

SOUTH HURON DISTRICT HIGH SCHOOL



HANDBOOK

**Box 820
92 Gidley Street East
Exeter, ON N0M 1S6
Tel. # (519)235-0880
Fax # (519) 235-3461
www.shdhs.ca**

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Principal's Message

Dear Students,

Welcome to the 2015-16 school year at South Huron District High School. I know that after a wonderful summer there are mixed feelings about returning to the classroom. I hope that with the all of the exciting plans we have for the year that you will quickly get back into the rhythm of school life.

This year our school will continue to put an emphasis on creating positive, inclusive learning environments and maximizing student outcomes. Part of our focus will also be on developing mental health strategies and engaging in conversations about what learning looks like at SHDHS.

You are a vital component of an amazing school culture and we are excited to see all that you will accomplish this year. We are very lucky to have you here as part of our community.

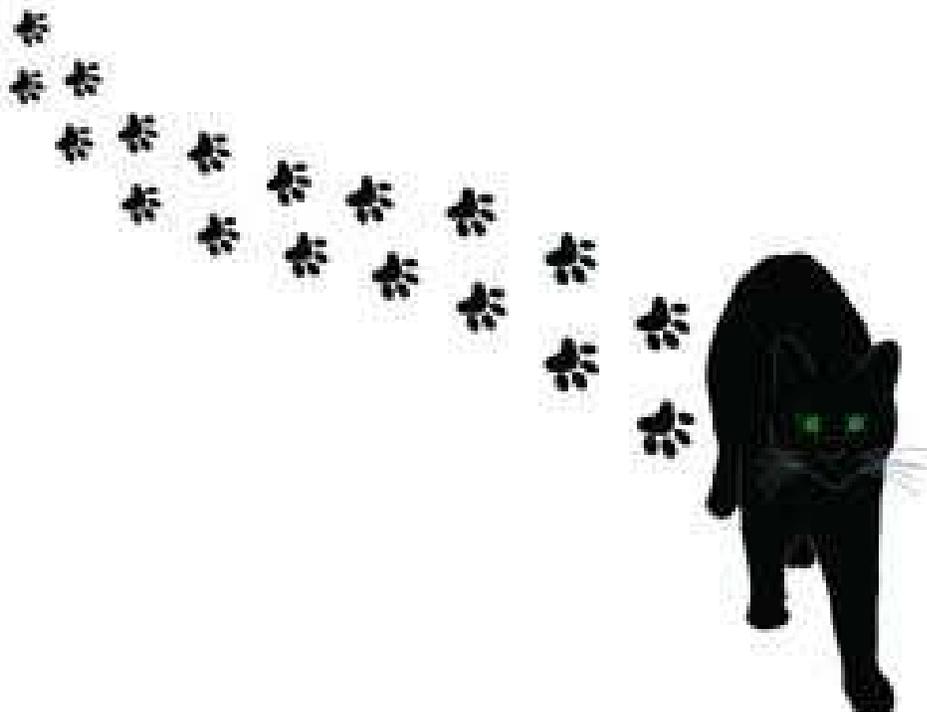
Good luck and best wishes for the year to come.

Sincerely,



Mr. Smith

Mr. Smith
Principal



Your Day at a Glance

Grades 9-12

	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
Period	1	2	3	4
	2	1	4	3
	3	4	1	2
	4	3	2	1

SECONDARY CLASS TIMES

Warning Bell	8:40
Period 1	8:45 – 10:00
Period 2	10:05 – 11:20
Lunch	11:20 – 12:10
Period 3	12:10 – 1:25
Period 4	1:30 – 2:45
First Bus Departure	3:00



Your Day at a Glance Grades 7-8

Period	Time	Duration
Warning Bell	8:40	
Period 1	8:45 - 9:35	50 min
Period 2	9:35 - 10:25	50 min
Break	10:25 - 10:30	5 min
Period 3	10:30 - 11:20	50 min
Lunch/Recess	11:20 - 12:00	40 min
Period 4	12:00 - 12:50	50 min
Period 5	12:50 - 1:40	50 min
Recess	1:40 - 1:55	15 min
Period 6	1:55 - 2:45	50 min
Dismissal	2:55	



Student Support Services

GUIDANCE DEPARTMENT:

Guidance Counsellors:	Ms. Foran:	heatfora@fc.amdsb.ca
	Ms. Weselan:	shelwese@fc.amdsb.ca
Guidance Secretary:	Ms. Edgar-Stubgen:	tracedga@fc.amdsb.ca

Counsellors in Guidance are specialists and are available to help all students. Each student is assigned to a specific counsellor, but may request an appointment with a different counsellor if desired. Students are invited to consult counsellors in Guidance about:

- Course selection and post secondary planning
- Career information
- Confidential referrals to other consultants, health professionals
- Distance education (AMDEC)
- Dual credits (grades 11-12 - these courses taken at college)
- SHSM (Specialist High Skills Major in Transportation)
- Anything which might hinder progress at school such as problems with academic work, home or personal difficulties

GUIDANCE INFORMATION ON-LINE:

Information	Website	Username/Password (if applicable)
On-going Information from Guidance	www.shdhs.ca	
Apprenticeship	www.apprenticesearch.com	
	www.careermatters.ca	
Ontario Colleges	www.ontariocolleges.ca	
Ontario Universities	www.electronicinfo.ca	
	www.ouac.on.ca	
Scholarships	www.studentawards.com	
	www.scholarships.canada.com	
Career Exploration	www.careercruising.com	Username: avon/ Pwd: 1820
	www.myblueprint.ca	Username: email address Pwd: middle name + MMDD of birth
Success for Life	www.successforlife.ca	
Volunteer Information	www.volunteerconnection.ca	

TIMETABLE CHANGES:

Once the academic year begins, the school administration expects that students will adhere to their choices during both semesters. Six months of planning, budgeting and staffing decisions go into providing individuals with subjects of their choice. Students may pick up a course change form while consulting the Master Timetable on the bulletin board outside the Guidance Office. The form begins a process which involves Guidance, teachers and parents. **Students must continue with the original timetable until they return the completed course change form to the Guidance office, and a new timetable has been provided.**

STUDENT SUCCESS:

Students experiencing academic difficulty will be referred to Student Success. Generally students are given assistance with organization, concepts, assignment completion and literacy remediation.

SPECIAL EDUCATION DEPARTMENT:

Teachers and educational assistants are available to help all students on Individual Education Plans (IEPs). Each student is assigned to a specific teacher. That teacher will communicate with his/her students to make necessary course modifications or accommodations.

Special Education Resource Teachers:	Ms. Dougall:	Grades 9-12
	Ms. Dalzell-Gingerich	Grades 7-8

C.O.P.E.:

C.O.P.E. stands for Cooperative Opportunities Providing Employment. Students experiencing difficulty in school for a variety of reasons can be assigned to COPE to work in an alternative setting on a variety of subjects with the teacher. Emphasis is placed on co-op opportunities in this program.

COPE Teacher:	Mr. Lenting	Location: Downtown Exeter
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O.P.P.:

A school liaison officer is assigned each year.

Addictions Counsellor and Child and Youth Worker:

Each counsellor is available two days per week. Students are referred by adults in the building and/or may make appointments themselves.

Daily Student Routines at South Huron

STUDENT PROGRAM:

The following table shows the minimum number of courses South Huron students must take: Students are expected to be in the library, cafeteria or out of the building during a spare.

FULL DISCLOSURE:

If students withdraw from a course **within** 5 instructional days following the issue of the first provincial report card, the course **does not appear** on the Ontario Student Transcript (OST).

If a student in grades 11 or 12 withdraws from a course **after** 5 instructional days following the issue of the first provincial report card, a course withdrawal and percentage grade will appear on the OST.

Grade 7:	No spares
Grade 8:	No spares
Grade 9:	8 courses (no spares)
Grade 10:	8 courses (no spares)
Grade 11:	8 courses (possibly 1 spare)
Grade 12:	6 courses (possibly 2 spares)

ASSEMBLIES:

Like the classroom, all gym assemblies are instructional and informative. Students, staff, outside presenters are taking risk in sharing their talents and are to be shown respect and friendly appreciation.

Assembly Etiquette:

- Teacher will inform students where to sit
- Do not bring food or drink
- Any disturbances requiring student removal will be dealt with by school administration
- Students are to return immediately to the class from which they came

WHAT SHOULD YOU DO IF YOU ARE LATE FOR SCHOOL OR CLASS?:

If you are not in your period 1 class by the start of the National Anthem, you are late. Wait for the anthem to finish and then go directly to class. Your teacher will mark you late. **DO NOT COME TO THE OFFICE.**

If you are late during other times in the day, report to class. **DO NOT COME TO THE OFFICE.** Your teacher will record lates on the class deviation sheet.

PERSISTENTLY LATE:

Progressive discipline will be applied to students who are persistently late. The teacher will initially address the lateness followed by a referral to the VP. The VP may decide to assign detentions, call parents, assign in-school or out of school suspension.

Lateness affects marks earned on warm-up activities and on the learning skills section of reports.

LEAVING SCHOOL DURING THE DAY:

A note is required explaining why you are leaving school. Present this note in the office first thing in the morning and you will receive an excuse slip to leave class.

ILL DURING THE DAY:

Report to the office and a secretary will inform a parent/guardian by phone to sign you out.

ABSENT FROM SCHOOL:

ILL: Have your parent/guardian call the school and/or bring a note to the office the next day. It is your responsibility to get caught up on missed work.

PLANNED ABSENCE (field trip, extra-curricular): Inform your teachers in advance. It is your responsibility to get caught up on missed work.

Academic Excellence at South Huron

EVALUATION:

Grades 9-12: All students are evaluated on a 70/30 split
70% term work
30% culminating activities/exams or both

The first week of all courses, teachers will give you a course outline and evaluation policy. *If you make a significant improvement* in the course over the semester, your teacher will consider your most recent/consistent level of achievement.

LATE POLICY:

All evaluations must have a due date. Students are expected to submit work by the due date. Students should anticipate consequences when due dates are not met according to the following chart:

	Grace Period to Submit Assignment After Due Date:	<u>NOTES:</u>
Grade 7:	5 days	(a) Teachers have the discretion of assigning a 10% deduction for the assignment collected during the grace period (b) Teachers have the discretion of assigning an "I" for incomplete to the assignment if received after the grace period
Grade 8:	4 days	
Grade 9:	4 days	
Grade 10:	3 days	
Grade 11:	2 days	
Grade 12:	1 day	

EXAMS/CULMINATING ACTIVITIES:

A student who cannot write an exam or complete a culminating activity must produce a doctor's note. The doctor's note must be submitted to the VP.

ACADEMIC HONESTY/PLAGIARISM:

The Avon Maitland DSB values the highest standards of academic conduct. Research for essays, projects and assignments is an important part of learning. Our students learn proper procedures for citing the work of others and are honest about the work that they submit under their own name. A variety of research methods that are appropriate to the subject, grade, and course type are taught to help students avoid plagiarism (the unaccredited use of others' work, from sources such as the internet, books, magazines and other sources), which is a form of fraud. Students are strongly encouraged to work with their teacher to ensure that the work that is submitted is honest and reflects the student's best efforts and learning.

When it is clear that a student has not been academically honest, teachers, department heads, and school administration view the results as a serious matter, with progressively severe consequences, including parental/guardian involvement. In a very small number of severe cases, an academic disciplinary hearing will be convened.

Codes of Conduct

SHDHS STATEMENT OF PRINCIPLE:

South Huron District High School provides young people with a safe, supportive, and friendly atmosphere in which to learn and grow as responsible, contributing members of our community. We strive to teach our students to be responsible members of the community and to respect the rights and freedoms of others.

At S.H.D.H.S. we expect students to follow school rules throughout the school day and when involved in school-related activities off school property. It is the primary objective of members in the school community that the students are productive and responsible, thus enhancing the school area by providing a comfortable, safe, and academic environment.

At South Huron we believe that character counts as much as academic achievement in the development of educated citizens. We therefore promote positive citizenship qualities in our students. At South Huron, character attributes are taught, modelled, and practised.

Every community has rules or guidelines for appropriate behaviour. They are intended to ensure the well-being and security of everyone at South Huron District High School while in school, during the exam period, on out-of-school activities, and while traveling on a school bus.

As **RESPONSIBLE** members of the school community, we should:

BE PUNCTUAL AND REGULAR IN ATTENDANCE.

BE PREPARED, ATTENTIVE AND HARD-WORKING.

BE RESPECTFUL OF AND CO-OPERATIVE WITH OTHERS.

BE RESPECTFUL OF OTHER PEOPLE'S PROPERTY.

BUS CONDUCT:

The safety of all students on the bus is dependent on the civil behaviour of all students. Students are accountable to the Principal and Vice-principal for their behaviour on the bus. . Students may only ride their assigned bus. Occasionally a student may be allowed to ride on another bus, ***provided the student is a regular bus student.*** A note from a parent is required to obtain a bus-riding permit, which must be picked up in the office prior to the ride. The permit must be signed by the Principal or designate. Unsafe behaviour, opposition to the authority of the driver, offensive, rude or disrespectful behaviour are all grounds for removal of bus riding privileges.

COMPUTER USE CONDUCT:

- ◆ Internet access will be for curriculum and/or professional development purposes only.
- ◆ Internet mail should be used with the understanding that is not secure and that it has the potential to be read by persons other than the sender and recipient.
- ◆ Internet access through a Board computer will not be used for:
 - private commercial purposes unrelated to the Board,
 - illegal or unauthorized acts,
 - participation in Internet News conference and/or chat rooms outside of those provided by The Avon Maitland District School Board system without specific approval of a school official.



1. Software and other information downloaded from the Internet will be used in a business-like manner (no pirating of software and all sources of information must be Virus protection software is to be used on all software or data files received from any sources prior to using the software/files on a school computer.
2. Read and follow the generally accepted rules of "Network Etiquette" as posted in schools.
3. Protect your password to ensure system security, change your password regularly to protect yourself.
4. School computers are intended to be used for school related activities.
5. Access only those files and programs for which access rights have been specifically granted.
6. Do not attempt to harm or destroy data of another student.
7. Do not attempt to access inappropriate Internet sites (eg. pornographic).
8. Report any potential security problems to your supervisor immediately. Your supervisor will forward this information to the appropriate technician/administrator.

The Avon Maitland District School Board reserves the right to monitor all traffic in and out of the Board's Internet access point (through Board owned and operated computers), to review any material on user accounts and to monitor file server space in order for the Board to make determinations about whether specific uses of the network are appropriate. Students who fail to abide by this code of conduct are subject to the disciplinary measures as determined by the principal or designate. These measures may include, but are not limited to, temporary or permanent revocation of computer privileges.

SPECIFIC BEHAVIOUR EXPECTATIONS AT SOUTH HURON

HEADWEAR:

Hats and other forms of headwear are not to be worn inside the school. Headwear may be confiscated if worn in the school.

DRESS CODE:

Please dress appropriately. Students will be asked to change or cover up if clothing contains offensive slogans and/or is too revealing.

PERSONAL ELECTRONIC EQUIPMENT:

All personal communication devices (smartphones, cell phones etc) must be powered off and stored out of view during instructional time if requested by the instructor.

Be advised that all personal devices are the sole responsibility of the owner. The school is not responsible for any lost or stolen items.

FOOD AND DRINK:

Food and drink are only allowed into classrooms at the teacher's discretion.

PARKING:

Using the parking lot is a privilege. Students must park in the designated area and parking passes may be required. Violators will be towed at the owner's expense.

The parking lot is off-limits to students at lunch and during the school day. Students are not allowed to hang out in the parking lot. If the parking lot is full, students should park on **Hardy Street**.

LOCKERS:

Lockers are the property of the school, and the school reserves the right to enter/inspect a locker where the safety/welfare of the school is involved. Lockers must be kept clean. Inappropriate or offensive pictures are not permitted. Students are not permitted to share lockers or to have more than one locker for their use. Students are advised to keep their lock combination to themselves.

Students will be assigned a locker in September and it is expected that the locker assigned to them is the one they will use throughout the school year. Combination locks purchased by the student will be used. We require the students to submit their combinations to the office so that their locker may be accessed in an emergency. . Wallets and valuable items should be left in your locker, not in the gym change rooms.

TEXTBOOKS:

Textbooks are on loan to students, and students will be held financially responsible for loss or damage beyond normal wear and tear. The same applies to library books and materials.

SMOKING:

Smoking is not permitted on school property. A fine and/or suspension may result. *The Smoke-Free Ontario Act* is a law that bans anyone from smoking or holding lit tobacco on school property at any time. This law also bans the supply of tobacco to anyone under the age of 19. Anyone who does not comply with the Act may be faced with legal action and a fine ranging from \$115. - \$5000.

PROGRESSIVE DISCIPLINE (STRATEGIES/INTERVENTIONS/CONSEQUENCES)

- Time-out
- Reflection sheet
- Call by teacher to parent/guardian
- Written or oral apology
- Review Code of Conduct (Student Agenda)
- Classroom detention
- Behaviour contract
- Withdrawal of privileges
- Referral to VP
- ¹⁴Office detention
- Withdrawal from class
- Meeting with parent/guardian
- Peer/conflict mediation/peace circle
- Single day withdrawal from all classes
- Restitution to the school or to any injured party or property where circumstances warrant
- Safe Schools - suspension
- Safe Schools - expulsion
- Referral to Guidance
- Counselling
- Referral to School Team
- Program modification

VISITORS

All guests/visitors must make their presence known in the office. Students from other schools are not allowed to visit during the day without permission from the Principal. All guests/visitors to the school must report to the office to sign the guestbook and receive a visitor's pass. Failure to follow this procedure may result in a Letter of Trespass being issued.

EXTRA-CURRICULAR LIFE

STUDENT COUNCIL:

The Student Council Executive is elected in May to represent the needs and interests of the student body. It organizes fun events such as dances, spirit days, assemblies as well as fund-raisers. These student leaders model the benefits of an active extra-curricular life.

How to get involved:

- Run for a grade representative
- Run for Student Senator
- Participate/volunteer at events held throughout the year
- Give feedback to council as to your concerns



Did You Know...

There are SO MANY places to keep track of what's going on at SHDHS!



South Huron District High School 9-12 Campus
SHDHS Guidance

@shdhsguidance
@SHpanthers
@SHDHSpanthers

Our WEBSITE! www.SHDHS.ca
where you can find all kinds of
information and a day to day list on
the calendar! Look for this symbol:



DRAMA COUNCIL:

Drama Council is responsible for selecting, organizing and performing shows (ie: participation in SEARS, school plays etc). Get involved in Drama! You do not have to be registered in a drama course to participate in this group.

MUSIC COUNCIL:

Music Council at SHDHS is 100% student-centered and is comprised of senior-level students in our program. The executive meets regularly to discuss and plan events and logistics related to the music program at South Huron, and to support students involved in the program. These students abide by a constitution, hold portfolios, and meet weekly. The Music Council are our major leaders, and devote a huge amount of time and effort to our program here at South Huron. This year, we're lucky to have an amazing team of students in place on our executive who are doing an excellent job of maintaining the day-to-day in the music room. Get involved in Music! Participation in daytime music classes is highly encouraged, but not required, to be involved in the band. Speak to Mr. Moore for more details!

TEAMS (Dependent on student interest/staff availability):

Badminton	Soccer - Gr. 7/8, Jr. Boys, Sr. Boys
Basketball - Gr. 7/8, Jr. Boys, Sr. Boys	Soccer - Gr. 7/8, Jr. Girls, Sr. Girls
Basketball - Gr. 7/8, Jr. Girls, Sr. Girls	Slo-pitch - Girls Gr. 9-12
Cross Country - gr. 7/8, Gr. 9-12	Tennis - Co-Ed Gr. 9-12
Curling - Co-Ed	Track and Field - Gr. 7/8, Gr. 9-12
Field Hockey - Girls Gr. 9-12	Volleyball- Gr. 7/8, Jr. Boys, Sr. Boys
Golf - Gr. 9-12	Volleyball - Gr. 7/8, Jr. Girls, Sr. Girls
Rugby - Girls, Jr. Boys	Hockey - Girls Gr. 9-12
Baseball - Gr. 9-12	Hockey - Boys Gr. 9-12

CLUBS (Dependent on student interest/staff availability):

Grade 9-12	Grade 7-8	Grade 7-12
Art	Concert Band	O.S.A.I.D.
Concert Band	Games	CASE/ME TO WE
Jazz Band	Yearbook	School Show
30 Hour Famine	Leadership	G.S.A. (Gay-Straight Alliance)
Envirothon	Winter Street Hockey	Gaming Club
Habitat for Humanity	Panther Pride Wellness	
Reach for the Top	Cooking	
EcoTeam	Art	
16	Science	
	TechnoChallenge	

COMMUNITY RESOURCES FOR TEENS

HOTLINES

A list of Help Lines in case of a crisis emergency:

- Alcohol and Drug 1-800-527-5344
- Children's Aid Society of Huron County 1-800-265-5198
- Cocaine/Crack referral 1-800-347-8998
- Gay, Lesbian, Bisexual Youth 1-800-268-YOUTH
- Huron/Perth Crisis Intervention 1-888-829-7484
- Huron Safe Homes for Youth (Mon-Fri, 9-5) 1-800-361-1640
- Kids Help Phone 1-800-668-6868
- Pregnancy 1-800-230-PLA
- Sexual Assault 1-866-863-0511
- STD/AIDS hotline 1-800-227-8922
- Suicide 1-800-273-TALK
- Women's Shelter and Second Stage Housing 1-800-265-5506

COUNSELLING SERVICES

Huron/ Perth Centre for children and youth	1-519-482-3931
Family services Huron/Perth	1-800-268-0903
Safe Homes for Youth-short term	1-800-361-1640
Huron County Health Unit, Health Link	1-519-482-3416
Sexual Assault Counseling	1-519-272-8210 Ext. 2205
Women's Shelter & Counseling	1-800-365-5506
Huron Addiction Services	1-519-482-3416 Ext. 2505

HEALTH PROVIDERS

Huron County Health Unit	1-877-837-6143
<u>Drop in Clinics</u>	
• S.H.D.H.S. <i>Student Health Drop In</i> : Times TBA	
• Huron County Health Unit (Health Link)	1-519-482-3416
Nurse available Monday and Friday afternoons	12:00 – 4:00 p.m.
Wednesdays	12:00 – 7:00 p.m.
• Exeter walk in clinic	1-519-235-3343

CENTRE FOR EMPLOYMENT AND LEARNING (C.E.L)

Provide a range of employment and training options to assist the youth of Huron County in finding meaningful work.

- Exeter 1-519-235-0471
- Website: <http://www.thecentreforemploymentandlearning.ca/contact-exeter>

