



ÉCOLE JOHN DIEFENBAKER SENIOR SCHOOL 2017-18

*181 7th Street, Hanover, ON N4N 1G7
Tel: 519-364-3770 Fax: 519-370-2932*

Principal: Kim Harbinson, Ext. 527
Kim_Harbinson@bwdsb.on.ca

Vice Principals: Roselyn (Hurst) Clancy, Ext. 526
Roselyn_Hurst@bwdsb.on.ca
Krista Bell, Ext. 528
Krista_Bell@bwdsb.on.ca

Office Manager : Yvonne Magwood, Ext. 521
Yvonne_Magwood@bwdsb.on.ca

Board Trustee: Ron Motz 519-799-5887

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



CONTENTS

Academic Dishonesty/Plagiarism Policy	7
Anti-Bullying Policy.....	8
Assignment & Late Work Policy	23
Attendance Policy.....	11
Attendance Procedures	12
Clubs and Activities	17
Code of Conduct	4
Code of Student Behaviour.....	5
Community Partners.....	16
Dances	9
Detentions	8
Elementary Policies	14
Evaluation Policy.....	10
Grade 9 Orientation.....	18
Guidance & Career Education Department.....	24
Honour Society Eligibility	22
Internet Code of Behaviour	7
Late Policy	13
Message from Administration.....	3
Regular Secondary Schedule	3
Safe School Policy Statement	4
School Crest Award	20
School Song & School Cheer.....	4
School Year Calendar.....	26
Secondary Policies	9
Sports	18
Student Life	15

REGULAR SECONDARY SCHEDULE

	Day 1	Day 2
Period 1 8:55 -10:10	A	A
10:10-10:20	Travel Time	
Period 2 10:20 - 11:35	B	B
11:35 - 12:35	Lunch	
Period 3 12:35 - 1:50	C	D
1:50 - 2:00	Travel Time	
Period 4 2:00 - 3:15	D	C

MESSAGE FROM ADMINISTRATION

Welcome to École John Diefenbaker Senior School. In this planner you will find important information about JDSS, the services that are available, the code of conduct as well as all of the extra-curricular activities available to you. This handbook is yours to record important dates and help you plan your educational journey. At all times remember that we are here to learn and help make JDSS a great school. We hope you have a fantastic year!

Kim Harbinson, Principal
Roselyn Clancy and Krista Bell, Vice Principals

J.D.S.S SCHOOL SONG

T-R-O-J-A-N-S That's the name we hold on high.
T-R-O-J-A-N-S Watch our colours proudly fly.
So when you see the purple and the white,
You will never have to guess
Because they show that we're the Trojans
From our own J.D.S.S.

followed by the **SCHOOL CHEER...**

We're the purple, we're the white
We're the school that's got the fight
Purple – White, Team – Fight,
Y-E-A-H T-R-O-J-A-N-S!

SAFE SCHOOL POLICY STATEMENT

John Diefenbaker Senior School is committed to establishing and maintaining a safe, secure environment for its students, staff and community through the implementation of an effective Safe Schools policy. Disruptive behaviour will be addressed in partnership with the school staff, the parents and the community and a progressive discipline approach will be used to address disruptive behaviour wherever possible.

"All violent acts of which the school community is aware will result in some form of intervention which is designed to respond to the perpetrator and the victim. The level of intervention will be contingent upon the severity of the act and established needs of the circumstance."

CODE OF CONDUCT

All school members will:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate integrity and honesty;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times;
- 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;
- use respectful language; at all times;
- respect persons who are in a position of authority;
- show proper care and regard for school property and property of others;
- respect the need for others to work in a safe environment of learning and teaching;
- seek assistance to resolve conflict peacefully;
take appropriate measures to help those in need.

CODE OF STUDENT BEHAVIOUR

A code of student behaviour has been developed by each school in Ontario. Students, parents, interested citizens and teachers have been asked for input so that the code is fair and relevant to the student community.

School Sponsored Functions and Activities:

The articles in the Code of Student Behaviour apply to school sponsored functions and activities whether or not on school property.

Students Under Suspension:

While under suspension, students are **not allowed** on school property or at any school-related events.

Notice to all Bus Students: Riding a school bus is a privilege not a right. The school code of conduct applies.

Eating in the Halls

Students are not permitted to eat in the hallways. If grabbing a snack between classes, they are expected to be neat and tidy. Students must eat lunch in the cafeteria, library or open classrooms.

Food and Drink in the Classroom

Students will be allowed to have food and drink in the classroom at the discretion of the teacher. Food and drink will not be permitted in computer labs, science labs or anywhere near technology.

Appropriate Dress - a Definition

Students are to wear clothing that is appropriate to a school setting. It is important that we maintain a safe and respectful learning and teaching environment:

EXPECTED BEHAVIOURS

- Cleanliness and neatness are encouraged
- Clothing and accessories must not promote illegal activities, alcohol, tobacco, sexual themes, profanity, hatred, gangs /cults, disrespect towards others, or violence.
- **Parents/Guardians are encouraged to assist students in using sound judgement and common sense when dressing for school. Clothing must cover undergarments from shoulder to buttock regions front and back as well as cleavage at all times. The wearing of tube tops, belly shirts, sheer/see-through tops, halter tops, muscle shirts, and excessively short shorts and skirts are not allowed. Tank tops should have straps that are a minimum of "3 fingers" in width – spaghetti straps are not permitted. Students not complying with the dress code will be asked**

to change. Refusal will be considered "opposition to authority" and subject to school disciplinary action.

- Coats and jackets are to be left in students' lockers, at the discretion of the classroom teacher.
- All students must wear footwear for reasons of health and safety
- The wearing of hats is left up to the individual teacher's discretion. However, all hats will be removed during opening exercises.

The final decision on the suitability of an item of clothing for school wear will be made by school administration.

Students who are inappropriately dressed will be sent to the office, asked to change into a suitable article of clothing. If a second, or subsequent, infraction of the dress code occurs, the student will complete an incident form. Administrators will then issue appropriate disciplinary action.

Throwing of Snowballs

The throwing of snowballs can be a very dangerous action and may result in permanent damage to individuals. Please be advised that students who throw snowballs will receive the appropriate consequence for their behaviour (i.e. suspension or charges related to assault). All JDSS students and staff must be free from any potential injury that may result from the throwing of snowballs.

Use of Electronic Devices

- Cell phones and personal communication devices **ARE NOT** permitted for use in classrooms during instructional time, unless instructed by the teacher.
- Cell phones are permitted for use in hallways and the cafeteria during breaks and lunch hour.
- Breach of school rules and/or misuse of cell phones will result in student cell phones being confiscated for the day and kept in the office with the vice-principal.
- Misuse may include inappropriate text messaging, receiving phone calls, bullying, planning activities that breach school code of conduct, taking of pictures/video, etc.
- Continued misuse of cell phones within the building may lead to further consequences. Since there are phones in every classroom of our school and a member of staff available in the office at all times, there is not an acceptable reason to have a cell phone on disrupting the instructional learning in the classroom.
- Other electronic devices that are not cell phones are prohibited in all classrooms unless approved by the classroom teachers for instructional purposes, and must be used responsibly
- Parents are asked not to communicate electronically with the students during instructional time.

"Smoke-free"/Tobacco Free Environment

IT IS AN OFFENCE TO SMOKE ON SCHOOL PROPERTY. ANY STUDENT SMOKING ON SCHOOL PROPERTY WILL BE REPORTED TO THE GREY-BRUCE HEALTH UNIT AND MAY BE FINED UNDER THE TOBACCO CONTROL ACT. The use of tobacco products in any form on school property is prohibited.

Please be aware that the benches in front of the school by the sidewalk are considered school property, as are the back walkway and parking lot. E-cigarettes/Vapour cigarettes are not permitted on school property.

For health and safety reasons, rollerblading, snowboarding, scooters and skateboarding are not allowed on school property.

Debts and Lost Book Policy

Students are expected to return any school materials assigned or loaned to them. Fees may be charged for the replacement or repair of textbooks, workbooks, library material and other materials and equipment if such material is not returned or is returned in damaged condition.

Field Trips/Extra-Curricular Activities

A student must be present during the day in order to participate in an extra-curricular activity on that day unless permission to do so has been granted by an administrator.

Internet Code of Behaviour

The use of the Internet and the use of the Board's access to the Internet are privileges, not rights. When accessing the Internet, the student must personally be responsible for maintaining a high standard of conduct at all times. Those students who choose to abuse this privilege will have the privilege revoked by the school. Other consequences may include suspension for "conduct injurious to the moral tone of the school. Revoking Internet privileges may significantly impact on a student's mark in a course with computer components.

Academic Dishonesty/Plagiarism Policy

Plagiarism is defined as using someone else's words, ideas, or graphics (presented in print or electronically) without giving credit to the author. Work copied from the Internet or other electronic sources is plagiarism. The consequences of plagiarism can range in severe cases from no mark being assigned on an assignment, to a mark reduction because of inadequate citing of sources.

Teachers will report all cases of plagiarism to the administration. Submitting the same assignment for more than one course is unacceptable.

DETENTIONS

An administrator or teacher may give detentions to any student for misbehaviour such as showing up late to class. Detentions are served in Room 117 from 11:40 a.m. to 12:05 p.m.

While serving a detention, students are to be doing work related to their classes. If they do not have school work to complete they may be given work to complete by the supervising teacher or be asked to read quietly.

Students are not to be using any electronic devices. No food or drink is allowed in the detention room.

Students who miss an assigned detention without a valid reason may be assigned two detentions. Students who miss three detentions may be suspended.

J.D.S.S. ANTI-BULLYING POLICY

Rationale: École John Diefenbaker Senior School actively promotes a whole school anti-bullying culture by fostering positive peer relations. It is the right of every member of the school community, including those riding on busses, to work and learn free from victimization by others.

JDSS is committed to:

- ✓ Raising awareness and responsiveness to bullying in the school and greater community;
- ✓ Ensuring that incidents of bullying are monitored and dealt with fairly and effectively through consistently applied policy and procedure; and,
- ✓ Eliminating all forms of bullying.

What is Bullying?

Bullying is a conscious and wilful act of aggression or manipulation by one or more people against another person or people. It may be premeditated or opportunistic and can last for a short period of time or go on for years. Bullying is an abuse of power by those who carry it out (Sullivan, 2000). Bullying can be physical, verbal or relational (Olweus, 1993).

People who engage in **physical bullying** hurt their victims and/or steal or damage their belongings. They may extort their victims or blackmail them.

People who engage in **verbal bullying** speak badly of their targets and may spread rumours seeking to hurt or humiliate.

People who engage in **relational bullying** shun or ostracize their victims trying to damage their social networks.

People who bully may...

Abuse power physically, psychologically, or sexually

Taunt, name call, and put down

Threaten and intimidate

Exclude others purposefully

Use a variety of means to spread rumours

Pick on the most vulnerable people

Bystanders...

Are individuals who stand idly by or ignore the bullying without getting help. Bystanders enable people who bully.

Please note that bullying is a suspendable act that will be dealt with in an appropriate manner by staff and/or guidance and/or the administration. Please report any bullying issues directly to administration or guidance immediately.

SECONDARY POLICIES

DANCES

JDSS DANCE POLICY -

Prior to receiving your dance ticket, students and parents must read and sign that they agree to abide by this policy.

The School Code of Conduct and the Safe School Policy is in effect for all school related functions.

1. Students must have paid their Student Fee and have their Student Card to gain entrance into the dances/semi-formal.
2. For special circumstances, students may speak to an administrator who may authorize a late entry. These types of arrangements must be done no later than 3:15 on the day of the dance.
3. Students are not permitted to go to their lockers during the dance. Students are allowed only in the hallways directly around gyms 1 and 2.
4. Once the student leaves the dance, he/she will not be re-admitted to the school unless escorted by a staff member/chaperone – smoking is not allowed during a school-sponsored event.
5. All students will be checked at the door. Students under the influence or in possession of drugs or alcohol will be subject to a minimum suspension of three days or expulsion under the Safe Schools Policy.

6. Students who are under the influence or in possession of drugs or alcohol at any school sanctioned event will **not be allowed to attend any school dances or the semi-formal or Prom** for 90 school days. Parents will be contacted and the police will be involved.
7. Students who wish to bring one guest must see an administrator to sign the student into the dance well in advance. This guest must be a student in good standing at another school and have a valid high school student card or acceptable photo ID. Guests must arrive with the JDSS student sponsor or he/she will not be admitted. Guests must agree to JDSS terms in order to be admitted.
8. JDSS students are responsible for the conduct of their guests and informing them of the dance policy.
9. Students who are suspended on a day that there is a dance are **not allowed to attend the dance, semi-formal or prom.**
10. Inappropriate forms of dancing will not be tolerated.

Note: Alternative conditions to ones stated above be established prior to a dance by administration.

- *JDSS administration will determine the appropriate disciplinary consequences for the various infractions.*
- *Students will be removed from the dance for inappropriate behaviour. Parents should be available to take their child home or they should have someone as a designated contact.*
- *This policy applies to JDSS school sanctioned dances only.*

DANCES ARE A PRIVILEGE, NOT A RIGHT!

EVALUATION POLICY

Evaluation is an important part of the learning process because it provides vital information on student achievement and on the effectiveness of the program. Its purpose is to improve instruction and to promote student growth. The JDSS Evaluation Policy is consistent with and complements the requirements related to evaluation as stated in the Ministry of Education and Training documents, *Ontario Schools – Growing Success - Kindergarten to Grade 12 Policy and Program Requirements, 2011.*

At the beginning of each course the teacher will provide an outline which explains how final marks will be determined (i.e. weighting of factors such as tests, assignments, final examination, etc.), and the policy for missed tests and late assignments.

The determination of the final mark will vary from course to course, but each teacher's evaluation policy shall be consistent with the school's evaluation policy.

Evaluation is a continuous, ongoing process. Assessment techniques address various aspects of the learning process. These may include tests, quizzes, examinations, problem solving projects, research, presentations, seminars, independent study, practical activities, portfolios, social skills, role playing, simulations, and employability skills.

ATTENDANCE POLICY

Participation in school related functions and/or field trips, is strongly encouraged. At no time will a student be penalized for participating in extra-curricular activities. **It is an expectation for the student to inform the teacher in advance of the scheduled activity and the student is responsible for catching up on missed assignments/work.** Participation in extra-curricular activities and field trips will not adversely affect a student's overall achievement.

Attendance - An Important Requirement for Success

Regular attendance on the part of students is vital to the process of learning. When the processes and content of learning are disrupted by irregular attendance, both the individual student and his/her classmates suffer a loss of experiences that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed. Students of compulsory school age who do not attend school regularly are reported to the school board attendance counsellor so that the reason or excuse for their absence can be determined.

Where attendance has been identified as an essential component of a course and where a student, with his/her parents, has been appropriately counselled and provided with support and direction to promote regular attendance in the course, and where the student is still unwilling to attend regularly, such a student will normally receive a failing mark.

Reason for Absence

On returning to school, it is the student's responsibility to bring a note from his/her parent/guardian or they are to phone the school. If the student brings a note, it is to be given to the Office Professional responsible for attendance in the office. It is the parent/guardian's responsibility to date and sign the note. The contents of the note must include the dates of and the reason for the absence(s). It is also the student's responsibility to catch up on missed assignments/work due to absenteeism. Whenever possible, parents should endeavour to inform the office with a note or phone call of any planned absences.

Valid Reasons for Absences:

1. Sickness or death in the family.
2. Documented medical/court appointment.

3. School Team/Field Trip – Students must notify their teachers in advance (1 day minimum) of impending absences. Students are responsible for completing all class related work/assignments.
4. Approval from the principal or vice-principal before the absence.
5. No buses running.
6. Any other unusual circumstance which is approved by the principal or vice-principal.

An absence not covered by a phone call or dated and signed note from a parent/guardian will be considered a truancy.

Attendance Procedures

Notes are to be brought to the attendance office before first class. The Attendance Office Professional will give the student an admit slip stating the reason for his/her absence. The student will then show the admit slip to his/her teachers.

Phone calls are handled the same way. When the Office Professional receives a call from the parent stating that the student is ill or has reason to not attend school, the student will be given an admit slip stating the information the parent has left in the phone call. If the call comes prior to the end of the day the teacher will see the reasons for absence on the Teacher Report.

Excuse slips

If a student has a note from a parent stating that the student has an appointment, the student is to give the note to the Office Professional and then he/she will be given an Excuse slip. The student must sign out when he/she leaves.

A phone call or written, dated and signed note is required for each and every absence.

PLEASE NOTE: Family vacations are not school authorized absences. Students must get these absences approved by the principal/vice-principal at least one week prior to the absences.

Students will not be excused to watch extracurricular activities unless this is a school-wide planned event or they are escorted to the activity by their classroom teach.

In-school Appointments

A student must show the subject teacher an appointment slip (i.e. guidance, library, etc.) before going to the appointment and upon returning to class after the appointment is over.

Illness During the Day

A student who becomes ill during the school day **must go** to the main office. The student may be admitted to the sick room. Administration will make every effort to contact parents and have students taken home.

Absences from Tests

Any absence from a scheduled test must be authorized. Failure to produce an authorized note may result in a "zero" being assigned for that test.

Absences from Examinations

Any absence from an examination due to illness must be verified by a medical certificate. Failure to produce a medical certificate may result in an "incomplete" being assigned for that examination. Exceptions will be made for other emergencies at the discretion of the principal/vice-principal. EXAMS WILL NOT BE RE-SCHEDULED TO ACCOMMODATE FAMILY VACATIONS. Please be aware that missed summative evaluations could result in a credit not being granted.

Synervoice

The automated calling system will inform parents of unaccounted absences every evening for students under the age of 18.

15 OR MORE ABSENCES

- After 15 absences, the administration will intervene which may involve an attendance referral to the Board Attendance Counsellor.

Ultimately each student is responsible for his/her own success. Students who are unwilling to attend class(es) on a regular basis will normally fail to achieve a credit for those class(es).

LATE POLICY

For various reasons, it is imperative that all students arrive to class on time. To ensure a consistent application of the policy, lateness to class will be defined as "a student is late when he/she is not in the classroom when the bell signals the beginning of a class".

Late Policy Procedures

1. Students **arriving to the school for the first time** during the day **OR** with a **legitimate reason** to be late, are to sign in at the main office and then report to class with a note. Legitimate reasons include doctor, dentist, guidance, writing tests, etc.
2. Students are to be **reminded and instructed** that if they are **leaving the school** at any time during the day, **they must sign out (prior**

- to class**) at the main office. A note should be provided at that time. Failure to sign out will be considered a truancy.
- Students failing to provide a note for any absenteeism will be marked as a truant. Sleeping in with parental permission is not considered an acceptable reason to be late.
 - Unacceptable lates to all classes** are **to go directly to class**. It is the student's responsibility to get a late slip from the classroom teacher. If the student does not hand this slip into the office to get the attendance changed, then an absence will be recorded and a phone call will go home.

Disciplinary Action

If the student shows up late to class, the classroom teacher deals with the late student. This may result in a noon hour detention.

If the student does not attend any of the subsequent detentions, it is referred to the administration and the student may be suspended.

ELEMENTARY POLICIES

7/8 Attendance

Attendance is taken at 8:55 a.m. and 12:35 p.m. Students are expected to be in their classes at this time. If your child is going to be absent from school, please call the main office at 519-364-3770 to report your child's absence. If your child is not present for attendance, then a safe arrival call will go home. If your child is late, they must sign in at the main office, get a late slip and then present it to their teacher. Consistent attendance is an important part of your child's school career. Absences over 20 days will result in a referral to the Bluewater District School Board Attendance Counsellor.

7/8 Bus Procedures

Bus students are expected to report to their bus lines immediately following the 3:15 p.m. dismissal bell. If your child is going to be off of the bus, a parent **MUST** send in a signed note with their child OR a parent can call the main office to request the bus change. A bus change form will be filled in during attendance time and will be sent to the office with any bus changes. All bus changes must be submitted before 1:00 p.m. in order to ensure accurate bus manifests. Last minute bus changes are not permitted.

7/8 Lunch Time

Our grade 7/8 students have 1 hour for lunch! The time is divided in order to provide supervision for students:

11:35 a.m. – 11:55 a.m. All students in the cafeteria

11:55 a.m. – 12:00 p.m. Outdoors or by locker

12:00 p.m. – 12:35 p.m. – All students outdoors – the field is open for sports when weather permits

Student safety is very important to us, therefore students are not permitted to leave school property for lunch. A parent may sign their child out for lunch and then return to school and sign them back in.

Lockers/Locks

Each grade 7 and 8 student will be assigned a locker. Students are responsible for having a DUDLEY lock. Key locks are not permitted. Locks will be available for sale in each child's homeroom during the first week of school for \$5.00. If a student replaces their lock, they will need to inform the office so that it can be recorded appropriately.

Breakfast Club

J.D.S.S. has a breakfast club. Bins of breakfast items will be delivered to each 7 and 8 classroom each morning. Breakfast club will begin the second week of school.

Gym Uniforms

Students will be required to have a gym uniform in order to participate in physical education. They also require a uniform in grades 9-12, so as a 7-12 school we would like to foster a community. All grade 7 students were given a T-shirt when they entered JDSS. Shorts are available for purchase for \$15.00. A uniform consists of a JDSS t-shirt and shorts.

STUDENT LIFE

Assignments Completed on Computers

Students who work on assignments using computers (word processing essays, etc.) must always have a backup copy. Failure of the lab network or of their own computer are never acceptable excuses for incomplete or late assignments.

Yearbook

Students are strongly encouraged to purchase their yearbook on photo day, at a cost of \$40.00. For an additional \$5.00 students may opt to have their name engraved on the cover. Only a limited number of yearbooks will be produced based on September sales so those who do not order in the fall risk being disappointed in June, when the price will increase to \$50.00 and numbers are limited. (Please note that students are also encouraged to get involved by submitting photos, poetry and artwork from September to November for inclusion in the yearbook.)

Student Card

The School Community Council and Student Council have endorsed the following policy on student fees. Every secondary student is encouraged to pay the student fee of \$35.00. Students receive a student planner and a student card, which allows participation in extra-curricular activities.

Note: Anyone who plans to attend a school dance, or semi-formal must have paid the full student fee. Thanks for your support!

The Box Project

Through student initiative, JDSS has developed a community partnership with a number of community groups and agencies with the intent of providing assistance to meet the needs of students in our school, as well as making the school comfortable and welcoming to all. The hub of these services is located beside the cafeteria in a room called "The Box". We would also like the public to be aware that each of the community groups and agencies is working under its own particular mandate and legislation which is different from that of the Ministry of Education, especially in regard to obtaining parental consent for referral.

Community Partners

Keystone Child, Youth & Family Services	1-800-567-2384
Central Grey Bruce Community Mental Health Team	1-877-888-5855 or 364-7788
Choices (Drug & Alcohol Counselling)	371-5487 or 1-800-265-3133
Family "Y" Community & Employment Services	1-800-265-3711 or 364-3163
Ontario Works Bruce County	1-800-265-3005 or 881-0431
Ontario Works Grey County	1-800-265-3119 or 376-7324
Grey Bruce Eat & Learn	364-3770, Ext. 647
Ministry of Community & Social Services Probation Services	376-1951 Ext. 261
New Directions for Alcohol, Drug & Gambling Problems	1-800-265-3133 or 371-1232
Family Y Employment Resource Centre.....	1-800-265-3711 or 881-4606
Hanover Police Services	364-2411
Crisis Line of Grey & Bruce – 24 Hr. Help Line	1-877-470-5200
The Children's Aid Society	1-800-263-0806
Victim Services	1-888-577-3111
Wes For Youth.....	1-855-577-3737
Women's House of Bruce County	1-800-265-3026
Sexual Assault /Partner Abuse Care Centre	376-2121 Ext. 2458

One of the results of this extended partnership is the coordination of all the school and social services within the Guidance Department. This provides students with confidential access to needed services within a non-threatening environment.

SchoolCashOnline

Most items requiring payment such as field trips, supplies, uniforms, yearbooks, user fees, etc. can be paid for by setting up your child's account at <https://bwdsb.schoolcashionline.com/> and select the "Get Started Today" option.

CLUBS AND ACTIVITIES

Transportation

For liability reasons, **students are not permitted** to use personal vehicles as a means of transportation for extra-curricular and co-curricular activities.

Participation

Student Council is "the heart" of the spirit at JDSS. The Council develops and promotes an atmosphere of respect and comradeship within the school, as well as instills strong school spirit. Please encourage your child to participate in the activities and help fundraise.

Activities

Throughout the school year the Students Council organizes interesting and entertaining events which enhance school experiences. These events may include dances, BBQs, spirit week activities, assemblies, ribbon days to support worthy causes, teacher appreciation days, teacher/student events and motivational theme specific assemblies.

Students Council: The Student Council at John Diefenbaker consists of two groups - the executive council and the grade representatives council. Co-Presidents, treasurer, assistant treasurer, secretary, assistant secretary, executive officer and student trustee form the executive council. Three representatives from each grade level form the grade reps council.

Athletic Council: The A.C. consists of volunteers who promote active involvement in athletic activities. This is an enthusiastic group that is very involved in organizing and running numerous events. Council runs the popular annual semi-formal, lunch-bucket intramurals, and volunteer at elementary school athletic events.

Ambassador Club: The Ambassador Club students provide school tours, address questions and concerns of new students, act as a welcoming committee, involve members in a variety of school related activities and promote good public relations.

Skills Canada: The team gives the students the opportunity to demonstrate their technical and leadership skills in different subject disciplines in a supervised, friendly and competitive environment.

Lights, camera, action...Every year the school puts on a number of exciting presentations, events and assemblies. Become a part of it - no experience necessary but you must be willing to spend some of your own time learning how to set up and operate some of the school's audio and visual equipment. Come out and be a part of the energetic team that helps make things happen.

Concert Bands and Vocal Ensembles: The JDSS Music Department has a variety of musical ensembles for all levels. These ensembles rehearse and perform all year and attend a variety of music festivals. Our bands frequently travel across Canada and on occasion to overseas destinations.

GRADE 9 ORIENTATION

Grade 9 Orientation is a mentoring program made up of senior students that helps to welcome grade 9 students to JDSS. The Grade 9 Orientation experience is not just a one-time event; it is a year-long transition program. The Grade 9 Orientation program provides a structure, which guides grade 9's toward both academic and social success. Link Crew helps create an environment where grade 9's learn that people at school care about them and their future. It does this through providing a culture of support, connection and a sense of comfort and belonging to these first year students.

The transition to high school is a major event in the life of a young person and is considered to be one of the most difficult transitions that a person will ever make in his/her entire life. Grade 9 Orientation eases this challenging transition by offering grade 9's a solid foundation to begin their high school experience. We start the year off by having senior students and staff cheer the grade 9's into the school gym. The students then participate in activities to help them get to know other grade 9's and the Peer leaders. Students also learn about school rules, regulations, and expectations as well as where their classes and locker are located. Basically, they receive all of the essential tools they need to be successful in high school.

These leaders are trained to be positive role models and motivators who help to guide grade 9's to discovering what it takes to be successful in high school. The intent of Grade 9 Orientation is to have "Students help Students" succeed.

Participation privileges require a JDSS Student Card.

SPORTS

All students in grades 10 through 12 who are new to JDSS must complete the OFSSA Transfer Policy Form before they are eligible to play interschool sports for up to twelve months. Please check with the Athletic Director (Mrs. Froom) for specifics.

Basketball: JDSS has a full complement of competitive basketball teams for both boys and girls. Practices every day after school with the girls starting in September. You'll love this game.

Football: SIZE isn't everything! All you need is a strong will and a big heart to play this entertaining contact sport. Become a dedicated Trojan Player. Practice every day starting the first week in Sept.

Rugby: Like to run? Kick? Hit people? Then rugby is the sport for you. JDSS plays girls rugby every spring – there is a spot for everyone.

Ski Club: The club makes four trips to Blue Mountain. Skiers of all ability levels are welcome. Equipment rentals are available. Registration news in November.

Track & Field: Competition - Fun - Camaraderie - Season starts in the early spring with indoor training and continues up to OFSAA level. Individual conditioning programs available in the fall. Challenge yourself - you could be the best in Ontario at your specific event!

Soccer: Varsity teams for both boys and girls are available. Practice daily after school. Starts in September

Volleyball: A competitive sport increasing in popularity in the gyms and on the beach. Junior and Senior teams are available for both boys and girls.

Badminton: A sport to last your whole life. Winter activities available for boys, girls and mixed teams.

also.... golf, tennis, hockey, curling, baseball, etc.

Elementary Sports

Grade 7 & 8 students participate in BESC (Bluewater Elementary School Council) sport activities. BESC sports include cross-country running, basketball, volleyball, track & field, flag football, etc. All students are encouraged to be sport-active.

Code of Athletics

1. All athletes under 18 years of age are required to return a permission form signed by their parent(s) or guardian to be eligible for inter-school competition.
2. Each athlete must possess a valid student activity card to participate on or manage an interschool team.
3. An athlete will not participate in inter-school sports while he/she is suspended from school.
4. An athlete must be present during the day in order to participate in an extra-curricular activity on that day unless permission to do so has been granted by the office. The athlete is to notify the coach of the absence in advance.
5. The coaches make the final decision as to who participates during games and who is a member of a team.
6. It is strongly recommended that athletes participate on only one team during a given season. However, if a student wishes to participate on more than one team during a given season, then he/she must declare, in writing, which sport is to be the major sport. The athlete who wishes to participate in a second sport must attend all practices, games and tournaments and fulfil all the requirements to the satisfaction of the coach of that second sport. However, in the event of any conflict, the student must participate in the major sport

unless the coach of the major sport allows otherwise. Both team coaches must agree to allow the student this privilege.

7. If an athlete quits a team and the coach and the head of physical education are dissatisfied with the reason, the athlete may be suspended from all athletics for up to one full calendar year commencing from the last day of the season during which the athlete quits.
8. An athlete who is removed from a school team for inappropriate conduct on the team may be suspended from all athletics for up to one full calendar year commencing from the last day of the season during which the offence occurs.
9. **A secondary school student must be passing at least two courses in the current semester with an overall average of at least 60%** in the most recent reporting to be eligible to participate in inter-school competition. It is the responsibility of the subject teacher to inform the coach(es) of any academic concerns. An appeal process may be initiated as outlined in #9. This policy will be waived for Grade Nine students until the fall mid-term reporting has taken place.
10. An athlete may appeal a decision by putting a request, in writing, to the Athletic Director. The appeal board will consist of the Athletic Director, a teacher not involved in coaching, the vice-principal or principal and a student or staff member chosen by the athlete to represent that athlete. The coach and athlete should attend the meeting. All decisions by the appeal board will be final.
11. According to OFSSA regulations, a student is only eligible to play interschool sports for five consecutive years following their first year of admission into high school.
12. Membership on a team is at the sole discretion of the coach/administration.

J.D.S.S. SCHOOL CREST AWARD for Graduating Students

Qualifications:

1. Contributing member of the school community throughout attendance at J.D.S.S.
2. Must have attained a total of seventeen (17) points in the system described here.
3. Must have attained a minimum of two (2) points in each area with a maximum of ten (10) points in any one area to complete the required number.
4. Attendance at J.D.S.S. for a minimum of two (2) years.
5. Paid the current year's student fees.
6. Pass scrutiny of the Students' Council Advisor and Executive as being a worthy recipient of this high award.

Point System - points are awarded for each year of participation:

Area 1 - Athletics

School Team Member	1 point
District Champ.....	1 additional point
CWOSSA Champs.....	2 additional points
OFSSA Champs.....	2 additional points

Notes:

To qualify for track and field, you must have been a member of the school team, which competes at the district level or above. Also please list the event(s) you competed in. Also note the J.D.S.S. ski club (Snowdogs) does not qualify for points.

Area 2 - Scholastics

*Honour Society	2 points per year
Diploma of Proficiency recipient.....	1 point per course per year
**Subject Contest Participants.....	1 point
**Skills Canada	1 point

Notes:

*Received Honour Roll award (80% average). Can include graduation year to be verified in June.

**Contests & Skills Competitions: 1 additional point if Regional Champs (or equivalent) plus 2 additional points for Provincial and/or National Medallists to a maximum of 5 additional points.

Area 3 - Clubs/Organizations Recognized by the Student Council

Club Member	1 point
Executive.....	1 point if less than 12 club members 2 points if more than 12 club members
Competitions	1 point if district champs (or equivalent) up to 4 points

Recognized Clubs include: Ambassador, Athletic & Student Council, JDSS Band, Jazz Ensemble, Vocal Ensemble, Sound & Light Crew, Robotics, Model United Nations, Youth in Action, cast & crew of a musical, Anti-Bullying Committee, Prom Committee, Chess Club, Gay/Straight Alliance, Champions Project

An additional point is available for a student who has contributed to the school in a special way. This must be at the request of the staff advisor involved.

Number of Credits for a Student's Program

Any student in grades 9, 10 or 11 must maintain a full timetable (4 credits/semester or 8 credits/year) and any student in grade 12 must enrol in a minimum of 6 credits/year. The rationale for this policy is to ensure that all students have the option of graduating within 4 years, if desired, and to ensure that all students meet the criteria for Honour Society.

Full-time Student

All secondary students attending JDSS must be registered as full-time equivalent students. A full-time student is one who is registered for 4 classes per day per semester classes (senior students may be registered in 3 classes per day per semester after 20 credits earned). Exception to this policy is for personal reasons only and must be approved by the principal. A student wishing to become part-time must arrange an interview with his/her guidance counsellor, complete the part-time student status application form and receive approval for part-time student status from the principal.

Study Period

A student may be eligible for a study period once he/she has completed 20 credits. Exceptions to this policy must be approved by the principal.

Honour Society Eligibility

To become a member of the JDSS Honour Society a student in grade 9 & 10 must achieve a minimum of 80% in 8 credits. A student in grade 11 and 12 must achieve the same 80% requirement on a minimum of 7 and 6 credits respectively.

A student may be designated an Ontario Scholar if he or she satisfies both of the following requirements:

- obtains an aggregate of at least 480 marks in any combination of courses that provide a total of 6 credits, as defined by *Ontario Schools kindergarten to grade 12 – Policy & Program Requirements 2011 and/or Ontario Schools, Intermediate and Senior Divisions (Grades 7-12/OACs): Program & Diploma Requirements, rev.ed., 1989 (OSIS)*
- is recommended by the school principal for the Ontario Secondary School Diploma (OSSD) in either the current or previous school year.

Changes to the Student's Program

There may be exceptions to this school policy for academic, medical, personal and work-related reasons. A student who wants to change his/her program must discuss the reasons for the particular change with his/her guidance counsellor who will recommend the appropriate course of action and give the student a request to change timetable form. This form must be signed by the parent/guardian for a student under the age of 18.

Parents/Guardians of a student under the age of 18 must endorse changes to the student's timetable before the guidance counsellors can initiate the change.

Timetable Changes

Timetable changes should be made within the first week of each semester to ensure a timely entrance into classes to maximize achievement.

Withdrawal of Credit for Senior Students

In some cases a senior student may wish to drop a course because of poor achievement. It is our policy that this type of decision must be made in concert with the student, parent/guardian and classroom teacher along with a guidance counsellor. If the change is recommended, the student will complete a request to change timetable form. The form must be signed by the parent/guardian and returned to guidance.

Please Note: *This process for grade 11 and 12 courses must be completed **within 5 days of the issuance of the mid-term report** if the student does not want the mark at the time of withdrawal recorded on his/her transcript.*

ASSIGNMENT AND LATE WORK POLICY

Policy AP 6951-D

(Complete policy may be accessed at www.bwdsb.on.ca)

- Students will be made aware, in advance, of due dates for tests and assignments.
- Reasonable time will be given to study for tests and complete all assignments.
- It is expected that students will complete and hand in assigned work on the due date; however, a grace period of a limited number of days for late assignments may be provided by individual teachers.
- After assignments have been marked and returned to the class, it is not possible to hand in the same assignment for formal evaluation.
- Students facing extenuating circumstances that prevent work from being submitted on the due date must contact the teacher *in advance of that date* (if possible) to arrange an alternate due date.
- Failure to see the teacher to negotiate an alternate due date may result in a zero for that assignment.
- Truancy for a test may result in a zero.
- Truancy on a due date is not an extenuating circumstance for which an extension will be granted and, thus, may result in a zero.
- Students who do not hand in work may receive a zero for any missed assignment.
- Missed and incomplete assignments do impact the student's grade depending on the number of missed assessments, significance of the assessment, and whether the same expectations are re-assessed later (BWDSB, Assessment for Learning, Policy to Practice, Document).

Incomplete marks may result in a credit not being granted because of failure to demonstrate sufficient course expectations.

Final Summative Evaluations for Secondary Students

- The guidelines for individual courses mandate that each course has to have at least one summative evaluation. The final evaluation shall

comprise up to 30 per cent of the final mark and may take the form of a final examination.

- A student is responsible to know when and where his/her exams are being written. Each student receives an exam timetable.
- A student is expected to write his/her exams on the dates scheduled, but in exceptional situations such as serious illness, major catastrophe, or death in the immediate family, a student should notify the school as soon as possible and arrange an alternative date.
- A student is expected to provide a medical certificate for absence due to illness.

Marked exams will be available from the subject teacher for two weeks in Feb. (Sem 1) and Sept. (Sem 2). They may be used by parents or students for instructional purposes under supervision of the subject teacher. Exams will be returned to the subject teacher for shredding.

Appeals

- If there is a dispute over marks, the student and/or parents should approach the teacher and try to resolve the issue. The principal (or designate) shall mediate unresolved disputes between the teacher and the student.

Special Circumstances

- In certain circumstances such as prolonged illness, death in the family, a major catastrophe, or other extenuating circumstances, the principal and the teacher **may** make alternate arrangements for evaluation. A family holiday doesn't constitute an extenuating circumstance.

GUIDANCE & CAREER EDUCATION DEPARTMENT

The Guidance & Career Education Department will provide counselling opportunities for students to:

- identify their personal strengths and weaknesses
- clarify their ideas and feelings
- obtain assistance with solving their personal problems
- explore alternatives related to important decisions in their lives
- learn to set and achieve short-term and long-term goals
- locate resources for specific needs or problems

Counselling interviews can be initiated by a student, a counsellor, other staff member, or a parent and can occur as the student's needs indicate.

Requirements for the OSS Diploma:

- 30 credits - 18 of which are compulsory
- successful completion of Ontario Secondary School Literacy Test
- Community Involvement (40 hours)

2017 - 2018 SCHOOL YEAR CALENDAR

School Year and Holidays

First Day of School	Tuesday, September 5, 2017
Thanksgiving	October 9, 2017
Christmas Break	December 25, 2017 – January 5, 2018
Family Day	February 19, 2018
Mid-Winter Break	March 12 – 16, 2018
Good Friday	March 30, 2018
Easter Monday	April 2, 2018
Victoria Day	May 21, 2018
Last Day of School for Students	Thursday, June 28, 2018
School Year Ends	June 29, 2018

Professional Activity Days

All schools have common Professional Activity Days

Friday, September 29, 2017
Friday, October 27, 2017
Friday, November 24, 2017
Friday, February 2, 2018
Friday, April 27, 2018
Friday, June 1, 2018
Friday, June 29, 2018

Secondary School Examination Days

January 26, 29, 30, 31, February 1, 2018
and June 22, 25, 26, 27, and 28, 2018

