



2021-2022

STUDENT AGENDA



AjaxHigh_School



ajaxhs.ddsb.ca



AjaxHigh_SchoolDDSB



COMMON COMMITMENTS

We promote student engagement within the school and community where diversity is supported

We promote a safe and welcoming school environment by allowing students to express themselves in a positive manner freely and without prejudice

We value and foster a sense of respect for self and others towards achieving a sense of positive self-worth

These can be accomplished by:

- Acknowledging positive actions in and out of the classroom that foster respect
- Encouraging student and staff participation in diverse co-curricular and volunteer activities
- Acknowledging and greeting students daily with a friendly manner
- Providing diverse examples and resources in curriculum
- Modelling positive inclusive language at all times
- Maintaining high expectations
- Providing opportunities that extend the learning beyond the classroom
- Supporting platforms for authentic student voice



AT THE DDSB

WE BELIEVE...

EACH STUDENT IS

UNIQUE

EACH STUDENT IS

VALUED

EACH STUDENT IS

WELCOME

EACH STUDENT IS

SUPPORTED

EACH STUDENT HAS AN

**IMPORTANT
VOICE**

WE ARE

**STRONGER
TOGETHER**

Au DDSB

NOUS CROYONS QUE...

CHAQUE ÉLÈVE EST

UNIQUE

CHAQUE ÉLÈVE EST

VALORISÉ·E

CHAQUE ÉLÈVE EST LE/LA

BIENVENU·E

CHAQUE ÉLÈVE EST

SOUTENU·E

CHAQUE ÉLÈVE A UNE

**VOIX
IMPORTANTE**

NOUS SOMMES

**PLUS FORTS
ENSEMBLE**

THE DDSB

4 R'S OF ADDRESSING

BULLYING

WE WILL...

RECOGNIZE

BULLYING

WE WILL...

REFUSE

TO ACCEPT BULLYING

WE WILL...

REPORT

BULLYING TO AN ADULT

WE WILL...

RESTORE

RELATIONSHIPS

WE ARE

STRONGER
TOGETHER

Au DDSB

4 Rs DE LA LUTTE CONTRE

L'INTIMIDATION

NOUS ALLONS...

RECONNAÎTRE

L'INTIMIDATION

NOUS ALLONS...

REFUSER

D'ACCEPTER L'INTIMIDATION

NOUS ALLONS...

SIGNALER

L'INTIMIDATION À UN ADULTE

NOUS ALLONS...

RÉTABLIR

LES RELATIONS

NOUS SOMMES

**PLUS FORTS
ENSEMBLE**

AJAX HIGH SCHOOL

105 Bayly Street East, Ajax, Ontario L1S 1P2

Telephone: (905) 683-1610 ~ Fax: (905) 683-0856 ~ Guidance Fax: (905) 683-7450



www.ajaxhs.ddsb.ca



@ajaxHigh_school

STUDENT HANDBOOK 2021-2022

Ajax High School is in the jurisdiction of the Durham District School Board and operates under its policies and procedures and under the Ontario Education Act and Regulations.

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights. Durham District School Board is committed to learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination.

Principal's Message – *Believing that every learner can be successful*

Welcome to the 2021-2022 school year. Ajax High School is a school committed to the Durham District School Board's vision of igniting learning. Staff work alongside students to ensure that the well-being and increased achievement of our students ensures prosperity in an ever-changing global landscape. Together, we will continue to work towards making our school an integral part of our community. We look forward to working with you this year.

"Without community there is no liberation." – Audre Lorde

AJAX HIGH SCHOOL MISSION STATEMENT

Creating a community school which inspires students to develop a passion for learning.

Ajax High School Bell Schedule

PERIOD	Secondary Day Schedule Without Homeroom	
	START TIME	END TIME
1	10:00	11:15
2	11:15	12:30
LUNCH	12:30	1:30
3	1:30	2:45
4	2:45	4:00
	Each period is 75 minutes Lunch is 60 minutes	



*Creating a community school
which inspires students to
develop a passion for learning*

AJAX HIGH SCHOOL LEADERSHIP:

Administration	Department headships	Department Head
Principal: Eleanor McIntosh	The Arts	Ms. Cresswell
	Business Studies/Library	Ms. Beaulieu
	Canadian and World Studies	Mr. McBride
Vice Principal: (A-L) Jon Lepage	English	Ms. Ashukian
Vice Principal: (M-Z) Alicia Russell	Guidance and Co-operative Education	Mr. Pakosta
	Health and Physical Education	Ms. Clark
Head Secretary: Aileen Bryson	Mathematics	Ms. Gilchrist
	Moderns and Int. Languages	Ms. Mavin
	Science	Ms. Rasmussen
Chief Custodian: Kevin Wheatley Ian Watt	Inclusive Student Services	Ms. Yasodaran
	Social Sciences and Humanities	Ms. Hendry
	Technological Education	Mr. Crooks

HELP LINES:

DURHAM RESOURCES

HELPLINES:



- Assaulted Women's Helpline, **1-866-863-0511**, or dial **#SAFE (#7233)** on a Bell, Rogers, Fido, or Telus mobile phone
- Distress Centre Durham Helpline, **1-800-452-0688**
- Durham Region Police Service, **911**
- Rape Crisis Centre, **905-668-9200**
- Kids Help Phone **1-800-668-6868**
- Children's Aid Society, **1-800-461-8140**
- Durham Health Connection Line, Monday to Friday from 9 a.m. to 6 p.m., **1-888-777-9613**

SHELTERS AND HOSTELS:



- Bethesda House, **905-623-6050**
- Herizon House, **1-866-437-4966**
- Anishnaabe Kwewag Gamig, **1-800-388-5171**
- Muslim Welfare Home, **905-665-0424**
- The Denise House, **905-728-7311**
- Y's WISH Shelter, **905-576-2997**

OTHER HELP:



- Family Services Durham, **1-866-840-6697**
- DRIVEN, **1-877-723-3905**
- Durham Region Domestic Violence/Sexual Assault Care Centre, **905-576-8711**
- Catholic Family Services of Durham, **1-877-282-8932**
- WMRCC (Women's Multicultural Resource and Counselling Centre), **1-877-454-4035**
- Luke's Place, **905-728-0978**
- Housing - Durham Region Housing Services, **905-666-6222**
- Financial - Durham Region Social Services, **1-877-678-6333**
- Family Law Information Centre, **905-743-2630**
- Victim/Witness Assistance Program, **905-743-2790**

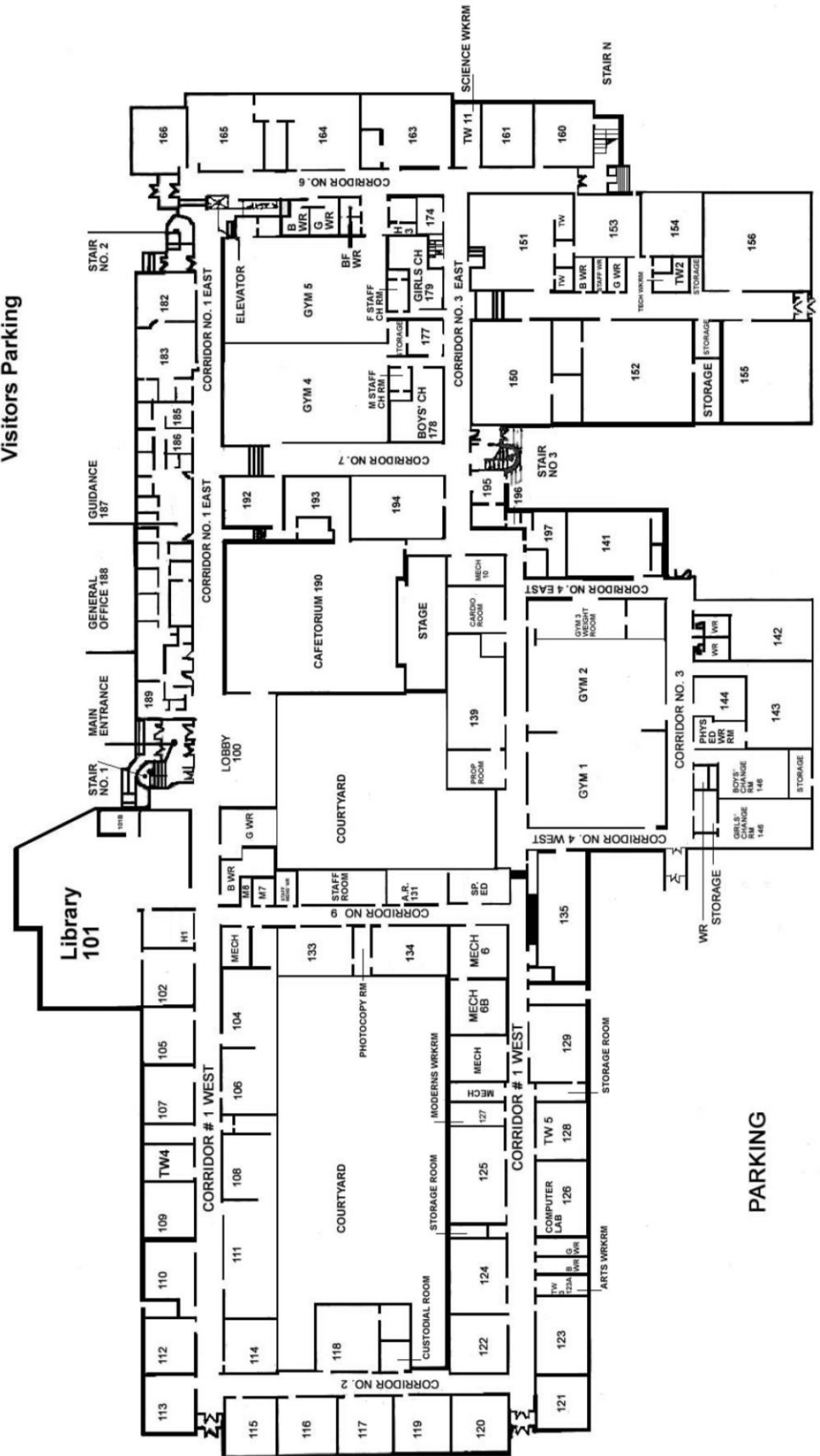
Domestic Violence Support YWCA Durham Male Victims Helpline	905-576-2997 1-866-887-0015
Distress Centre Durham 24-hr telephone counselling, crisis, suicide intervention and referral.	905-430-2522 or 1-800-452-0688
Durham Children's Aid Society (ages 0-16) If you are being abused or fear for your safety.	905-433-1551 or 1-800-461-8140
Durham Region Sexual Assault Care Centre (Lakeridge Health)	905-576-8711 (24-hr crisis line) X.3286
Kids' Help Phone Canada's only national, bilingual, 24-hr, toll-free confidential and web counselling, referral and information service for children and youth.	1-800-668-6868 or www.kidshelpphone.ca
Lesbian, Gay, Bisexual Youth Line Peer support line 4:00 p.m. – 9:30 p.m. Sunday to Friday.	1-800-268-9688 or text 647-694-4275 LGBTQ+ Domestic Violence Victims 1-866-356-6998
Durham Rape Crisis Centre 24-hr crisis line, counselling & support groups for recent/past abuse.	905-668-9200 for immediate help or 905-444-9672 (office)
Carea A community health centre for youth in Ajax/Pickering, offering free and confidential medical services.	905-576- 2997
Crime Stoppers	905-436 8477 or 1-800-222-8477
Centre for Addiction and Mental Health (CAMH)	416-535-8501 or 1-888-463-2338
Drug, Alcohol, and Mental Health Line Listen to pre-recorded information on a variety of topics. Information available in English, French, and other languages.	1-800-463-6273
Narcotics Anonymous Support group for recovering drug addicts.	1-888-811-3887 (Crisis line) 905-433-7944 (Office)
Alcoholics Anonymous/Alateen	905-728-1020

Ajax High School

Ground Floor

Bayly Street

Visitors Parking



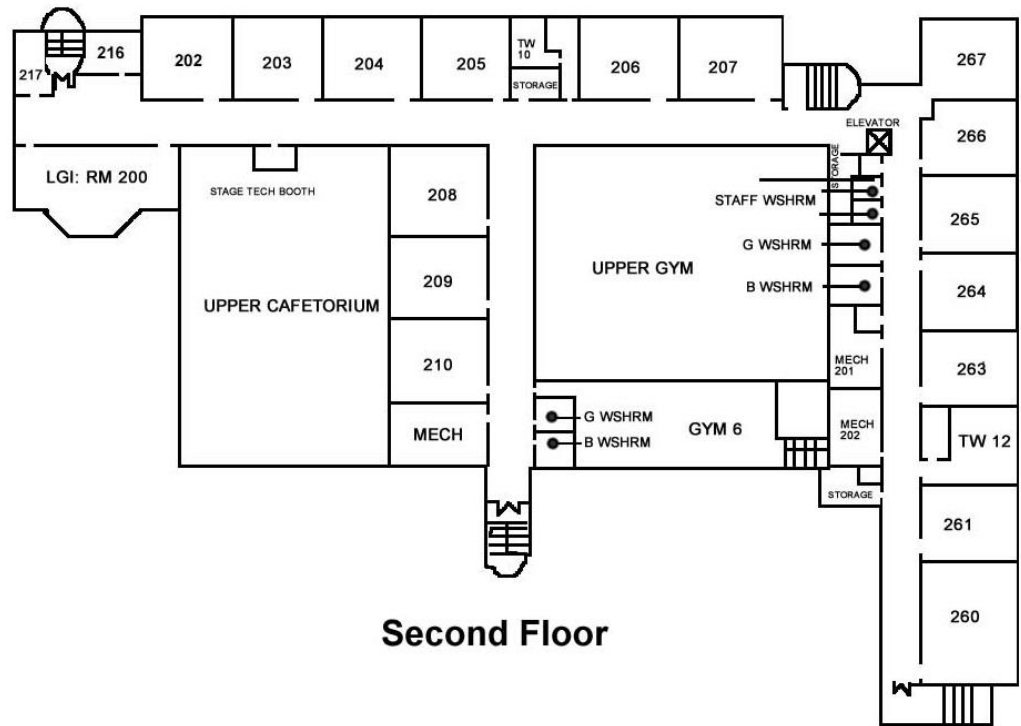
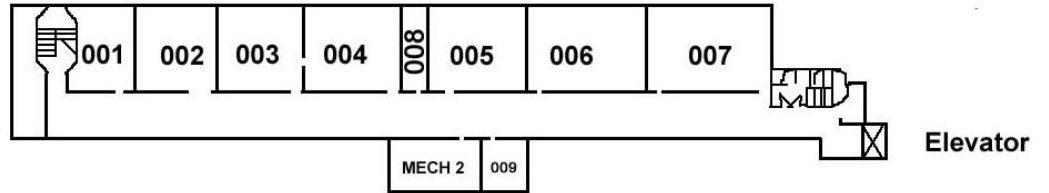
PARKING

PARKING

Ajax High School

Bayly Street

Basement



Second Floor

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AJAX HIGH SCHOOL CODE OF CONDUCT

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ONTARIO SCHOOLS CODE OF CONDUCT

RATIONALE

The Durham District School Board is committed to providing a safe and secure school environment for its staff and students. The Safe Schools Act, 2000 required each Board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. These provisions were amended by Bill 212, *An Act To Amend The Education Act*, in respect of behaviour, discipline and safety. In 2009, there were further revisions outlined in Bill 157 and Regulation 427/07. These revisions to the Education Act, came into effect as of February 1, 2010.

- A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.
- All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate and be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.
- The *Ontario Code of Conduct* sets clear provincial standards of behaviour. It specifies the consequences for student actions that do not comply with these standards.
- The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

GUIDING PRINCIPLES

The Durham District School Board supports the provincial guiding principles of the *Ontario Code of Conduct*:

- All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Recognition and acceptance of, and sensitivity toward, equity and inclusiveness are expectations within the school community.
- Maintaining a safe environment is the responsibility of the entire school community including students, staff and parents.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- The Durham District School Board expects that Progressive Discipline will be used as a means to support the Code of Conduct.
- Progressive Discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that incorporate skills for healthy relationships and promote positive behaviours.
- The goal of discipline is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach his or her full potential.
- All inappropriate student behavior, including bullying, will be addressed.
- Responses to behaviours that are contrary to the School's Code of Conduct must be developmentally appropriate.
- Insults, disrespect, bullying and other harmful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol and illegal drugs are addictive and present a health hazard. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. In addition, smoking or the distribution of tobacco on school property is prohibited by law.

ROLES AND RESPONSIBILITIES

The Durham District School Board and Ajax High School accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- holding everyone, under their authority, accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff, under the leadership of their principal, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents, volunteers, and other members of the school community;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community-based service providers and members of the community (e.g. Aboriginal Elders) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and formalizing the relationship between them. These partnerships must respect all applicable collective agreements and adhere to the Code of Conduct.

The police play an essential role in making our schools and community safer. The police investigate incidents in accordance with protocol developed with the local school Board. These protocols are based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education. Ajax High School works in partnership with the DRPS and P.C. Dimech is the police liaison officer for our school. Call 905-579-1520 for assistance.

STANDARDS OF BEHAVIOUR

The Durham District School Board and Ajax High School support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

Respect, Civility and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability, and especially when there is a disagreement;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority;

Safety

All members of the school community must **not**:

- engage in any form of bullying, whether it is in person or through technology, like email or cell phone;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias
- commit an act of vandalism that causes extensive damage to school property or to property located on school premises

PROGRESSIVE DISCIPLINE:

Bias-Aware Progressive Discipline utilizes a continuum of prevention strategies to foster and reinforce positive behaviour, and to help students make good choices. It includes the use of age-appropriate interventions, supports and consequences to address inappropriate student behaviour. The Bias-Aware Progressive Discipline measures used in response to inappropriate behaviour are both corrective and supportive.

- counselling;
- parental communication;
- detention;
- behaviour agreements;
- restorative practices;
- support and responsibility agreements;
- peer mediation;
- conflict resolution programs;
- suspension;
- expulsion.

SUSPENSIONS

Circumstances Leading to Possible Suspension

A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. uttering a threat to inflict serious bodily harm on another person*;

2. possessing alcohol or illegal drugs*;
3. being under the influence of alcohol;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*;
6. bullying; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Other suspendable infractions including but not limited to:
 - a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
 - b) being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
 - c) smoking on school property;
 - d) committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
 - e) stealing property;
 - f) engaging in intimidation, extortion*, harassment*, or verbal aggression;
 - g) misusing or misappropriating school property or services, including computers and other technology systems;
 - h) engaging in hate motivated incidents*;
 - i) engaging in gang related activity*;
 - j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
 - k) committing physical assault on another person*;
 - l) engaging in or encouraging a fight;
 - m) engaging in conduct that constitutes opposition to authority;
 - n) demonstrating poor attendance that warrants disciplinary action;
 - o) engaging in behaviour that is disruptive to the learning environment of the class or school;
 - p) engaging in conduct that is detrimental to the moral tone of the school;
 - q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
 - r) engaging in unauthorized gambling or games of chance;
 - s) engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.

* may require police involvement as outlined in the Police/School Board Protocol.

Circumstances Leading to an Investigation, Suspension and Possible Expulsion

A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate: These will require police involvement as outlined in the Police/School Board Protocol:

1. possessing a weapon, including possessing a firearm*;
2. using a weapon to cause or to threaten bodily harm to another person*;
3. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner*;
4. committing sexual assault*;
5. trafficking in weapons or in illegal drugs*;
6. committing robbery*;
7. giving alcohol to a minor*;
8. any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions including but not limited to:
 - a) hate motivated violence*;
 - b) gang related violence*;
 - c) trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
 - d) uttering threats or threatening conduct intended to intimidate*;
 - e) engaging in harassment*;
 - f) ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

Guidelines from the Ministry of Education direct us to place Suspension/Expulsion documents in the O.S.R. Guidelines will be established as directed by the Ministry of Education. A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities. A Principal may suspend a pupil for up to 20 school days and, in considering how long the suspension should be, the Principal shall take into account the mitigating factors, as well as the other factors. When a Principal suspends a pupil, the pupil shall be assigned to a program for suspended pupils, as established by the

Board in accordance with any policies or guidelines issued by the Minister.

In conclusion, when staff, students and families work together, a positive and productive learning environment is established at Ajax High School where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.

AJAX HIGH SCHOOL CODE OF CONDUCT

INTRODUCTION

Ajax High School strives for a safe, caring and inclusive learning environment for all. Part of realizing and sustaining this environment rests in the effort that every member of the school community puts forward on a day-to-day basis. Students, teachers, parents/guardians/caregivers, non-teaching staff, our family of schools, local businesses, and our various community partners all work together to help make AHS a wonderful place to be. Below you will find information about what keeps AHS running smoothly, some of the relevant pieces which govern our school practices, and the expectations to which we hold all students accountable. The Ajax High School Code of Conduct is a living document that we re-visit every year and all members of the AHS community have a voice to make suggestions and offer input. Please read the sections below.

DAILY OPERATIONS

ACCIDENT/INJURIES:

If you are injured during a class, tell your teacher at once. If you have an accident and are injured on school property, notify an administrator in the main office at once so you can be assisted, and an accident form can be completed.

ANNOUNCEMENTS, ACKNOWLEDGEMENT, AND NATIONAL ANTHEM:

The Acknowledgement and National Anthem are played after entry. During this time everyone quietly stands at attention. Please listen attentively while the morning announcements are read.

ASSESSMENT, EVALUATION AND REPORTING:

The Ministry of Education released the document entitled "[Growing Success](http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf)". This document sets policy and recommends practice with regards to assessing student work to inform teaching practice, evaluating student work and reporting on student progress. The "Growing Success" document can be downloaded from the Ministry website at <http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>. The purpose of the "Growing Success" document is to promote fair, transparent, and equitable assessment, evaluation, and reporting practices in Ontario schools with the aim of maintaining high standards, improving student learning, and benefiting students, parents/guardians/caregivers and teachers in elementary and secondary schools.

Student evaluation is a consolidation of marks from a variety of assessment tasks: evidence collected from classroom activities, conferences, peer dialogues, presentations, demonstrating process leading to a final product, projects, final assessments etc. Department evaluation procedures shall be distributed to each student in each course during the first week in each semester, and will include an explanation of all methods of evaluation, the weighting of marks assigned to each method, how marks are calculated, and the school's late and/or missed test and assignment policy. It is the student's responsibility to read and understand this information.

BICYCLES:

If you ride a bicycle to school, you must lock it securely to a bicycle rack at the front or back of the school. Bicycles should not be brought into the building unless they are part of a physical education activity, and you are supervised by a teacher. The school will not be held responsible if your bicycle is lost or stolen.

CAFETERIA:

The cafeteria will be open with limited capacity to students during the 2021-2022 school year. Students are encouraged to eat outside and/or off school property.

CLUBS/TEAMS & ACTIVITY FEES:

Information regarding the participation in Clubs and Teams will be communicated during the 2021-2022 school year.

COURSE FEES:

Students must purchase their own personal school supplies such as binders, pens, paper, etc. Items in optional courses may need to be purchased such as physical education clothing and workbooks for selected courses. Certain courses may require a materials fee to cover the cost of enrichment projects or activities i.e. family studies, technological education, physical education, etc. Course fees are due within the first two weeks of the course. Fees can be paid through School Cash Online.

DROP OFFS/PICK UPS/DRIVING:

Ajax High School has a unique parking and drop off route around the back of our school. It is very important that our parking and driveway areas remain free flowing and accessible in the event of an emergency. Drop offs cannot occur at the rear curved area as this slows down the flow of traffic. The front of the school is another area with designated purposes as special bus routes use the front of the school and busses must not be blocked for the safety and security of all our students.

EXAMINATIONS, ISU AND FINAL COURSE EVALUATIONS:

While in the Quadmester schedule, there will be no final exams.

FIELD TRIPS:

Field trips are an extension of the classroom and all code of conduct and Public Health Guidelines apply. Inappropriate behaviour may result in your parent/guardian/caregiver having to pick you up. A permission form must be completed by your parent/guardian/caregiver before leaving. If you miss the trip, any money paid may not be refunded.

FOOD DURING LUNCH TIME AND NUTRITIONAL BREAKS:

All waste must be properly disposed of in garbage or recycling containers. Food delivery services (ie. UberEats, Skip the Dishes) are not to be ordered or picked up during instructional time.

GOOD NEIGHBOUR POLICY:

At Ajax, we have a "Good Neighbour Policy" which reflects our commitment to our community. Students are asked not to loiter or smoke/vape on adjacent properties next to the school. This includes all of the private properties that surround our school.

GUIDANCE:

Counsellors are always willing to help you by providing individual counselling about courses, careers, and personal matters. If you need information about your student records, college or university applications, financial aid information, or help in finding a job, contact the guidance department through the Guidance Google Classroom to set up a virtual appointment.

HELP AVAILABLE:

Academic support is available through your teacher and our Student Success Department. Guidance counsellors help students to develop academic and career plans and can refer students and families to a wide range of Board and community resources including tutoring.

HOMEWORK:

The relationship between school and home is critical to the success and well being of our students. Therefore, homework is an extension of classroom activities and is expected to be completed outside of class time. Homework is intended to reinforce and help students review content and skills presented in class, practice skills, and introduce new topics. Families can support their student by providing a suitable environment for studying, reading and discussing homework on a regular basis, following up on assigned homework, and supporting the school if there is a concern.

HONOUR ROLL:

Students qualify for the Ajax High School honour roll by achieving an average of 80%. In grades 9, 10, and 11 all eight courses are included in the average. For students in years four and/or five, only the best six grade 12 courses are used to determine Ontario Scholars (80%).

LIBRARY RESOURCE CENTRE:

The Library will be open with limited capacity to students at lunch for quiet study, homework, class assignments, or casual reading. Coats, backpacks and food are not permitted in the library.

LOCKERS:

Lockers will not be available for student use during the 2021-2022 school year.

LOST AND FOUND:

If you have lost an item, please check the lost and found.

MARK REPORTING:

Interim reports and final reports will be distributed to students each quadmester over the course of the school year. Families may request mark updates between report cards by contacting the subject teacher. Students should review school and subject department assessment and evaluation policies/procedures carefully. It is the student's responsibility to complete all assessment opportunity tasks (projects, assignments, presentations, etc.) by the due date assigned by the teacher. If the student is unable to complete a task the teacher and student will work in partnership to establish an alternative submission date. If the student does not submit or complete assigned tasks by the alternative due date, the student may receive a mark of zero. Some due dates cannot be changed (e.g. end of unit or term, mark reporting deadlines). If assessment tasks are not completed, course expectations cannot be evaluated, and a mark of zero may be assigned. If a student is absent, it remains the student's responsibility to complete all assessment tasks, and to catch up on all classroom work missed.

- If the student is absent due to illness, family emergency, legal matter, etc., the student may be able to negotiate with the teacher a further due date.
- If the student is absent due to an approved school activity, it is the student's responsibility to contact each of his/her subject teachers PRIOR TO THE DATE(S), and to negotiate with the teacher the due date (s) of all assessment tasks.
- If the student is absent as a result of a suspension, it is the student's responsibility to hand in all assignments on the scheduled due date and to make arrangements to collect work assigned during their suspension so that it can be handed in on the scheduled due date. If a student misses a test, it is the student's responsibility to discuss an alternate date or assignment with the teacher.

PHOTO/VIDEO RECORDING:

On-line activity by staff, students and parents/guardians/caregivers that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.

RELIGIOUS ACCOMMODATIONS:

The DDSB ["Accommodating Creed in Schools"](#) Inclusive Design Approach guides the development of inclusive practices to create a welcoming and inviting learning environment for all students.

If you anticipate that you or your family might require religious accommodation at any point during the school year, we ask that you inform the administration as early as possible. Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other school activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

You are welcome to speak to your school administration about religious accommodation needs as they arise.

ROLLER BLADES, SKATEBOARDS, SCOOTERS, HOVERBOARDS ETC:

If you use these to travel to school, you must carry them into the building. Their use inside and around the school property creates a safety hazard; if they are used anywhere on school property they may be confiscated.

SAFE SCHOOL PROCEDURES:**FIRE ALARM:**

When the fire alarm sounds, follow the fire exit instructions posted in your classroom. Walk quickly from the building with your teacher - do not run! Move to the front sidewalk or to the back of the school, and remain on the back field, away from the pavement until you are instructed by your teacher to re-enter the building.

HOLD AND SECURE PROCEDURE:

If you hear the following announcement ***Attention all staff and students; the school is in a hold and secure*** you should follow the direction of your teacher until the hold and secure is over. Traffic into and out of the school will be controlled as a part of this procedure, and classes will continue to operate.

LOCKDOWN PROCEDURE:

If you hear the following announcement ***Attention all staff and students; the school is in a lock down situation. All teachers lock your doors. All students should report immediately to the nearest classroom***. You should go to the closest classroom, identify yourself to the teacher, and stay there until a second announcement says the lock down is over. If you are in a classroom, follow the teacher's instructions.

SEVERE/EXTREME WEATHER:

If there is a severe storm, listen to your local radio stations for school closing and transportation information by 7:30 AM. Ajax High School is in zone 4 (southern area).

SIGNING OUT:

If a student needs to leave the school during the school day, a parent/guardian/caregiver must sign out their child through SchoolMessenger or a call to the office before classes begin or at lunchtime. If a student becomes ill at school, they should report to the office and a parent/guardian/caregiver will be notified before they sign out. If a student does not return to school after lunch, and did not sign out, a parent/guardian/caregiver needs to call the school and the student should coordinate with the office the next morning. Please note that students who are signed out, need to leave the school property immediately thereafter as they are no longer under the purview of AHS staff.

STUDENT SUCCESS:

The Student Success staff provide special services and programs for all students. Study skills, academic support, help with organisation, quiet space for test and exam writing and/or use of computers are some of the ongoing services provided in room 106

STUDY PERIODS:

Students who have 24 credits at the beginning of their 4th year of high school have the option for a study period (spare). If you have a study period on your timetable, you must leave the property. Please note that if students chose to take a study period, they may lose opportunities for car insurance discounts, social services and pension funding, and some family benefits e.g. dental coverage. **Note:** All 5th year returning students must attend 3 classes.

STUDENT ACTIVITY COUNCIL (SAC):

The Student Activity Council provides a forum for student leadership in the school. Each grade elects a representative to provide students with a voice in school decision-making. The Student Activity Council also sponsors many activities throughout the school year. Elections for positions in grades 10, 11, and 12 are usually held in May. Grade 9 position elections are held in September.

TELEPHONE:

There is a student phone in the main office which can be used for signing out. Please check with a secretary before use.

TEXTBOOKS/MATERIALS

You are responsible for all materials loaned to you. You will be expected to pay for their replacement if they are lost and/or damaged.

THEFT/LOSS OF ELECTRONICS:

Ajax High School and the Durham District School board cannot be held responsible for loss or theft of private property, including electronics and smart phones of any kind. Here are some tips to consider:

- Consider leaving expensive electronics and other valuables in a secure location at home
- Know where your valuable possessions are at all times. If you must carry them with you, keep them quiet and out of sight
- Do not leave your valuables in an unsecured place that is separate from you. Just because an item is out of sight, does not mean it is protected
- Keep smart phones and other electronic devices electronically locked. Use encryption where possible.
- Become familiar with recovery/location software available for smartphones.
- Consider having insurance that protects valuables from loss or theft
- Protect yourself from identity theft by not having important or sensitive information easily available/viewable

If your personal electronic device goes missing, consider these tips:

- Call the phone – if it is left in an obvious location, this may help return it quickly. If it goes straight to an automated answer it may indicate that it has been turned off
- Consider using recovery software that may help you track your phone's location
- Report the loss to your service provider – they may be able to help and should know ASAP.
- Report the loss to police.

THEFT/LOSS OF VALUABLES:

Students are discouraged from bringing anything valuable to school, including technological devices, bicycles, etc. Do not leave valuable items such as jewellery, money, or personal electronic devices in an unsecure place. Report thefts to a Vice Principal immediately and fill out a theft report. The school will not be responsible for lost or stolen property.

TIMETABLE CHANGES:

If you wish to change your timetable, you must do so by the dates listed on the Guidance Google Classroom. Only prerequisite and level changes will be made after that date. You are required to attend all classes on your timetable until it has been officially changed.

VISITORS AND TRESPASSERS:

Ajax High School is private property. All visitors to the school must prearrange a meeting time with the main office. Students are not permitted to have guests in the school or on school property unless previously arranged and approved by an administrator. If guest speakers are arranged, please have them report to the main office first. Persons who are in the building without office permission are trespassing and, in accordance with the Trespass Act, may be subject to legal action.

STUDENT CONDUCT

BULLYING/CYBER BULLYING:

Bullying is a behaviour that is unsolicited and allows one person or one group to gain power over another person or group. Bullying intends to cause harm and is typically repeated over time. Intimidation is a key component of bullying resulting in verbal, physical, sexual and / or psychological harassment of the victim or victims and bystanders. This intimidation places the victim(s) in an inferior position creating isolation, alienation, insecurity, fear and helplessness. These conditions are often created by using demeaning language, teasing, name calling, threatening (physical or otherwise), spreading rumours, gossiping, gestures, pushing, shoving, tripping, hitting and intruding on personal space to inflict harm (physical or otherwise) on the victim. Students who are involved in bullying other students may face suspension. The police may be involved.

CHROMEBOOKS AND COMPUTERS:

Teachers and students will understand and apply the values and norms of their community while using digital technology in the classroom. The Durham District School Board is pleased to provide you with our 1:1 Chromebook model for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation.

Please review this procedure with your parent/guardian/caregiver. Procedures and rules regarding the use of the facilities and resources must be followed:

Acceptable Use

- Students will not engage in cyber communications that cause someone to fear for their safety.
- Students will use the computing technology as prescribed or approved by their teacher.
- Students will not engage in Cyber-bullying, visiting unacceptable sites, and/or illegal activity.
- Students will not engage in posting writing on the internet that is designed to insult or injure a person's reputation.
- Students will accurately cite information from the Internet.
- Students will not plagiarize. Students will abide by copyright laws.
- Students will not download and share copyrighted materials without the copyright holder's permission.
- Students will abide by school procedures. Students will not share passwords or data or misrepresent their identity. Students will report all instances of hardware damage or changes to the desktop or operating system immediately.

Safe Use

- Students will not post personal information about themselves or others. This information includes last name, age, sex,

home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.

- Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made. Students will seek help from principals, teachers and parents when victimized by Cyber-bullying. Students will report Cyber-bullying concerns to principals, teachers and parents.

Appropriate Use

- Students will be polite. Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
- Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
- Students will not use the computing technology ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.
- Students will assume that all communications received are private and confidential and will not disseminate them without permission from the original author. Students will not collect or distribute personally identifiable information about others on the Internet.

Recourse for Abuse/Misuse Students who do not follow this procedure AND those rules provided by their teachers and their school Student Code of Behaviour will have their computing technology privileges suspended pending review. Students are reminded that the board Student Code of Conduct states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, or engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour, Safe School Act, and Provincial Code of Conduct. Legal recourse may also be applied for criminal activities.

DANCES:

School Dances are postponed until further notice.

DRESS CODE:

Ajax High School's Student Dress Code will support a safe welcoming and inclusive school environment that recognizes the shared responsibilities to promote and protect individual rights and freedoms and to maintain respectful, safe and positive school climates

A) Appropriate Dress

Students must wear;

- Clothing which includes both a top and bottom layer
- Footwear

Students may wear;

- Any clothing that supports a human rights related need or accommodation
- Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples
- Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks
- Any headwear that does not obscure the face, subject to human rights related needs and accommodations

B) Inappropriate Dress

Students may not wear;

- Clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use
- Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
- Clothing (tops) that exposes nipples
- Clothing (bottoms) that expose groin and/or buttocks
- Clothing (mask/scarf) that obscures the face (unless required to meet human rights related needs or accommodations)
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear unless required for curricular or co-curricular approved activities

C) Health and Safety Dress Code Requirements

Students must comply with Health and Safety requirements for specific courses and/or co-curricular programs. Specialized dress requirements including personal protective/safety equipment occur in many classes/programs including science, physical education, technology and cooperative education.

Parents, guardians, and students must be informed well in advance, and individual needs will be accommodated by the school short of undue hardship.

In some special circumstances students may be required (or choose) to wear personal safety clothing (e.g. surgical mask) for medical reasons. Communication between the student, parents, and guardians and administration must occur for these situations.

END OF SCHOOL DAY:

The end of the academic school day is marked by the last bell. After this time, students are expected to gather their belongings and promptly exit the building.

LASER POINTERS, FIRECRACKERS, SNOWBALLS AND OTHER NUISANCE ITEMS:

Dangerous objects, including snowballs, firecrackers, hand-held laser pointers, cigarette lighters, noise makers, etc. must not be used on school property, and will be confiscated. Bias-Aware Progressive discipline measures may be applied if necessary.

OFFSITE AND AFTER HOURS INCIDENTS:

Ajax High School works in collaboration with parents/guardians/caregivers, community agencies and Durham Regional Police Services to educate youth on appropriate social interaction in school and the community. If you are involved in an incident off school property, or after school hours, which is against the Ajax High School Code of Behaviour, that has a nexus to and an impact on the learning environment of the school, you may be subject to the appropriate progressive discipline in accordance with DDSB Policy #5149.

PERSONAL ELECTRONIC DEVICES (Smart phones, tablets, laptops etc.):

If a mobile device is used inappropriately during instructional time, staff members may ask for it to be turned in to the office and the student must comply. Confiscated devices will be returned to the student at the end of the instructional day from the main office (first 2 offences). On the third and all subsequent confiscations the device may only be returned to parents/guardians/caregivers. **The school and board are not responsible for any personal electronic devices brought to school.**

In keeping with the Freedom of Information and Privacy Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at a school related activity, is prohibited unless approved by DDSB staff for educational purposes. In particular, the use of cameras for filming and/or recording is strictly prohibited in washrooms and change-rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

PLAGIARISM AND OTHER ACADEMIC DISHONESTY:

Teachers incorporate skills and strategies to avoid plagiarism and other forms of academic dishonesty into their curriculum delivery.

Cheating is defined as any attempt to give or obtain unauthorized assistance in a formal academic exercise (the use of unauthorized materials during a quiz, test etc., including using notes copied from other students or use of information from print, electronic devices or other sources).

Plagiarism is a form of cheating that is defined as the use of the thoughts or ideas of someone else by a student without crediting the source. Use of part or all of any other person's book, essay, magazine article, chart, drawing, diagram or any other piece of work in an assignment without proper acknowledgement is plagiarizing. Submitting an assignment written by anyone else or presenting information taken from the internet as one's own is plagiarizing.

As a student at Ajax High School, we expect that the work you submit for evaluation is original. Any confirmed occurrence of cheating / plagiarism will result in a referral to the vice principal/principal and will be subject to the following considerations: participation in a written agreement, resubmission of all or part of the assignment, substitution of an alternative assignment, and/or increased monitoring of future assignments.

PROGRESSIVE DISCIPLINE:

Bias-Aware Progressive Discipline utilizes a continuum of prevention strategies to foster and reinforce positive behaviour, and to help students make good choices. It includes the use of age-appropriate interventions, supports and consequences to address inappropriate student behaviour. The Bias-Aware Progressive Discipline measures used in response to inappropriate behaviour are both corrective and supportive.

REMOVAL FROM CLASS:

If a teacher directs you to leave the classroom for inappropriate behaviour, or if you choose to leave a classroom without the teacher's permission, you must report to the office, fill out a Student Behavioural Report, and wait to speak with an administrator.

SMOKING, TOBACCO PRODUCTS, ELECTRONIC CIGARETTES:

The Smoke-Free Ontario Act, 2017 does not permit the smoking tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoke of cannabis (medical and recreational) in enclosed workplaces and enclosed public spaces, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour. Smoking refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational).

Vaping refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

Smoking and vaping is not allowed in public and private schools, including the grounds associated with the school, and public areas within 20 metres of any point on the perimeter of the grounds of the school. It is also illegal to sell tobacco and vapour products in public and private schools.

This law applies to everyone including students, staff, parents/guardians and visitors at any time. The Durham Region Health Department has adopted a zero tolerance policy with respect to smoking or holding lighted tobacco for any person on school property. The SFOA, 2017 also prohibits the sale or supply of tobacco to anyone under the age of 19 anywhere in Ontario including school property regardless of the age of the supplier. SFOA, 2017 violations will be reported to the Durham Region Health Department. Set fines administered by SFOA range from \$305.00 to \$5000 maximum. The law is in effect 24 hours a day, 7 days a week and 365 days a year.

Do not leave the school property during classes to smoke. Students who smoke on school property, (including the school bus), or adjacent to neighbours during class time or between periods and lunch time, may be suspended and their names may be referred to the Durham Regional Tobacco Enforcement. Tobacco products in view on school property will be confiscated, and not returned.

SUBSTANCE ABUSE:

Ajax High School does not condone the use or abuse of alcohol, drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation. Students possessing, trafficking, or under the influence of controlled/intoxicating substances that are not prescribed for medical purposes may be subject to bias-aware progressive discipline. This includes drug paraphernalia such as rolling papers, bongs, scales, grinders, vapes, etc.

SUSPENSION:

After ongoing engagement with the bias-aware progression discipline approach, student behaviour may result in a school suspension. The suspension will be considered in consultation with the student's family/care giver so that there is a clear understanding of the reasons for suspension and expectations of behaviour. Students returning from a suspension may require an administrator/parent interview to review the suspension upon their return. Suspended students are not allowed on school property while suspended and may face a lengthier suspension if not in compliance.

VANDALISM:

Destruction or defacing of school property whether through a malicious act, or indirectly caused by violent behaviour, horseplay, etc. may result in suspension, and restitution made upon return to school. Police may be contacted.

VIOLENCE:

Any form of violent behaviour (including play fighting if it has threatened the safety of others) may result in suspension. Serious incidents may also include referral to Durham Police.

WEAPONS:

A weapon is any object that could be used for attacking another person i.e. chains, studded accessories/jewellery, etc. Students in possession of weapons on school property may face suspension, and/or referral to Durham Police. Replica weapons are not

permitted at school.

ATTENDANCE: ABSENCES AND LATES

REPORTING STUDENT ABSENCES ONLINE

Parents/guardians/caregivers may choose to use the SchoolMessenger Safe Arrival system (<https://go.schoolmessenger.ca>) to report their student's absence in advance. Parents can also report absences through the automated telephone system by dialing 1-844-350-2646 without creating an account.

Please note that the Ajax High School answering machine will no longer be used to receive absence information for students.

ATTENDANCE:

Regular attendance and punctuality are essential for student success. Attendance is taken in each subject class. If classes are missed due to illness, etc., the student is responsible for catching up on work missed. If a student knows ahead of time that they will be missing a class, then the work should be obtained ahead of time. Credit courses are generally organized according to 110 hours of instructional time per credit, and curricular delivery and assessment is based on this model.

1. If you are absent from school, have your parent/guardian/caregiver call the SchoolMessenger Safe Arrival line (1-844-350-2646). Students who are signed out are not to be in the building unless they are in the office waiting for a parent (e.g. students are not to sign out to work on assignments in the building). Consequences for students who are truant or skip classes will follow bias-aware progressive discipline procedures.
2. A student who is truant or skips a class on the day of a test or assignment that is due may receive a mark of zero.
If you are late for class, please use the QR code posted at the door of your classroom to complete the school sign-in form. Continual lateness will result in a referral to a Vice Principal. Students who have a valid reason for a late (e.g. Medical appointment) which is validated by a parent/guardian/caregiver note or phone call will receive an **excused late**. Students who do not have a valid reason will be issued an **unexcused late**.

EXTENDED ABSENCES (non-medical):

Parents/guardians/caregivers are expected to notify an administrator of a planned extended absence **two weeks prior to the absence** and fill out an **Extended Absence Form** (available in the office or online at the Ajax HS website). The form must be completed by the student, parent/guardian/caregiver, and subject teachers. Any work assigned must be completed before the extended absence, unless otherwise stated by the subject teacher.