice Principal or Principal, or use the online bullying reporting tool; exert positive peer pressure; let people know it's wrong; stand up for one another.

DAILY SCHEDULE

Period	Start Time	End Time
Announcements	8:55 a.m.	9:00 a.m.
Period 1	9:00 a.m.	10:15 a.m.
Period 2	10:20 a.m.	11:35 a.m.
Lunch	11:35 a.m.	12:25 p.m.
Period 3	12:25 p.m.	1:40 p.m.
Period 4	1:45 p.m.	3:00 p.m.

SUPPORT SERVICES

Support Services (Located in the Main Office)

Social Worker: A counselor will be available to assist with any issues/concerns each day. Referrals are not required.

Drug and Alcohol Issues: A counselor from Community Drug and Alcohol Services is available for personal/family drug and alcohol counseling.

WELLINGTON HEIGHTS LEARNING COMMONS (LIBRARY)

Mission Statement

The Wellington Heights Learning Commons will provide a welcoming, collaborative, and inclusive environment which offers all members of the Wolverine Community an opportunity to develop information literacy skills, become effective learners, and embrace the love of reading.

Borrowing Materials

Students may sign out library material using.

Food in the library

Please refrain from eating in the library. Beverage containers with sealed lids are permitted.

GUIDANCE SERVICES

Located in the Main Office

- Hours of operation are 9:00 a.m. to 4:00 p.m. daily.
- All students must carry a full timetable unless they are in their graduating year or they have permission from administration.
- Student timetables are available on the first day of classes. Many courses fill up. If the student is not in class during the first week of the semester, courses will be removed from the timetable to make room for others on waiting lists. Once you receive your timetable, the Guidance Department will not be making any course changes, except for students with conflicts, incomplete timetables or students needing pathway changes.
- Course changes for the second semester must be made prior to the beginning of the semester.
- No course changes may be made after 5 school days from the onset of the course.
- For any courses in Grades 11 or 12 dropped more than 5 days after a midterm report is issued, the current mark will be recorded on the student's transcript.
- If you are unsuccessful in a course in the previous school year do not assume that you are able to take it again in September. If you are unsuccessful in a compulsory course you are strongly advised to enroll in summer school.
- Option selection for the next school year must be completed by February. It is important to make your choices carefully and correctly the first time. Classes may not be available for changes later.
- It is the responsibility of the student and parents to understand course selection, graduation requirements and other important information, as well as keeping an accurate record of credit history.
- Community involvement, Summer School, Night School, College, University and Scholarship information is available.

MULTI-FAITH PRAYER & MEDITATION SPACE

Wellington Heights supports all of our students, and recognizes that faith is an important aspect of many families' lives. To support our students, we offer a Multi-Faith Prayer Space in Room 147 located in the main office. This space is available to all students.

CLUBS AND TEAMS

High School is all about learning, growing and experiencing new things. Make the most of your Wolverine years. Join a club or team. There is something for everyone. The list represents potential clubs and teams. Listen to announcements for details on how to join.

CLUBS

Announcement Crew
Arts Council
Athletic Council
Book Club
Breakfast Club
Drama Club
Eco Team

Entrepreneurship Club
Equity Club
Foodies
Intramurals
LINK Crew
Math Contests
Music Production Club

OSAID
Prom Committee
School Council
Student Council
Vocal Club
Warm Winter Wishes
Yearbook

TEAMS - FALL

Senior Girls' Basketball
Junior Girls' Basketball
Girls' Field Hockey
Senior Boys' Volleyball
Junior Boys' Volleyball
Golf & Tennis
Cross Country
Varsity Boys' Soccer

TEAMS - WINTER

Junior Boys' Basketball
Senior Boys' Basketball
Junior Girls' Volleyball
Senior Girls' Volleyball
Curling
Girls' Ice Hockey
Boys' Ice Hockey
Cross Country Skiing

TEAMS - SPRING

Ultimate Frisbee
Boys' Rugby
Girls' Rugby
Track and Field
Girls' Softball
Varsity Girls' Soccer
Lacrosse
Badminton

STUDENT LED COUNCILS

STUDENT COUNCIL is an elected representative body of students working to increase involvement in the school and its various functions. It supports clubs financially and voices student opinion to the school administration. To make your time at Wellington Heights more enjoyable, S.C. has planned numerous events to get you involved. If you have any ideas or events you would like to see occur at Wellington Heights, please feel free to attend the S.C. general council meeting or give a note to any S.C. executive member.

ATHLETIC COUNCIL is a representative body of students who volunteer to promote healthy active living. The council assists with inter-school and intramural athletics. The Athletic Council is open to student volunteers, and also helps to promote events such as the Terry Fox Run.

EVALUATION

Qualification for Credit

To earn a credit a student must have a passing mark (a minimum of 50%), must attend with regularity, and must have submitted, by the last day of classes, all required assignments as outlined on the course information sheet. Failure to meet **ANY** of the criteria may result in failure. For further details, see each course information sheet.

Examination

Final Examinations must be written at the scheduled place and time. **Please keep all exam days free from other commitments including work, sports and vacations.**

Students who are absent from a formal examination or culminating activity may be required to submit a doctor's note or have completed the Religious Observance form, to be considered for credit. Absence for any other reason will result in a grade of zero for that component of the course.

Final Examinations and projects/assignments that are included in the 30% summative assessment may not be returned to students due to time constraints. However, students will be able to review their results with their teachers and receive a copy as requested.

Evaluation Policy

Assessment and evaluation at Wellington Heights follows Ministry of Education policy as outlined in the documents *Program Planning and Assessment* and *Growing Success*, which are available for review on the Ministry website at <http://www.edu.gov.on.ca/eng/secondary.html>. All courses at the Heights determine a final grade based on term work and a final summative evaluation which includes culminating activities or examinations. Term work is worth 70% of the final grade and the final summative evaluation is worth 30% of the final grade overall. Students are also assessed on the Learning Skills of Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation, all of which are defined on the website at the [Ministry Curriculum and Resources page](#). Final report cards each semester will provide a summary of the student's current credit achievement which we ask you to review carefully. Each department and course will supply all students with first day handouts which will provide information regarding course content, assessment categories, missed tests and assignments procedures, deadlines for assignment completion, academic honesty and expectations regarding attendance. Late or missed assignments may have marks deducted, so it is expected that all students complete and submit all assigned tasks in each class. Parents are asked to take note that the final two weeks of each semester and the exam days are used for summative

evaluations and students who miss these days for vacation will not be provided with alternative arrangements to complete assessments.

EXAM PROTOCOL AND PROCEDURES

1. Students must return all borrowed material (textbooks, library books, Chromebooks, CDs etc.) prior to the exam.
2. Students must remain quiet during their exam and not have access to any personal technology.
3. Students dismissed from their exams must quickly and quietly exit the hall where exams are being written.
4. Students who need to leave the exam room during the exam, will be escorted to their destination by a staff member.
5. Students taking e-learning courses are responsible to confirm exam date and location with the appropriate guidance counselor.

CODE OF CONDUCT

GOAL

It is the policy of Wellington Heights Secondary School and the Upper Grand District School Board to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct which promotes responsibility, respect, civility, and academic excellence, and sets clear standards of behavior for all members of the school community. The goal is to create a positive school climate where all members of the school community feel safe, comfortable and accepted.

GENERAL

Our School Code of Positive Student Behavior is based upon Ontario Code of Conduct and the Upper Grand District School Board Code of Conduct ([Policy #213](#)) which applies to all members of the school community; students, administrators, staff, parents and guardians, visitors, volunteers. etc. while on all school and Board property, school buses, at school-authorized events and off site at school-sponsored activities, or in other circumstances that could have a negative impact on the school climate.

RIGHTS

Student Rights Include:

- To be treated with dignity and respect
- To be provided with activities that are success oriented and build on individual strengths
- To receive a quality education

- To be free from racial, religious and sexual prejudice and from physical and verbal harassment
- To be informed about matters affecting their education

Parents Rights Include

- To be treated with dignity and respect
- To be heard and to have concerns addressed
- To communicate with the school

Staff Rights Include

- To be treated with dignity and respect
- To have a safe working environment
- To expect parents and students to be involved in creating a positive school environment

STANDARDS OF BEHAVIOR

RESPECT, CIVILITY and RESPONSIBLE CITIZENSHIP

All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and opinions;
- Treat one another with dignity and respect at all times, and especially where there is disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect all members of the school community, especially persons who are in a position of authority;
- Respect the needs of others to work in an environment that is conducive to learning and teaching;
- Use respectful language when addressing others;
- Not swear at a teacher or at another person in authority;
- Seek school staff assistance, if necessary, to resolve conflict peacefully.

SAFETY

All members of the school community must not:

- Engage in bullying behavior;
- Commit sexual assault;

- Traffic in weapons or illegal drugs;
- Be in possession of any weapon including, but not limited to, firearms (real and/or replicas), knives, brass knuckles, etc.;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or under the influence of, or provide others with alcohol, cannabis, unless medically prescribed, or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Take or share pictures of someone without their permission. This includes posting to or creating social media accounts about someone else without permission.
- Engage in hate propaganda and other forms of behavior motivated by hate or violence;
- Commit an act of vandalism that causes damage to school property or property located on the premises of a school; or
- Engage in any form of electronic communication directed to an individual or group of people that is intended to cause (or should be known to cause) fear, distress, and/or harm to other persons; feelings, self-esteem, or reputation, or that has a negative impact on the school climate.

STUDENT RESPONSIBILITIES

All students will:

- Accept responsibility for their personal actions;
- Demonstrate respect for self, and others, and for those in authority;
- Fulfill expected academic obligations;
- Come to school punctually each day, prepared and willing to learn;
- Obey the rules of the school, on school buses, other sites during the school day, and at school authorized events;
- Dress appropriately in accordance with the Board's policy and the school's policies regarding appropriate dress;
- Use respectful language, free from profanity;
- Work cooperatively with staff and other students;
- Be honest in their academic work (refrain from plagiarism, cheating, etc);
- Use free time responsibly.
- Refrain from bringing anything to school that compromises the safety of others.

STAFF RESPONSIBILITIES

The Principal will:

- Take a leadership role in the daily operation of the school by demonstrating care and commitment to academic excellence and a safe teaching, and learning environment;

- Hold those under their authority accountable for their actions and behavior;
- Empower students to be positive leaders in their school and community;
- Communicate meaningfully and on a regular basis with all members of the school's community.
- Ensure that a School Code of Conduct, based on the Ontario Code of Conduct and the Board's Code of Conduct is developed and communicated annually to the school community; and
- Review the school Code of Conduct at least once every three years, and seek input from the School Council, staff, students, parents and guardians.

Teachers and school staff will:

- Maintain order in the school and maintain consistent standards of behavior for all students;
- Help students work to fulfill their potential, develop self-worth, and prepare them for the full responsibilities of citizenship;
- Communicate regularly and meaningfully with parents/guardians;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- Empower students to be positive leaders in their school and community.

PARENTAL RESPONSIBILITIES

Parents play an important role in the education of their children and can fulfill this responsibility by:

- Demonstrating respect for all students, staff, volunteers, and the members of the school community;
- Supporting the efforts of school staff in maintaining a safe and respectful learning environment;
- Showing an active interest in their child's school work and progress;
- Communicating regularly with their child's school;
- Assisting staff in dealing with disciplinary issues involving their child;
- Helping their child be neat, dress appropriately, be well rested, have proper nutrition, and prepared and ready to learn;
- Ensuring that their child attends school regularly and on time;
- Promptly reporting their child's absence or late arrival with a note;
- Showing that they are familiar with the Ontario Code of Conduct, the Board's Code of Conduct, and the school's Code of Conduct and rules of behavior; and
- Helping and encouraging their child in following the Board's Code of Conduct and the school's Code of Conduct and the rules of behavior.

SPECIFIC EXPECTATIONS FOR SCHOOL

VAPING AND TOBACCO

Vaping, smoking, or chewing tobacco on school property (including school events, on field trips, in school washrooms, or in vehicles on school property) is not permitted. Signs are posted at the school entrance doors and on washroom doors to remind students that smoking and vaping are prohibited. Consequences will apply for those who are found to be vaping or smoking on school property, or in possession of vapes, vape juice, or tobacco. Consequences will also apply to students who are in the company of students who are vaping or smoking on school property. These consequences may include confiscation of property, detention, or suspension. Under the Smoke-Free Ontario Act, 2017, students may also be charged with an offense and subject to a fine (\$1,000 for a first offense). It is also illegal to sell or supply tobacco or vapor products on school property. This includes giving another person tobacco or vapor products. Students who are found to be selling or supplying tobacco or vapor products on school property may also be subject to a fine (minimum of \$2,000). Students caught vaping or smoking on school property will be reported to Public Health, who follow up to determine the fines that are imposed for violations to the Smoke-Free Ontario Act.

SKATEBOARDING

The use of skateboards, longboards, roller blades, scooters, wheelies (wheeled shoes), are not permitted in the school or on school property. School consequences apply.

STUDENT PARKING LOT

Students may only park in the east parking lot. Park between the lines. Do not block traffic lanes, or block other vehicles. Vehicles may be towed if they are not parked properly. Please drive slowly and respectfully. Remember to lock your car. The Upper Grand District School Board does not assume liability for damage or lost items.

Parking is a privilege. That privilege may be removed if the student abuses the privilege by violating school expectations or behaving in an unsafe manner. Students must consider the safety of others when entering or exiting school property.

WINTER EXPECTATIONS

Students may be suspended for throwing snowballs or other objects that could harm or cause injury to another person.

STUDENTS LEAVING CLASS

It is imperative for students to be in class and to remain in class, as much as possible in order to ensure academic success. Only one student at a time will be permitted to go to the washroom, or to get a drink, at the discretion of the classroom teacher. Electronic devices and cellphones are to remain in the classroom when a student leaves, and teachers will note each time a student leaves the classroom. Teachers have the authority to question any students that they encounter in the hallway during class time as to the reason for being out of class, and the students are required to respond respectfully to these types of questions by all teachers. With teacher permission, some students may be permitted to work on academic work in the hallways. Students are directed to use the washroom and access the water fountains during the breaks before and after classes, and they are encouraged to schedule appointments outside of class time wherever possible. Students are not permitted to leave class to purchase food or drinks. Students who receive permission to leave class for one reason, and then return having purchased food or drink, should receive consequences from the teacher, which might include loss of privileges.

WASHROOMS

Students are able to access the washrooms when needed, though we encourage students to take personal responsibility and limit their time out of class as best they can. Our school policy will be to only have one student out from each class for washroom use at any given time, and for students to leave cellphones in the classroom while they are using the washrooms.

A gender neutral washroom is available for all students in the main office.

LOCKERS

Students are to use only the locker they are assigned. Lockers are the property of the Upper Grand District School Board and are on loan to the student. All lockers must have a lock and the combination of the lock must be registered with the office. DO NOT leave money or valuables in your locker. DO NOT reveal the combination of your lock to anyone other than your home room teacher. Defacement or damage to a locker must be reported immediately, or repair costs will be the responsibility of the student.

STAFF INSTRUCTIONS

If a teacher gives you an instruction with which you disagree, please follow the instruction respectfully. Then later arrange to see the teacher for a review of the circumstances. If you still have questions, see your Vice Principal.

STUDENT FEES

There will be no Student Fees collected for the 2022/2023 school year, though there will be fees for field trips, extracurricular activities, specialty programs, and course enhancement fees.

Financial assistance for these fees is available from the Principal for students faced with financial hardship.

IDENTIFICATION

If a staff member asks for your name, you must respect the request and provide your name. Failure to do so will result in disciplinary action.

LUNCH

Food is not to be eaten in the classroom without teacher permission. Students may eat in designated areas throughout the school and are expected to use the garbage cans.

Students may sit, but not lie, in the hallways. Due to fire regulations students may not loiter anywhere in stairwells, nor block the entrances to the school or doorways.

Any sporting activities should be played in the field during lunch or at any other time during the day.

GAMBLING

Any form of gambling is against school policy and may result in disciplinary action.

HALL DEPARTMENT

Lawn furniture or folding chairs are not permitted in the halls. Games such as hacky sac are not permitted at any time. Students on study periods are not to loiter in the halls during class time.

The library and cafeteria are open during the day. Halls can be busy at Wellington Heights, students must be respectful of others and not block hallways.

SCHOOL DANCES (Usually 7:00 - 10:00 P.M.)

Students must present their current Wellington Heights Student Card, as well as their dance ticket at the door, before being admitted. Guests must be signed in by the end of lunch the day before the dance. Students are responsible for their guests. Dances are only for students currently registered in high school. Student guests must also have a current student card in their possession to be admitted. Admission to the dances is not permitted after 8:00 p.m. Students may not leave the dance and return later. Moshing or similar dancing where safety is an issue, is not permitted. Lockers are off limits during dances. Alcohol, vaping, smoking and drugs are strictly forbidden. **ALL school rules and consequences apply.**

RESOURCE ROOM

The purpose of the Resource Room (room 223) is to ensure that students have completed and handed in any outstanding work. Students may bring their lunch to eat while completing their assignment (except at computers); however, they are responsible for keeping the room clean. Failure to follow through when assigned to this room may result in detentions or suspensions.

VISITORS IN THE SCHOOL

Students are not to bring younger brothers, sisters, or babies to class. All visitors are to report to the **office** to sign in. Visitors who have been given permission to remain in the school will be given a visitor pass which will indicate why they are in the school and the duration of their visit.

ATTENDANCE POLICIES

Wellington Heights Statement on the value of regular attendance:

We believe that there should be a well publicized policy and procedures for students absences that will be diligently adhered to by students, parents, teachers and administrators. The focus and rationale for the procedures must be the creation of an optimal learning environment for the students. Students cannot learn effectively if chronic, irregular absences result in missed work, discussions, and learning experiences. Students can also not learn effectively when due to a previous absence and/or failure to do homework or assignments, a student continually interrupts a class while seeking clarification about such work.

Our hope is that students are in school as much as possible, though we understand that absences are sometimes unavoidable. When you are absent from school parents or guardians must call in to the main office to excuse their child from the day.

If students are absent from a class or the full day for 15 consecutive school days the student may be removed from the class(es).

LATES

Punctuality is an important skill for everyone. The expectation is that you arrive at class on time. Teachers will monitor lates, work with students to reduce their frequency, and refer to the administration if lates begin to interfere with student learning and achievement (10+ per class).

If a student has missed the majority of the class they will be marked as absent instead of late.

Daily Attendance

When you are absent from class you are responsible to find out about your missed work and assignments. You are still obligated to submit assignments that were gathered on the day of your absence. Doctor's notes may be requested for absences for all culminating activities, performances, and final examinations/evaluations.

If Absent for a test or culminating activity:

Contact classroom teachers before 9 a.m. if you have a key task or assignment due. Upon your return bring a note which you will show to each of your period teachers. You will hand in this note to your fourth/final period teacher who will keep this documentation. For unexcused absences, students will be provided with a second opportunity to complete the assessment during lunch in the Resource Room. For repeated or chronic unexcused absences during an assessment, the student will be referred to the Vice Principal, and a mark of zero may be assigned for the missed assessment(s).

Signing Out / Going to an Appointment

Go to the Main office prior to leaving. Failure to sign out will result in being marked absent, and a note will be required the following day by the teacher. Habitual appointments during school time are strongly discouraged.

Returning to school after an appointment

Go to the Main office. Sign in and return to your class.

Religious Holidays and Family Vacations

Please go to the Main Office and fill in the Temporary Withdrawal form a minimum of 2 weeks prior to leaving. Have all of your teachers sign the form and return it to the office for approval by the Principal. Parents and students are asked to notify the school about vacations during the school term. Students are responsible for all due dates and assessments missed during absence and academic penalties may apply. Vacations during culminating activities and final examinations will have academic penalties. Avoid missing these important days. Religious Holidays are excused by the Ministry of Education. Please inform the office of dates of your faith's holidays well in advance of events.

ACADEMIC INTEGRITY

It is the policy of Wellington Heights that students do not plagiarize. Those who do are subject to progressive discipline according to the following policy. Students are to be taught what plagiarism is and what consequences will be applied for any infractions. This instruction begins in the junior level in our school, and continues in all of our courses where research is required. Junior students (grade 9 and 10) are taught to understand the concept of plagiarism and academic dishonesty and to reference properly. Senior students (grade 11 and 12) are expected

to be knowledgeable about the concept of plagiarism and academic dishonesty. They must be reminded of the teachers/departments/schools expectations and will be held fully accountable.

PLAGIARISM

Plagiarism is the act of taking, using, and passing off another person's idea, thoughts, writings, inventions etc. without acknowledging the source. These sources can include any of the following: essays, newspaper articles, literary journals, and composition, artworks, Internet sites, software, television programs, live plays or other oral presentations, recorded music, images, translations and movies, etc.

Plagiarism is:

- Dishonest;
- Unfair to honest students;
- Preventing your own skill development;
- Devaluating the diploma or degree;
- Stealing intellectual property;
- Destroying trust

PROCEDURES AND PENALTIES

First Offense

- Zero as a placeholder for a mark, until the assignment is handed in
- The student will be required to complete the project again under supervision
- The student's parent/guardian will be made aware of the situation by the subject teacher
- The student will meet with the Vice Principal to review the consequences of the action and review plagiarism
- The original assignment will be filed in the main office and a note will be placed on the students file by the Vice Principal

Second Offense

- Zero may be applied as an academic penalty after meeting with the teacher and the Vice Principal
- The student may be required to complete the project again, or an alternative project, under supervision
- Possible withholding of credit
- Meeting with Vice Principal
- The student's parent/guardian will be made aware of the situation and that this is a repeat offense

Third Offense (including an offense in any other course)

- Possible removal from the course resulting in loss of credit.

- A letter indicating the repeated “Deliberate acts of Plagiarism” or “Academic Misconduct” was the reason for the student’s removal from the course will be placed into the student’s Ontario Student Record.

ELECTRONIC DEVICES

This policy has been developed in consultation with students, parents and teachers at Wellington Heights Secondary School.

Electronic Communication and Personal Electronic Devices (cellphones, laptops, etc) are a part of life. It is important to recognize that the use of these items should enrich students' lives and not interfere with learning and the positive rapport between students and teachers. Staff will role model appropriate use of personal devices.

USE OF ELECTRONIC DEVICES IN THE CLASSROOM AND LIBRARY

1. Teachers will establish their classroom policy on the proper use of cellphones and other technology. All personal entertainment devices will only be used in class with the express permission of the classroom teacher. Individual teachers may decide to have different policies on the use of these items which will be recorded on the Electronic Devices Policy Poster that will be posted in each classroom..
2. **Unless part of a specific lesson**, the use of cellphones for personal use in class by students or teachers IS NOT APPROPRIATE and distracts from a focus on learning. It will be understood at Wellington Heights that cell phones must be off or on silent mode at all times when students are in class and put away so as to not be visible to, or usable by, students or teachers.
3. Students will leave cellphones in the classroom when going to the washroom.

CONSEQUENCES FOR MISUSE

1st Referral To The Office:

- Vice Principal reviews electronic devices policy and school consequences with the student
- Parents/Guardians are contacted
- Electronic device is confiscated for the remainder of the day by the Vice Principal in the Office
- Discipline note is recorded in the student’s file

2nd Referral To The Office:

- Vice Principal reviews electronic devices policy and school consequences with the student
- Parents/Guardians are contacted

- Electronic device is confiscated until a parent/guardian is able to come in to the Office to retrieve it
- Discipline note is recorded in the student's file

Subsequent Referrals To The Office:

- Changes from a learning situation to a behavioral situation
- Vice Principal meets with the student and considers:
 - (a) Permanent confiscation of the device during school day
 - (b) Conference with student, parent, and teacher
 - (c) Increasing consequences including surrendering of device for full days, detentions, or possible suspension

USE OF ELECTRONIC DEVICES DURING TESTS OR EXAMS

1. At no time will any electronic devices be appropriate during quizzes, tests, or during exams. Any student found with a cell phone during tests or exams will have participated in a potentially dishonest act and the evaluation will be considered invalid.
2. These devices must be stored in bags and not within reach of students.

BRING YOUR OWN DEVICE-PERSONAL PORTABLE TECHNOLOGY USE

The Upper Grand DSB recognizes the expanding role technology plays in the daily lives of our staff and students. We also see the remarkable potential of digital devices (e.g. tablet, smartphone, laptop) to support instructional practice and student learning. As a leader in the use of technology, the Upper Grand DSB welcomes and supports the responsible use of personal technology in all learning spaces by providing access to reliable Wifi in every school. The use of technology in classrooms is always at the discretion of the teacher and school administration.

It is also important for students and parents to recognize that students are not required to BYOD. Computers, laptops, chromebooks etc will still be available for students who do not bring their own devices.

We know that the safety and security of the student's device is a concern. In a BYOD environment, smartphones, tablets and Chromebooks are out in the open and are used more often so students are more aware of their devices. Typically, fewer thefts and lost devices are reported. This being said, students are responsible for lost, stolen and/or damaged personal electronic devices, as they are for any other personal items at school and for any equipment borrowed from the school.

All users of technology are required to follow the Board's Acceptable Use Policy, 318 A and the school's Code of Conduct.

COMPUTER ACCEPTABLE USE POLICY

Students

- Understand that all work and communication on the UGCloud system is monitored for inappropriate content and language and will be forwarded to administration; these programs should be for school use only;
- Must not access inappropriate websites (sexualized websites including pornography, or websites with violent or discriminatory content);
- Must not access files or computer accounts that are not their own;
- Are to use only the software approved by their teachers;
- May not install additional programs in any computer without prior approval;
- Must abide by all federal and provincial copyright laws;
- Should not attempt to alter any computer hardware;
- No student will attempt to jeopardize the integrity and security of the school's computers and networks by any means;
- Any attempt to circumvent the school network may result in removal of computer privileges, removal from the course and/or suspension.

Access to the Internet and its various components including email, chat, social networking sites (e.g. Facebook, Twitter) is limited to the requirements of the course being offered.

No student will attempt to make profit from, or misuse the computers, networks or internet access provided by Wellington Heights.

Unacceptable use of the computer may result in loss of access and/or being sent to the Vice Principal's office for disciplinary action.

BUY-IN SPECIAL EVENT

Buy-in approval is at the discretion of the subject teacher. If a student wishes to be a part of a Buy-in they need to buy an official ticket at lunch prior to the event and take the ticket with them to their final class before the event. The student must show the teacher the ticket to prove that they will be attending the special event. Those that go directly to the event without confirmation from their teacher will be considered absent and their absence will be treated as a "skip". When the student shows they have a ticket and leaves at the approved time for the event, the teacher should mark attendance as absent and note in personal attendance that absence was approved.

DRESS AND SCHOOL CLIMATE CODES

It is the policy of the Upper Grand District School Board to ensure a safe and inclusive learning and working environment for all students, staff and community, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation.

The UGDSB's student dress code philosophy ([Policy 514](#)) is one way that we are working to ensure a safe, inclusive and equitable learning environment for all of our students. Schools need to be able to focus on teaching and learning without undue emphasis on monitoring dress code infractions. Dress codes must be presented in a manner that does not reinforce stereotypes. We believe that students have a right to respectfully express their individuality. To ensure that our learning environments are safe and respectful spaces, our board has adopted a shared set of guidelines for student dress (listed below).

Schools are encouraged to create a dress code that is based on the board's dress code philosophy, values and guidelines.

Our Values and Beliefs

- All students should be able to dress for school without fear of unnecessary discipline, body shaming, bias or discrimination;
- Individuals are responsible for managing their own personal biases and or perspectives/opinions (distractions) related to others' choices of clothing;
- All students are treated equitably regardless of their race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size;
- Students have a right to wear clothing of their choice that expresses their self-identified gender;
- Students have a right to wear religious attire without fear of discipline or discrimination.

Wellington Heights Dress Code:

Wellington Heights expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Students have a right to learn in a safe and caring space that is free from bias and discrimination, and have a right to express their individuality respectfully. It is an expectation that student clothing choices respect the UGDSB's intent to promote a community that is inclusive of a diverse range of identities.

Dress Code Expectations:

- Clothing must fully cover genitals, breasts and buttocks.
- Appropriate dress shall be free of images, logos or language that portray ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech or pornography, or reference alcohol, drugs or related paraphernalia, or other illegal conduct or activities.
- Students cannot wear clothing or accessories displaying components that could be considered dangerous or that could be used as a weapon (with the exception of religious accessories or articles of faith, such as a Kirpan).
- Schools must maintain a safe-learning environment in classes where protective clothing is required. For example; safety goggles should be worn in Technology, and athletic shoes should be worn in Physical Education;
- For safety considerations, clothing items must not obscure the face except as a religious observance.

This dress code was developed with the school board's guidelines in mind, and with input from Wellington Heights students, staff, and school council.

Consequences for students not adhering to the dress code will vary depending on the individual's attire or representation. In all cases, progressive discipline, recording of the infraction and contact home will occur as needed.

ACCESSIBLE ENVIRONMENT

- Coats, backpacks, purses, etc. must not be left in the aisles in the classroom. Students are encouraged to leave these items locked in their lockers;
- All hallways must be accessible for all staff and students. Out of respect for ALL of our fellow students, it is expected that students blocking any access point (e.g. hall routes, doorways, or lockers, etc.) move to allow students or staff to pass freely and easily;
- No excessive amounts of perfume or cologne should be worn or sprayed (due to allergies);
- No portable furniture can be set up in hallways.

IMPLEMENTATION OF THE SCHOOL'S CODE OF CONDUCT

Schools focus on prevention and early intervention as the key to maintaining a positive school environment in which pupils can learn. The Board supports the use of positive practices and progressive discipline as a whole school approach to foster the building of healthy relationships and encourage appropriate behaviors, as well as the application of consequences for inappropriate behavior.

BULLYING

Bullying: means aggressive and typically repeated behaviour where the intention or result causes harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or creating a negative environment at a school for another individual, and the behaviour occurs in a context where there is a real or perceived power imbalance between the student and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation").

Bullying can take many forms: physical, verbal, cyber or relational (the willful ignoring, shunning, excluding or isolating of another individual). Bullying is a very serious matter. Students involved in any form of bullying will be dealt with by the Vice Principal and if the behavior doesn't change consequences increase from detentions, suspensions to possible expulsion.

PROGRESSIVE DISCIPLINE

Progressive Discipline is a range of early and later interventions, supports, and consequences that are developmentally appropriate, and include opportunities for students to learn from mistakes and that focus on improving behavior. These may include, but are not limited to:

- Student Success and Equity & Inclusion strategies and programs;
- Providing students with the opportunity to learn life skills such as conflict resolution, anger management and communication skills;
- Utilizing models based on the concepts of peer mediation and/or peer counseling; documenting incidents requiring disciplinary measures, and applying the mitigating factors;
- Being sensitive to unique circumstances which may affect student behavior;
- Ensuring that contact with the parent(s)/guardian(s) of students, under the age of eighteen, is made early in the disciplinary process;
- Maintaining contact with the parent (s)/guardian(s) and involving them in a plan to improve the behavior until the behavior is acceptable.

As incidents arise, it is recognized that each situation is unique. Incidents are managed in a consistent manner to ensure that fairness is integral to the process, and that this fairness is perceived by all participants. Within this process, consideration for consequences will be given for:

- student age;
- frequency of incidents;
- nature and severity of incidents;
- student exceptionalities;

- extenuating circumstances;
- Impact on the school climate.

CONSEQUENCES

The school will use a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviors while helping students to make good choices. The application of consequences, supports and interventions are determined by the incident and the individual students involved.

SUSPENSIONS AND EXPULSION

It is understood that discipline serves not only to correct inappropriate behavior, but also as a deterrent. To maintain a safe and effective learning environment, suspensions and expulsions may be imposed not only to deter inappropriate behaviors, but also to remove individuals who pose a threat to the safety and wellbeing of others. The Provincial Code of Conduct specifies that for student actions that do not comply with the Provincial Standards of Behavior, suspension and expulsion may be considered. The Board's Student Discipline Policy sets out the process for Suspension and Expulsion. This policy specifies the student actions that **may** result in the Principal imposing a suspension, as well as the student actions that **will** result in the Principal imposing a suspension and considering an expulsion pending an investigation of the incident.

MITIGATING FACTORS

The Principal will consider the following mitigating factors when considering a suspension;

- the pupil does not have the ability to control his or her behavior;
- the pupil does not have the ability to understand the foreseeable consequences of his or her behavior;
- the pupil's continuing presence in the school does not create an unacceptable risk to the safety of any other person;

The Principal will also consider the following factors if they mitigate (moderate) the seriousness of the incident or the behavior of the student involved:

- The pupil's history and age, whether progressive discipline has been used, if a behaviour has been motivated by harassment or discrimination, the impact on the ongoing education of the student, the student's Individual Education Plan.

Note: In some cases, even though the offense calls for a mandatory suspension pending an investigation, the consideration of the mitigating circumstances may cause a principal not to suspend or expel.

ACTIVITIES THAT MAY LEAD TO A SUSPENSION

Police may be involved, as required, and a suspension **may** be imposed for one of the following infractions which has occurred on or off school property, during a school related activity or event, and/or circumstances where the infraction has an impact on the school climate:

- Uttering a threat, either verbal to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupils school or to property located on the premises of the pupil's school;
- Bullying, including cyberbullying;
- Medical immunization;
- Serious breach of the School or Board Code of Conduct
- Persistent opposition to authority;
- Habitual neglect of duty
- Fighting/Violence

SUSPENSIONS

The school recognizes the uniqueness of each student. While individual offenses may be similar, disciplinary actions taken may differ according to each student's history and circumstances.

When suspended from the school, a student may not be in the school, on school property or on a school bus, at any time during the suspension. Students who are on school property while under suspension will be subject to trespassing charges plus a subsequent suspension. Students may not participate in any school sanctioned events (dances, athletics, clubs etc.) while under suspension. Students must report to the Vice Principal's office, before classes in the morning they are to return to school.

ACTIVITIES THAT WILL RESULT IN A SUSPENSION, AN INVESTIGATION AND A POSSIBLE RECOMMENDATION FOR EXPULSION

Police may be involved, as required, and a student **will** be immediately suspended, an investigation will occur and **may** lead to a recommendation of expulsion to the Board's Discipline Committee for one of the following infractions which has occurred on or off school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons or illegal drugs;
- Committing robbery;
- Giving alcohol or cannabis to a minor;
- Persistent bullying - previous suspension/risk to others;
- Any suspendable activity that is motivated by bias, prejudice or hate;

