

# STUDENT HANDBOOK 2018-2019



**Applewood Heights Secondary School**  
945 Bloor St E  
Mississauga ON L4Y 2M8











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*Web* <http://www.applewoodheights.ca>  
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Principal  
Mr. G. Pearson

Vice-Principals  
Ms. R. Kohli  
Ms. C. Mascherin

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## ADMINISTRATION

The administration for this school year are:

Principal	Mr. G. Pearson
Vice-Principal	Ms R. Kohli
Vice-Principal	Ms C. Mascherin

## STUDENT COUNCIL

The executive for this school year are:


Prime Minister	Yousef Al Khodari
Vice President	Emily Naveenan
Chief of Staff	Ben Voth
Secretary of Finance	Jolie Tran
Press Secretary	Emahnee Cover
Secretary of State	Jolie Tran

## COMMITMENT TO RESPECT, RESPONSIBILITY, & POSITIVE RELATIONSHIPS

At Applewood Heights, we have a commitment to respect, responsibility, and positive relationships.

- Respect is given to students and to staff throughout our school community.
- Students make positive choices and take responsibility for their choices.
- Students engage in relationships that are healthy and benefit others in our community.

# CLASS SCHEDULE


 Odd calendar dates are Day 1.  
 Even calendar dates are Day 2

## Time Table Flips:

Timetable flips	
<i>Odd calendar dates are Day 1. Even calendar dates are Day 2</i>	
Day 1	Day 2
Period 1	Period 2
Period 2	Period 1
Lunch	Lunch
Period 3	Period 4
Period 4	Period 3

## Early Release Days

Early Release Days	
1	Friday, October 26
2	Friday, December 7
3	Friday, March 22
4	Friday, April 12

## Regular Day Schedule:

Regular Day Schedule	
<i>75-minute instructional periods</i>	
Period 1	8:10 – 9:30 a.m.
Period 2	9:34 – 10:49 a.m.
Lunch	10:49 – 11:49 a.m.
Period 3	11:50 – 1:05
Period 4	1:09 – 2:24

## Early Release Day Schedule:

Early Release Day Schedule	
<i>Approximately 40-minute periods and no lunch</i>	
Period 1	8:10 – 8:50 a.m.
Period 2	8:54 – 9:34 a.m.
Period 3	9:38 – 10:18 a.m.
Period 4	10:22 – 11:00 a.m.
<i>No cafeteria service. Buses leave at 11:10 a.m.</i>	

# CALENDAR



**Applewood Heights  
Secondary School  
2017-2018**  
945 Bloor Street E.,  
Mississauga, ON L4Y 2M8  
905-279-6090 Fax: 905-279-7084  
[applewoodheights.ca](http://applewoodheights.ca)

School Council website: [ahss.council@peelsb.com](mailto:ahss.council@peelsb.com)  
Office Hours: 7:30 a.m. - 3:30 p.m.

## SEMESTER 1

Tues., Aug. 28.....Pre-Registration  
8:30-10:30 a.m.(Gr.11)/12:30-2:30 p.m. (Gr.12)  
Wed., Aug. 29.....Pre-Registration  
8:30-10:30 a.m. (Gr. 9) / 12:30-2:30 p.m. (Gr. 10)  
Orientation: 10:30-12:30 p.m. (Gr. 9)

**Tues. Sep. 04.....SEMESTER 1 begins at 8:10 a.m.**  
Mon. Sep. 17.....7:00 p.m. School Council Mtg.  
Wed. Sep. 26.....Terry Fox Event  
Thu. Sep. 27.....2:30 p.m. Annual Awards Ceremony  
Fri. Sep. 28.....Gr.10 Mock Literacy Test  
Thu. Oct. 04.....7:00 p.m. Commencement (LAC)  
Fri. Oct. 05.....Professional Activity Day  
Mon. Oct. 08.....THANKSGIVING  
Fri. Oct. 12.....Progress Reports Issued  
Wed. Oct. 24.....7:00 p.m. Gr.8 Info Night – All Pathways  
Thu Oct. 25 & 26.....7:00 p.m. Drama Sketch/Comedy Show  
Fri. Oct. 26.....Early Release Day for students  
Thu. Nov. 01.....6:00-8:00 p.m. Parent/Teacher Interviews  
Mon. Nov. 05.....7:00 p.m. School Council Mtg.  
Thu. Nov. 08.....7:00 p.m. School Council Pro-Grant Event  
Wed. Nov. 14.....Gr. 9 "Take Our Kids to Work"  
Thu. Nov. 15.....Midterm Report Cards Issued  
Fri. Nov. 16.....Professional Activity Day  
Mon. Nov. 19-30.....Grad Photos  
Thu. Nov. 22 & 23.....Gr.12 Drama Production  
Mon. Nov. 26 - 30.....Textbook Check Week  
Tue. Dec. 04-14.....Course Selection  
Wed. Dec. 05.....7:00 p.m. School Concert  
Fri. Dec. 07.....Early Release Day for students  
Mon. Dec. 24 to Jan. 06.....WINTER BREAK  
Mon. Jan. 7, 2019.....Classes Resume  
Wed. Jan. 16 & 17.....Gr. 9 EQAO Math  
Thu. Jan. 17.....2:30 p.m. Grad Arts Show  
Mon. Jan. 21.....7:00 p.m. School Council Mtg.  
Jan. 23-Jan. 30.....SEMESTER 1 Final Examinations  
Thu. Jan. 31.....Turnaround Day (No Classes)

**PLEASE NOTE:** Parents must phone the school if a student will be absent for any reason. To report an absence, call 905-279-6090 ext. 700 after hours. For an extended absence due to non-medical reasons, a **Request For Leave School Form** must be completed, taken to each teacher for signature and must be returned to the Main Office for attendance purposes.

**All students will be required to write their summatives and exams as scheduled. Please plan vacations and employment accordingly**

Student Transportation website available @ [www.stopr.ca](http://www.stopr.ca)



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## SEMESTER 2

Fri. Feb. 01.....SEMESTER 2 Begins at 8:10 a.m.  
Thu. Feb.07.....Semester 1 Final Report Cards Issued  
Thu. Feb. 07.....6:00 p.m. Semi-Formal Dance  
Fri. Feb. 08.....Professional Activity Day  
Mon. Feb. 18.....FAMILY DAY  
Fri. Mar. 08.....Progress Reports Issued  
Mon. Mar. 11-15.....MARCH BREAK  
Thu. Mar. 21.....6:00-8:00 p.m. Parent/Teacher Interviews  
Fri. Mar. 22.....Early Release Day for students  
Mon. Mar. 25.....7:00 p.m. School Council Mtg.  
Wed. Mar. 27.....Literacy Test (OSSLT)  
Only students writing attend school.  
Fri. Mar. 29.....7:00 p.m. Talent/Fashion Show  
Thu. Apr. 11.....7:00 p.m. Spring Showcase Concert  
Fri. Apr.12.....Early Release Day for students  
Thu. Apr. 18 to Apr. 26.....Textbook Check Week  
Fri. Apr. 19-22.....EASTER WEEKEND  
Wed. Apr. 24.....Midterm Report Cards Issued  
Wed. May 15-17.....7:00 p.m. School Play  
Mon. May 20.....VICTORIA DAY  
Thu. May 23.....6:00 p.m. Arts Banquet  
Mon. May 27.....7:00 p.m. School Council Mtg.  
May 27-31.....Textbook Check Week  
Thu. Jun. 06.....6:00 p.m. Athletic Banquet  
Fri. Jun. 07.....6:00 p.m. Grad Formal  
Thu. Jun. 12 & 13.....Gr. 9 EQAO Math  
Wed Jun. 19-25.....SEMESTER 2 Final Examinations  
Wed. Jun. 26.....Professional Activity Day  
Thu. Jun 27.....8:45-10:15 a.m. Exam Reviews;  
Report Card pick-up  
Fri. Jun. 28.....Professional Activity Day

**PLEASE NOTE:** Parents must phone the school if a student will be absent for any reason. To report an absence, call 905-279-6090 ext. 700 after hours. For an extended absence due to non-medical reasons, a **Request For Leave School Form** must be completed, taken to each teacher for signature and must be returned to the Main Office for attendance purposes.

**All students will be required to write their summatives and exams as scheduled. Please plan vacations and employment accordingly.**

Student Transportation website available @ [www.stopr.ca](http://www.stopr.ca)



# AWARDS

Students are recognized in several ways at Applewood Heights Secondary School:

## Student Recognition

On an ongoing basis staff can recognize students by nomination for student recognition awards. These awards are displayed in the front of the school and students receive a copy of the award for their personal use. Students can receive multiple awards.

### Criteria

- Initiative
- Improvement (e.g., perseverance, etc.)
- Commitment (e.g., attendance, etc.)
- Citizenship (e.g., helping out, being a positive role model, etc.)
- Climate (e.g., promote school climate in a positive way, respect, etc.)
- Community (e.g., environmental, seniors, elementary, outreach, etc.)

## Department Achievement

These awards are presented for each course offered in the school and recognize student achievement.

## Ontario Scholar Certificate

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 Ministry-approved courses that provide a total of six credits. Any Grade 12 university preparation, university/college preparation, college preparation, workplace preparation, and/or open courses authorized under OSS or any Cooperative Education courses related to any of the above courses is acceptable.
- Recommended by the school principal for the Ontario Secondary School Diploma (OSSD) in either the current school year or the previous school year.

## Athletic Awards

Athletic awards can be achieved in a variety of ways:

### Team MVP Award

Presented to a student-athlete on each team who the coach deems as the most outstanding contributor to the team's success.

### Team Most Improved Player Certificate

Presented to a student-athlete on each team who has demonstrated the greatest amount of improvement over the season.

### Junior Athletes of the Year

Presented to a male and female student-athlete who displays outstanding ability and commitment in his/her second year of high school.

### Senior Athletes of the Year

Presented to a male and female student-athlete who displays outstanding ability and commitment in his/her third or fourth year of high school.

## School Letters

The following awards are presented to students who earn the required number of points through academic standing or participation in school activities. This is based on a yearly basis, not on a semestered basis.

#### Academic Letter

Students who achieve Honours Standing (80%) each year in Grades 9 through 12 will be awarded an academic letter.



*Students new to AHSS should register previous honour standing with the Awards Coordinator.*

#### Athletic Letter

Students who accumulate 80 points will be awarded an athletic letter. Points are earned according to the chart below.



*Students new to AHSS require 20 points per year with a minimum of two years at Applewood Heights Secondary School.*

#### Citizenship Letter

Students who accumulate 50 points will be awarded a citizenship letter. Points are earned according to the chart below.



*Students new to AHSS require 15 points per year.*

#### The Arts Letter

Students who accumulate 80 points will be awarded an arts letter. Points are earned according to the chart below.



*Students new to AHSS require 20 points per year.*

#### Silver Key

Students who earn two school letters will be awarded a silver key.

#### Gold Key

Students who earn three school letters, one of which must be academic, will be awarded a gold key.

#### Platinum Key

Students who earn all four school letters will be awarded a platinum key.

#### Point Recording and Calculation

1. Not everyone involved in an activity will receive the maximum number of points allotted for that activity. Staff sponsors/coaches must rate the members on the basis of regular attendance, participation, loyalty, enthusiasm, responsibility, effort and special abilities -- thus only a few members will receive the maximum points allowed.
2. The maximum number of points allotted for each activity varies as to the amount of time and responsibility involved, effort and special abilities required.
3. A staff sponsor in charge of each letter category will be responsible for ensuring that staff organizers of activities in their area have their points recorded.
4. Co-ordinators in each of the three categories will check all computer data and make recommendations for awards.

#### Citizenship Point Rules and Allocation

1. All groups, whether requesting a budget or not, must register with the Student Council.
2. Any citizenship activities which involve class time, academic credit or counted for the Community Involvement graduation requirement *cannot qualify* for citizenship points.
3. Points given to special events are allocated only once.
4. It is activity sponsor's responsibility to ensure that the participants receive points and that the Student's Citizenship Record Cards are signed.

5. The number of points are allocated at the discretion of the staff advisor or sponsor for each activity. Not all students will receive the maximum number.

Please see school website for how to earn points.

## CODE OF CONDUCT

### Our Commitment

Applewood Heights recognizes that students achieve their best when they feel safe, nurtured, welcomed, respected and included. We are committed to providing a healthy learning and working environment that supports student success by promoting responsibility, respect, civility, academic excellence and good citizenship. For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions, as well as physical violence in any form.

We believe that parents, the school and community must all work together to help students learn to become responsible members of society, being sensitive to the diversity, cultural and special needs of individual students. We must clearly demonstrate respect for social justice and human rights, and promote the values needed to develop responsible members of a democratic society.

### Our Code of Conduct

The Applewood Heights Code of Conduct applies to all members of the school community including students, parents, guardians, volunteers, visitors and school staff, whether they are on school property, on school buses, at school-authorized events or activities, or in any other situation that may impact the school climate.

All members of the school community have a responsibility to respect and honour the school Code of Conduct, to demonstrate age and developmentally appropriate social behaviour and to take responsibility for their own actions.

### Our Responsibilities

All members of the school community are expected to:

- demonstrate honesty and integrity;
- treat one another with dignity, respect and fairness regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, gender identity, sexual orientation, age, ability, socioeconomic status, or any other attribute;
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully, and
- show proper care and regard for school property and the property of others.

Parent and guardian responsibilities include:

- taking an active role in their son's/daughter's education by ensuring that he/she is prepared for learning, including punctual and regular attendance, promptly reporting authorized absences and late arrivals, and ongoing communication with the school;
  - reviewing the school Code of Conduct with their son/daughter and helping him/her follow school rules;
  - helping their child understand that it is not appropriate to tease or bully others, and
- monitoring their child's internet use and taking responsibility for his/her behaviour when accessing electronic resources from home.

Student responsibilities include:

- demonstrating a commitment to learning through punctual and regular attendance, being prepared and ready to learn;

- practicing honesty and integrity including, but not limited to, not participating in or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity;
- following school rules and taking responsibility for his/her own actions;
- refraining from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others, and
- showing proper care and regard for school and community property, as well as only visiting other schools for school-related and authorized activities.

Staff responsibilities include:

- helping students achieve to the best of their ability, developing self-worth, and being responsible citizens;
- maintaining order in the school and holding everyone to the highest standard of respectful and responsible behavior;
- communicating regularly and meaningfully with parents/guardians, and
- establishing an array of extensive, clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behavior.

## ■ Bullying Prevention and Intervention

We are teaching students to identify bullying behaviour and giving them strategies to deal with, and to stop it from happening.

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

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be dealt with using a progressive discipline approach.

## ■ Progressive Discipline

Applewood Heights encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include: oral reminders, review of expectations, contact with parent(s)/guardian(s), written reflection, volunteer services to the school community, conflict mediation and resolution, peer mentoring, and/or referral for support services. School discipline may include detention or suspension.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual Education Plan and his/her demonstrated abilities.

There are a series of school consequences for behaviour that is inappropriate.

### Teachers

Teachers may ask students to make up for missed time in class through detentions. These are served outside of class time before school, at lunch or after school. If behavioural issues continue or become chronic, students may be referred by the teacher to the administration. In serious situations, students are directed to leave class and report to the main office immediately.

### Home report

A home report may be sent by teachers to express concerns and make contact with family.

#### *Call home to parents*

Phone contact may occur with any of the administrative or teacher actions. Family meetings and case conferences are arranged as needed through liaison with the administrator.

#### *Administration*

##### *Office warning*

Students are given information and strategies to change their behaviour and a note in the student information system is recorded.

##### *External suspension*

This is a formal suspension for more serious situations as outlined in the Progressive Discipline and School Safety Act 2008 (page 11 'Suspension/Expulsion').

##### *Suspension and expulsion*

Applewood Heights also supports the use of suspension and expulsion for serious incidents as outlined in the Peel District School Board's Safe Schools Policy. Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal must consider mitigating and other factors.

The behaviours for which a principal may consider suspending a student include:

- swearing (written or verbal) at a teacher or at another person in a position of authority;
- bullying;
- uttering a threat to inflict serious bodily harm on another person;
- damaging or destroying school property;
- possessing alcohol or restricted drugs;
- being under the influence of alcohol, and
- committing any act, considered by the principal to:
  - have a negative impact on the moral tone of the school;
  - have a negative impact on the physical or mental well-being of one or more school community members, and
  - be contrary to the school or Peel Board Codes of Conduct.

Incidents for which a principal will consider recommending to the board's Discipline Committee that a student be expelled include:

- physically assaulting another person causing bodily harm that requires medical treatment;
- possessing a weapon or using a weapon to threaten or frighten another person;
- trafficking in restricted drugs or weapons;
- giving alcohol to a minor;
- committing robbery;
- committing sexual assault, and
- behaviour that:
  - is significantly detrimental to the school climate and/or to the physical or mental well-being of others;
  - causes extensive damage to school property;
  - causes his/her continued presence at the school to pose an unacceptable risk to other members of the school community;
  - a pattern of behaviour so inappropriate that the student's continued presence is detrimental to the effective learning or working environment of others;
  - demonstrates a persistent resistance to changes in behaviour that would enable him/her to be successful, and
  - is a serious violation of the school or Peel board Codes of Conduct.

Students who are suspended or expelled will be given an opportunity to continue their education through educational programs offered by the school board.

## Smoking and Drugs

The school recognizes the benefits of a smoke-free environment for all persons. By law, smoking is not permitted at Applewood Heights, on any other board property, on school buses or while attending any school-related event or activity. School property includes cars that are on school grounds and all lands to the edge of the sidewalk or street. The no smoking rule will be enforced within these areas.

Providing tobacco products to anyone less than 19 years of age is illegal.

Alcohol and restricted drugs may be addictive and represent a health hazard. Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol will not be condoned at Applewood Heights, on Peel board property or at any school-related event or activity at any time. Drug-related paraphernalia that can be used for substance abuse are not permitted on school property.

## Weapons

Possessing or displaying weapons of any kind, real, toy or replica, and all other objects that could inflict or threaten bodily harm will not be condoned at Applewood Heights, on any Peel board property, or at any school-related event or activity at any time.

## Use of Technology

Students will demonstrate appropriate online conduct and manners, and refrain from improper/unethical use of technology, including computer hacking and cyber-bullying. The internet must not be used for any purpose that is contrary to the intent of the Applewood Heights Code of Conduct. Refer to [E-mail Guidelines](#) for further details.

# COMMUNICATION WITH SCHOOL

Regular attendance is the greatest predictor of school success. It is the responsibility of students to attend all classes for which they are registered. Attendance is taken at the beginning of each period.

## Notes

There are occasions when a student is unable to attend class due to illness, doctor's appointments or other reasons. Absences need to be communicated to the school (from 7:30 a.m. to 2:30 p.m.) from parents or guardian or by providing a note to the main office on the student's return. Unauthorized absences are subject to consequences from teachers and the administration. The school has a call home system that informs parents of lates and absences on a daily basis. By request, the automated calls can be directed to a business or cell phone number. Parents have the option to access attendance records on line and requests can be made through the Main Office. Parents are encouraged to monitor the attendance of students.

## Lates

When a student arrives late to school they are to proceed directly to the office. Any students arriving at school during the day need to sign in at the main office prior to going to class. The students will receive an admit slip for their class upon sign in.

## Early leaving/sign out

When a student becomes ill or has an appointment and must leave the school prior to the end of the school day, they must report to the main office to sign out. In order to leave, they will need a note from a parent or guardian. In case of illness, phone contact will be made by the office with a parent/guardian. Failure to sign out will result in an unauthorized absence from school.

## Extended absences/vacations

When students are absent for extended absences (including vacations) beyond 5 days, they must complete an extended absence form and have each teacher sign the form before a parent or guardian signs. The completed form must be given to the vice-principal at least one week prior to the departure from school. Forms are available from the alpha-counsellor.

We recommend that parents respect the need for students to be in school and use only scheduled school vacations to plan holidays. Not all of the learning that takes place during the absence can be duplicated through assignments done independently. The education of the student during the absence is the responsibility of the parent and student. It will be the responsibility of the student to collect any work and catch up on assignments. Please also note that no examinations or summative evaluations will be re-scheduled to accommodate vacations or other absences from school. Students may fail to complete their credit due to extended absences or vacation.

## Change of personal information

Each year current information is collected about home, work, and emergency phone contacts for students at the school. It is important to have updated information so that parents and guardians may be contacted in case of accident. Please inform the office of any changes in address, or phone contacts.

## School closing/ weather conditions

In case of poor weather conditions, announcements are made on major radio and television news stations by 6:30 a.m. In the event that buses are cancelled and schools are open, students are expected to make-up all work missed.

## Student Photo ID

To assist in the organization and management of the school, and to ensure the safety and security of everyone in the building, all students must be prepared to have their photograph taken for registration purposes. Students are expected to show their student photo ID card to any Applewood Heights staff member when asked. The Student Photo ID Card must be presented for entry to school events including teams, intramurals and dances, and may be used for attendance, library, and computer sign-out. Students who did not have their picture taken during registration or during photo retake day will be required to have their picture taken in the main office.

### Costs

Student Activity Fee                      \$50.00  
(includes Photo ID)

Refundable lock purchase   \$8.00  
(reimbursed when student completes Grade 12)

Yearbook (optional)                      \$30.00

Please note: There will be a \$5.00 charge for the replacement of lost Student ID cards.

## Parent and Student Information

Learning is a shared responsibility among students, parents, and teachers. Reporting to parents takes place twice during each semester and after each final evaluation in January and in June. In addition, teachers will alert parents to potential problems at any time during the year, so that early remedial action can be taken. Parents are encouraged to contact teachers if they have any concerns.

### Parents' Nights

Each semester a parents' night is scheduled to allow for teachers and parents to discuss the progress of students with individual teachers.

1. November 1, 2018                      6:00 – 8:00 p.m. Parent/Teacher Interviews
2. March 21, 2019                        6:00 – 8:00 p.m. Parent/Teacher Interviews

## Report Cards

Report cards are issued in home form on the following dates:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 1. Semester 1 Progress Reports | October 12, 2018                      |
| 2. Semester 1 Midterm          | November 15, 2018                     |
| 3. Semester 1 Final            | February 7, 2019                      |
| 4. Semester 2 Progress Reports | March 8, 2019                         |
| 5. Semester 2 Midterm          | April 24, 2019                        |
| 6. Semester 2 Final            | June 27, 2019 between 8:45–10:15 a.m. |

## Formal Examination Dates

- Semester 1 January 23 (p.m.) – January 30, 2019
- Semester 2 June 19 (p.m.) – June 25, 2019

In addition, a number of compulsory, summative assessments are completed during the months of January and June prior to the formal examination dates listed above. It is essential that all students be in attendance. Students and their families should not be planning to be away during these times.

## School Council

The School Council is composed of AHSS parents and staff representatives. It meets five times during the year. Dates are noted in the school calendar and parents are encouraged to attend school council meetings and share information.

# RESPECT

Respect allows our community and society to operate in a positive manner. Students and staff should act respectfully towards each other. The school recognizes students for their role in creating a positive climate within the school and the community.

## Assemblies

Assemblies are planned to celebrate student achievement and showcase talents. They are also used to share information about the school and our community. We invite guests to share their perspectives and experiences. As an audience, students should listen quietly during performances. Students should sit in the designated areas in the cafeteria or the gym as arranged for the assembly.

## Busing

Provided only to eligible Applewood Heights students who reside within specific areas as designated by the Peel District School Board. Expectations for student behaviour while on a school bus are the same as those expected on school property. Unacceptable behaviour may result in removal of busing privileges and school discipline. Students will receive specific information regarding their bus schedule each August. Please remember there is no late busing provided by the Peel District School Board.

## Bus Rules

Ensuring student safety is a very important goal to all those working with students. Students not following these rules may lose the privilege of riding on a school bus.

Students will:

- Carry the bus card at all times.
- Be at their stop at least 5 minutes before pick-up time.
- Follow the directions of the bus driver at all times, including getting on and off the bus, locations for belongings and use of windows and seats.



- Go directly to their seat and stay seated until they are let off the bus.
- Act appropriately and respect the busing privilege. (Not smoke, eat or drink, fight, swear or demonstrate other types of poor behaviour).
- Respect private property while waiting for the school bus.
- Not talk to the bus driver while the bus is in operation unless it is necessary.

Students are expected to follow the standards of behavior outlined in the Code of Conduct while they are on the school bus.

## ■ Cafetorium

The cafetorium is available for student use at lunch and for quiet study during other periods of the day. Students may eat their lunch in the cafetorium, or leave the property at lunch providing they return on time for the next class. Food is not allowed in classrooms or hallways. To have a positive climate, all students must place the waste from lunch in the recycling or garbage containers. It is the responsibility of all students to clear away their own garbage.

## ■ Clothing

Students may express their personal style by the outfits they wear. The choice of clothing should be appropriate for secondary school and not offensive to others within the community. Exposure of visible undergarments, cleavage, bare midriff as well as short shorts or skirts are inappropriate for school wear.

Clothing should not contain logos, sayings or pictures referring to sexual content, substance abuse, violence, profanity or inappropriate items about nationality, race or gender. Bandanas and associated items may not be worn anywhere on school property. We are asking students to ensure that they are clean, comfortable, considerate and covered in their clothing choices. If a staff member finds your clothing lacks respect, you may be required to return home and change to more suitable attire.

## ■ Computers

There are many computers available in the learning commons and labs for student use. Students may use computers for course work including internet research as required. There are rules for use posted in all computer labs and in this agenda below.

### Rules for Computers

- No food or drinks are permitted in the labs at any time, including candy, gum and water.
- No games are allowed to be played on lab computers.
- No music streaming or downloading from the internet to play in class.
- No personal email access is permitted on lab computers (except if directed by teacher).
- Check the mouse, monitor, keyboard etc. Inform your teacher of any concerns.
- Sit at your assigned computer. You are responsible for it.
- Students must handle equipment with care.
- No moving or unplugging of any part of a computer except for the mouse.

Network and wi-fi access is provided to students to conduct research and to facilitate communication with others. It is a privilege and not a right. As with all privileges, it entails responsibility.

- General school rules of conduct and communication apply to students using electronic resources.
- Students must make efficient use of network resources.
- The responsible and ethical use of intellectual property (resources, entities, data) of others must be practiced. Rules for personal online safety must be stringently followed.
- Inappropriate behaviours are not permitted and may be subject to disciplinary action including loss of computer privileges.

## ■ Dances

Students must present their Applewood Heights Student Picture ID Card to be admitted to a school dance and any other major school events. On some occasions, a limited number of guest passes are available. You and your guest must both sign the guest book and you are responsible for your guest during the dance. Dances are planned and run by various student groups in the school for your enjoyment. We expect students to behave in a responsible manner and to co-operate with the staff who have volunteered their time to chaperone. Any violations of school rules, in particular smoking, use of drugs or alcohol, or physical violence, may result in a suspension from school. Anyone leaving before the end of the dance will not be re-admitted.

## ■ Directions and Instructions from Staff

Any adult staff member within the building may direct students at the school. The staff within the school include teachers, administrators, custodians, community workers, server staff, office assistants and support staff. Examples of adult directions include requests to move to a different seat within a classroom, to go to the office or to comply with a school rule. Students are to demonstrate respect and follow the directions given. This allows us to maintain a safe and orderly environment. Failure to follow staff directions will lead to consequences from the school including suspension.

## ■ Email guidelines

The Peel District School Board recognizes that email is a valuable communication tool that is widely used across our society. As a result, the board encourages staff and students to use e-mail to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

The following guidelines should be adhered to when using e-mail:

- Parental consent for student use of e-mail must be provided in addition to consent for student use of the Internet.
- E-mail written by students for school purposes should be treated as any other student writing, i.e. appropriate attention must be paid to spelling, grammar, presentation and plagiarism.
- E-mail cannot contain identifying information about the sender or any other students. This includes addresses, pictures and other personal information.
- Students are responsible for all e-mail sent from their account and must take care to protect access to the account by keeping their password secret and by logging off when they leave the workstation.
- The board has the right to access and disclose the contents of a student's e-mail messages.

The following is acceptable student to staff member e-mail communications:

- Discussions specifically related to class activities – curriculum, homework, tests, and special events.

The following is unacceptable student to staff member e-mail communications:

- Any discussion related to other students.
- Personal information about other students.
- Discussion about the personal life of the staff member or student (home life, vacations, relationships).

## ■ Environment

As part of our school and community, students need to respect their environment within the school and the surrounding school grounds. This means students should use garbage and recycling containers for waste materials. Food waste should be placed in the garbage cans and school paper waste should be added to the recycling boxes found in classrooms. There are also waste containers located outside of the building.

## ■ Field trips

Students frequently have the opportunity to extend their learning through field trips, excursions, guest speakers, assemblies or co-curricular activities. These events are considered part of the school routine and students are expected to maintain respectful and courteous behaviour for the duration of these activities.

## ■ Halls

In order to respect the learning environment, hallways are out of bounds except for students travelling to and from classes. Students should NOT be in the academic halls or bridges during the lunch or other periods unless travelling to or from classes.

During lunch period, students may use the main foyer for socializing with friends. It is NOT an eating area.

## ■ Headgear

Students are allowed to wear headgear (hair wraps, hats, do-rags, hoods) in the school common areas (halls and cafeteria). Bandanas are not permitted to be worn as headgear as per the school's general dress code as well. In learning environments (classrooms and the Library Learning Commons) hats and hoodies may be worn only at teacher discretion. Any headgear that is worn must abide by our school's dress code. If the headgear goes against the school dress code, students will be asked to remove it. If a staff member requests that hats and hoodies be removed in a classroom, a student must remove it based on classroom rules and procedures.

## ■ Identification

Any adult staff member within the school building may ask students their name. Students are expected to identify themselves. This allows us to maintain a safe and orderly environment. The adults within the school include teachers, administrators, custodians, server staff, office assistants and support staff. Students are expected to respect the adults and answer with their name. Failure to follow staff directions will lead to consequences from the school including suspension.

## ■ Lockers

All students are provided with the use of a locker and lock for their personal belongings. School lockers and locks are loaned for the school year. There are limited gym lockers available through the physical education department for students involved in athletic teams. Personal items left unattended are not secure and students are advised to leave valuables at home. The school may revoke locker privileges and take disciplinary action if the locker is misused.

## ■ Lost and Found

Any items found within the school should be brought to the main office. If students lose items they should check with the main office to see if items have been located. Personal items left unattended are not secure and students are advised to leave valuables at home.

## ■ Parking

Senior students may park their cars in the west and north parking lots provided they have registered their vehicle with the main office. At the beginning of the year, students will have an opportunity to register for a student parking permit. Students must display the parking pass on the rear view mirror. Please respect the signs posted for fire routes, no-parking zones, and handicapped parking areas. All vehicles on school ground must be operated in a safe manner. Student parking is a privilege and students must act responsibly to maintain their parking permits.

Cars are NOT to be used as a social gathering spot. Lock your doors!

## ■ Personal Electronic Devices (PED)

In order to have a positive learning environment and climate at Applewood Heights Secondary School, we look to you to use PEDs responsibly, role modeling respectful digital citizenship. Portable Electronic Devices include laptops, tablets, cell phones, music players, cameras, gaming devices, translators, multifunctional devices, and any accessories, such as headphones.

### **Expectations**

As responsible digital citizens, students are:

- Expected to keep their PEDs away and out of sight in the classroom and library unless otherwise instructed by a teacher. PEDs are only permitted in the classroom under the direction of the teacher for curricular purposes.
- Expected to keep ringers off and phones turned to silent mode at all times. In case of emergency, parents/guardians will continue to contact students through the main office.
- Permitted to use PEDs in the library during lunch for curricular purposes. Ringers must be off and phones turned to silent mode at all times. PEDs are not to be used for personal phone calls
- Responsible for their personal conduct by ensuring that the use of PEDs is consistent with school Code of Conduct.
- Responsible for the security of their personal devices. The school is not responsible for the replacement of lost, stolen or damaged items.

Any inappropriate use could result in loss of technology privileges and/or other consequences as determined by the school administration. Inappropriate use includes harassment, sharing information and taking photos without consent, plagiarism, financial gain, accessing or vandalizing other users' information and hacking.

## ■ Scent

Please be aware that some people may have allergic and sometimes severe adverse reactions to fragrances. Students are encouraged to avoid or reduce the use of scented products and to replace them with unscented alternatives. Thank you for co-operating in moving towards a scent-reduced environment.

## ■ Smoking

Consistent with the Smoke Free Ontario Act, smoking is not allowed on school property by anyone at any time. The policy also applies to school related field trips by staff, students and anyone using the school bus system. Discipline will include a warning and documentation for the first offence followed by a municipal violation ticket (fee over \$300) for subsequent offences. Other actions such as suspension may also occur.

## ■ Study Periods/Spares

Senior students may have a study period or spare on their timetable. Students are expected to act responsibly, and respect the classroom learning environment. Students with study periods should use the cafeteria or Library Learning Commons during the spare. They should not use the foyer or hallways.

## ■ Spectators

Students must present their student card for admission to events. There is no food or drink allowed within the gym. Spectators can only leave between games or quarters and will not be able to re-enter. Students are expected to respect the athletes and only cheer positively for our teams. Spectators are expected to follow the school rules as outlined. Only Applewood Heights students are permitted to attend sporting events in the gym.

## ■ Textbooks

Textbooks and curriculum resources are loaned to students to assist their learning. Students should use the materials in a manner that allows the continued use by others. Students are responsible to pay for any lost or damaged materials.

## ■ The Future We Want

The Peel District School Board is one of Canada's largest public school boards and it continues to grow as the communities of Peel Region expand. The diversity that is represented by our students, staff and the community is rich. Much of that diversity is represented in our school. To achieve a welcoming and safe learning environment, each school in Peel is beginning a journey called The Future We Want – a welcoming future that is symbolized by fairness, respect, and inclusiveness. Our future starts now and it starts with you. You, the students play a critical role in shaping the climate of our school. Help to keep your school safe and welcoming by being respectful of others who may be different from you because of ability, age, class, faith, gender, race or sexual orientation.

## ■ Visitors/Trespassers

Parents and guests should report to the main office. Students should report any trespassers on the school property to the main office in order to ensure a safe, orderly and uninterrupted learning environment. Students who invite and associate with trespassers to the school may receive suspensions. Individuals found on the property who are not registered at Applewood Heights may be charged with trespassing.

### ■ Washrooms

Washrooms are available on each floor of the school and are available for students to use when not in class. If students need the washroom during class, the teacher's permission to leave is required. Students are expected to use a washroom nearest to their classroom and not travel to other areas of the school while on a washroom break.

## ■ SAFETY AND SECURITY PROCEDURES

### ■ Damage to Property

Students are expected to treat the school building, its contents, the school grounds, and school buses with respect. Replacement of broken or damaged property is the responsibility of the offender. Restitution is expected.

### ■ Evacuation

There is a comprehensive plan in place if it becomes necessary at any time to evacuate students from the school building. The evacuation plan takes into account the seriousness of the emergency and the weather conditions at the time. Co-ordination of the evacuation is the responsibility of school staff and emergency response officials. The designated evacuation centre for Applewood Heights is Tomken Road Senior Public School.

### ■ Fire Alarm

On hearing the fire alarm all staff and students are to proceed in a safe manner to the nearest exit. Signs are posted throughout the school in hallways and classrooms to direct students and staff to the appropriate fire exit. Once outside of the building all driveways should be kept clear to allow emergency vehicles to travel through. Finally, do not re-enter the building until staff direct you to do so.

### ■ Leaving At The End Of The School Day

Students who are not under the direct supervision of a teacher are expected to leave the school by 2:45 p.m. Students who have participated in a supervised after-school activity must leave the school within 15 minutes of the conclusion of the activity. This allows for support staff to complete their work in maintaining the school and for preparation for evening events.

### ■ Lockdown

The term Lockdown is only used when there is a major incident or threat of school violence within the school or in relation to the school.

- Upon hearing the message on the P.A. "Initiate Lockdown Procedure", students and staff inside the school go to the closest classroom, lock the doors and windows; lie on the floor away from doors and windows; remain on the floor until further directions are given.
- Upon hearing the same P.A. signals, students and staff outside the building move far away from the building and remain outside until further directions are given. Exercise critical judgement to maximize safety. Administration may direct staff and students to move to the school evacuation site.

Once a lockdown has been initiated by the Principal or the Police, and while the Police will work in co-operation with the Principal, the police will take control of the situation and the Principal and all staff will take direction.

The term *Hold & Secure* is used when it is desirable to secure the school due to an ongoing situation outside and not related to the school. In this situation, the school continues to function in a near-normal state, with the exception that all exterior doors and windows are locked and no one enters or exits the building without approval from police or the board.

The term *Shelter in Place* is used for an environmental or weather-related situation where it is necessary to keep everyone in the school to protect them from the external situation.

## ■ Theft

All students are strongly advised not to bring large sums of money or valuables to school under any circumstances. Lockers are not necessarily secure locations. In particular, students taking Physical Education classes, or participating in extracurricular activities, should not leave valuables in the change rooms. The school cannot assume responsibility for lost or stolen items and there is no school insurance if an item is lost or stolen.

The focus of school is the learning that takes place. Students have opportunities to practice their understanding of concepts through homework and assignments. Students experience greater success when they complete all homework and assignments.

# ■ ASSESSMENT AND EVALUATION POLICY

## ■ Assessment for Learning

Introduces students to important course concepts and skills. Students practise these and receive oral or written feedback (homework, class discussions, practice writing, etc.).

## ■ Assessment of Learning

Evaluates the concepts and skills practised by students in previous classes or formative work. All achievement chart categories will be evaluated using a variety of assessment and evaluation tools throughout each course unit.

- Mini Summative: Quizzes, small marked assignments that measure a segment of practised knowledge or skills.
- Unit Summative: A common course unit evaluation that tests skills and concepts threaded throughout the unit of study.
- Culminating Assessment: Common course evaluation that evaluates the major course concepts and skills covering all four achievement categories (knowledge and understanding, thinking, communication, and application).

## ■ Deadlines and Lates

Students are responsible for meeting established deadlines for assignments. Some deadlines are absolute, while others may be negotiated at the teacher's discretion. If students are unable to meet a deadline, they are responsible for making alternative arrangements with the teacher well in advance of the due date (at least 2 days before the established due date). Late submissions may not be accepted if the assignment has been evaluated and returned. Major unit assignments that are not completed on either a negotiated or an absolute deadline may not be evaluated and will remain as incomplete. Multiple assignments that are not completed may result in the loss of the credit if expectations of the course have not been met.

## ■ Assignments and Tests

Students who know ahead of time that they will miss a test or performance assessment because of field trips, doctor's appointments, illness, family responsibility or other valid reasons must notify the subject teacher as soon as possible.

Once a student returns from an absence, it is the student's responsibility to make arrangements with the teacher to make up the missed test or performance assessment. If arrangements are not made by the student to complete any missed test or assignment, an incomplete will be assigned.

## ■ Personal Learning Skills

Teachers will report on the quality of learning skills demonstrated by all students, in each of the following categories: Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation. Teachers will provide numerous and varied opportunities for students to demonstrate achievement of personal learning skills within the context of regular classroom learning activities. Feedback should be provided frequently and may be documented through the use of rubrics, tracking sheets, anecdotal notes, checklists and ratings scales.

## ■ Determining Grades

Students will be evaluated on their most consistent and more recent level of achievement throughout the course. In some disciplines, teachers may find that the skills taught in one unit may not carry into the next unit of study. Therefore, it is necessary to evaluate a student's most consistent level of achievement at the end of each skill-based unit rather than at the end of the course.

At the conclusion of a term or semester, any specific evaluations that remain incomplete can convert to a zero, and the teacher will consider this when using their professional judgment to determine a final grade. If there are too many zeroes, a teacher may not be able to determine a final grade.. The decision about granting a credit will be based on their more recent, most consistent levels of achievement.

In cases where there is insufficient demonstration of course expectations, students may be directed into alternative programs in order to complete the course expectations and earn a credit.

## ■ Plagiarism or Cheating

Students at AHSS are expected to grow as honest and responsible young persons, socially and academically. Plagiarism, including electronic theft and misrepresentation of original work will not be accepted. Other forms of deceit in connection with school work including cheating, theft of evaluation instruments, use of unauthorized aids or false representation of one's identity will not be accepted and will lead to serious consequences. Students who plagiarize should expect a mark of zero. Parents will be contacted and other consequences such as recompletion of work or suspension may also apply.

## ■ Culminating Assessments

Culminating assessments (e.g. exams, performance tasks, ISU, presentations, etc.) will constitute 30% of each course mark and must be completed during the final weeks of the course.

Culminating assessments must be completed by the deadline set by the school. If students do not observe the absolute deadline for a culminating assessment, then they may be assigned a mark of zero and their credit could not be granted.

Vacations and other unauthorized absences will not be considered grounds for rewriting a missed culminating assessment; students are expected to be in class and they and their parents must plan for this accordingly.

If there are serious medical reasons or compassionate grounds for an incomplete culminating assessment, the administration will coordinate when the culminating assessments will take place.

## ■ Achievement

Assessment and evaluation are based on the provincial expectations and achievement levels outlined in the provincial curriculum document for each subject in secondary school. A wide range of assessment and evaluation opportunities allows students to demonstrate their learning in a variety of ways.

This information provides the basis for reporting student grades on the Provincial Report Card.



## Achievement Levels

Percentage Mark Range	Achievement Level	Summary Description
80-100%	Level 4	A very high to outstanding level of achievement. Achievement is above the provincial standard.
70-79%	Level 3	A high level of achievement. Achievement is at the provincial standard.
60-69%	Level 2	A moderate level of Achievement. Achievement is below, but approaching, the provincial standard.
50-59%	Level 1	A passable level of achievement. Achievement is below the provincial standard.
Below 50%		Insufficient achievement of curriculum expectations. A credit will not be granted.

Parents and students can be confident that students who are achieving at 70% or higher are well prepared for work in the next grade.

## STUDENT SUPPORTS AND SERVICES

There are several supports and services available for students to help with coursework, and choices of future programs or plans after completion of secondary school.

- Counselling, Social Work and Psychology services
- Counting on You
- Learning Centre
- Library Learning Commons
- Neighbourhood Policing Unit
- Special Education
- Student Services

### Contact Program

Provides support to students with attendance or behavioural needs. Students are referred for service through an in-school review committee or by administration.

### Counselling/Social Work/Psychology Services

The Peel District School Board supports the needs of individual students through the services of a social worker and a psychologist. Each of these people work within the school and may be accessed through the administration or the counselling department.

### Counting On You (COY)

A program supported through the Peel DSB that has school teachers providing "Counting on You" support to increase literacy and numeracy skills, and is delivered in an after-school setting. Students must register by completing form with parent's permission. There is no cost for this program and students may begin the program at any time. Students must make a commitment to the program once started.



## Library Learning Commons (LLC)

The Applewood Heights LLC is open to students from 7:45 a.m. to 3:30 p.m. daily. Students may use the space to study or work individually or collaboratively. They may also print notes and assignments for their classroom teachers. Printing and computer use is permitted before school, at lunch, and after school. During classes, teachers may bring their students to the LLC for lessons or to use resources. Students with free or study periods may also use the LLC. Students may take out books for research, Independent Study Units, or pleasure reading. The loan period is two weeks. Overdue books will result in fines that accumulate at \$0.10/day.

## School Resource Officer (SRO)

A community liaison officer from the Peel Regional Police Services is assigned to support the students and staff of our school. The police and our staff work together to ensure a safe and positive learning environment for everyone in the AHSS community.

## Guidance and Career Education

Students will be encouraged to utilize the resources available in the guidance area to locate educational and career information. The Applewood Heights Secondary School web site has valuable links to assist students with educational planning. Please visit our Student Services tab at <http://www.applewoodheights.ca>.

The guidance program provides opportunities for students to acquire the skills, knowledge and attitudes to:

- know and appreciate themselves;
- relate effectively to others;
- develop their Individual Pathway Plan; and
- explore career options after secondary school.

All students are given the opportunity to attend workshops, seminars and group activities focused on the necessary tools for academic success and career / post-secondary school planning. Individual counselling helps students plan, monitor and manage their own learning, personal problem solving and career development. Personal counselling is available to respond to students' individual needs regarding educational and personal concerns.

## Counselling Service

Students may see their alpha counsellor at lunchtime without an appointment for general questions or to schedule an appointment with their counsellor.

## Educational Planning

Planning is the responsibility of the student, parents and school staff. When planning your program please be aware that courses with low enrolment may be cancelled. Your counsellor will consult with you to select a suitable replacement.

## Course Changes

Requests for course changes must meet the following criteria. Only these kinds of essential changes to course selections will be considered.

- I have a blank space on my timetable.
- I do not have the prerequisite for this course.
- I have already earned this credit.
- I wish to change the level designation of this course (e.g. academic ↔ applied, university ↔ college). Level changes require teacher recommendation and parent signature.
- I need this course as a prerequisite for my post-secondary program.
- Special circumstances (e.g., medical).

## Postsecondary Information

### Useful website for Students

- Career Cruising  
<http://www.careercruising.com> Username – peel password 28830
- My Blueprint  
<http://www.myblueprint.ca/peel>
- Ontario Universities Guide  
<http://www.ouac.on.ca>
- Einfo  
<http://www.electronicinfo.ca>
- Ontario Colleges Guide  
<http://www.ontariocolleges.ca>
- Financial Assistance & Scholarships  
<http://www.studentawards.com>
- Ontario Youth Apprenticeship Program  
<http://www.oyap.com>

### Apprenticeship

#### *What is it and how does it work?*

Apprenticeship is a hands-on training program for people who want to work in skilled trades or occupations. About 90% of an apprenticeship involves on-the-job training by sponsors of training or employers. The remainder involves related theoretical training, usually obtained at a college of applied arts and technology or another approved training delivery agency. Apprentices learn to become qualified trades people or "journey persons" while training sponsors or employers gain highly skilled employees with up-to-date knowledge and work techniques. Jobs in skilled trades provide challenging work and good careers.

#### *Apprenticeship Websites*

- <http://www.skillsontario.com>
- <http://www.oyap.com>
- <http://skillswork.com>
- <http://careersintrades.ca>
- <http://www.edu.gov.on.ca/skills.html>
- <http://www.tradeability.ca>
- <http://www.apprenticesearch.com>

### College and university planning?

- Not sure what to choose? Plan with the End in Mind!
- Look ahead. Explore your choices. Check out senior courses that interest you and identify prerequisites. For example, if you are interested in taking SBI4U0 in Grade 12 then you would have to take SBI3U0 in Grade 11.
- If you are thinking of university or college, look at specific programs to determine prerequisites.
  - Determine what universities or colleges you are thinking of pursuing.
  - Check out programs for each of the post-secondary institutions.
  - Once you have found the particular faculty, determine the courses you need to have taken in high school in order to get into the specific program you are looking at.
- For University information go to <http://www.electronicinfo.ca>
- For College information go to <http://www.ontariocolleges.ca>

### My Educational Plan at a Glance

SUBJECTS	GRADE 9	GRADE 10	GRADE 11	GRADE 12
1	English	English	English	English

2	Mathematics	Mathematics	Mathematics	
3	Science	Science		
4	Canadian Geography	Canadian History		
5	French	Career Studies/Civics		
6	Physical Education			
7	Visual Arts/Music/Drama			
8	Business/Tech/Family Studies			

- Graduating students with 24 credits may take 7 or 8 courses.
- Some students may choose to continue secondary school beyond four years with Vice-Principal permission.

## Ontario Secondary School Diploma (OSSD) Requirements

In order to earn the OSSD, a student must:

- Earn 18 compulsory credits.
- Earn 12 optional credits (for a total of 30 credits).
- Complete 40 hours of community involvement activities.
- Successfully complete the provincial Grade 10 Literacy Test.

### Compulsory Credits

Students must earn a total of 18 compulsory credits in order to obtain the OSSD.

4 credits English (one credit per grade)

3 credits Mathematics (at least one credit in Grade 11 or 12)

2 credits Science

1 credit French as a Second Language

1 credit Canadian Geography

1 credit Canadian History

1 credit Health & Physical Education

1 credit Arts (Dance, Drama, Music, Visual Arts, Media Arts)

.5 credit Civics

.5 credit Career Studies

### PLUS

1 additional credit in English or a third language or Social Sciences & Humanities, or Canadian & World Studies or Co-op or Guidance

1 additional credit in Health & Physical Education, or Arts, or Business Studies or Co-op or French

1 additional credit in Science (Grade 11 or 12), or Technological Education (Grade 9 – 12) or Co-op or French

### Community Involvement Activities

Every student who begins secondary school must complete 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility, the role they can play, and the contributions they can make in supporting and strengthening their communities.

Students are advised to start accumulating hours after graduating from Grade 8. Ideally, students will have completed their 40 hours of community service by the end of Grade 10. Please refer to the Peel District School Board web site for eligible activities.

# ATHLETICS AND CO-CURRICULAR CLUBS

Students develop relationships with others through their involvement in activities as well as through classroom learning. Students at the school have many opportunities to become involved in athletics, co-curricular clubs and community engagement.

## Athletics

### Intramurals

Boys, Girls and Co-ed intramurals will be played throughout the year. Check bulletin boards located in the physical education hall for displays.

### Competitive School Teams

Team tryouts will be held during the appropriate time in the school year. Tryouts are open to ALL students. These teams are chosen and coached by Applewood staff. Sports teams are organized into divisions such as Bantam, Midget, Junior, and Senior.

Fall Sports	Winter Sports	Spring Sports
Girls' Basketball (J/S) Co-ed Cross Country Boys' Volleyball (J/S) Girls' Field Hockey (Varsity) Co-ed Golf Rugby 7	Boys' Basketball (J/S) Girls' Volleyball (J/S) Co-ed Swimming Boys' Hockey (Varsity) Girls' Hockey (Varsity)	Co-ed Badminton Baseball (Varsity) Cricket (Varsity) Boys' Rugby (J/S) Girls' Rugby (J/S) Girls' Soccer Boys' Soccer Girls' Slo Pitch Co-ed Track & Field

### Athletic Fees/Eligibility

Sports activities continue to be subsidized. However, students that participate in school teams will pay a for activities associated with the sport such as tournament referees. Fees are non-refundable. Uniforms must be purchased for most sports.



*Students who attended another high school within the last 12 months must complete a Transfer Form in order to be eligible to compete for Applewood Heights. Contact Mr. MacKenzie, Boys Physical Education department.*

### Athletic Code of Behaviour

In representing Applewood Height S.S. as a member of a school team, students will acknowledge the privilege and responsibility that goes along with team membership. Failure to adhere to this agreement may result in discipline or dismissal from the team.

### Responsibilities include:

- Attendance in all classes and maintenance of academic integrity.
- Attendance in all classes on game day.
- Contribute 100% to the improvement of the team at every practice and game.
- Represent Applewood Heights with integrity, honesty and to the best of their ability at all times.
- Respect themselves as well as teammates, coaches, referees, spectators and their fellow competitors and abide by the Peel Secondary School Athletic Association's Code of Conduct.

### Athletic Dress Code

- Applewood Physical Education T-shirt
- Shorts or Sweatpants (depending on weather)
- Sport socks
- Running shoes
- Lost or stolen personal equipment must be replaced by the student at his/her own expense.

#### Locker Rooms and Gym Lockers

Locker rooms may not always be locked, so *do not bring valuables or money* into the locker room area. Limited lockers are available in change rooms. You are advised to lock your valuables in your Hallway locker or bring a lock and lock it in the change room lockers. Do not leave valuables in the change room.

#### Accident/ Injury

Any accident/injury that occurs in class or during an after-school activity must be reported to the teacher in charge immediately.

#### Gymnasium Use

When a class is in progress, the gym is out of bounds to all except those in that class. At other times, supervised play may be allowed. No personal sports balls are allowed in gym areas.

Gym equipment may be borrowed under the following conditions:

- All students in the gym must be changed.
- Students have permission from the supervising teacher.
- A Student Photo ID card is left with the teacher.
- Equipment is returned before the end of the period.
- NO FOOD or SPECTATORS are allowed.

#### Weight Room Use

Students MUST be members of the Weight Training Club (ABC club - \$25.00) to use the facility. The weight room will be available during lunch unless otherwise posted. For safety reasons, a teacher supervisor or staff sponsor must be present in the area.

Students must have their own weight pin to use the universal gym.

All students in the weight room must be changed. NO FOOD or SPECTATORS are allowed in the exercise room.

## ■ Co-curricular

Students are encouraged to become involved in co-curricular events. In addition to the clubs listed below, there are competitions and contests. Some examples include: University of Waterloo Math contests, DECA and Science contests.

#### Clubs & Organizations

##### Announcements

AppleLeaders

Athletic Association

Audio Visual Club

Auto Club

Badminton Club

Bike Club

Chess Club

Christian Fellowship

Crafty Axemen

DECA (Business)

Drama Club

Environment Club

Fashion Club

French Contests

German Club

Gourmet Society

Math Club and Contests

Newcomers Club

OTESHA

Peer Tutor Support Group

Robotics Club

SAC (Student Government)

Science Club & Contests

Spanish Club

The Juice Newspaper

You must have a valid 2018-2019 Student Photo ID Card to play on any school/intramural team or participate in any co-curricular activities.