

# Medway Daily Schedule 2022-23

Period	Regular Schedule	Assembly
Period 1 (Block A)	8:15 - 9:30	8:15 - 9:15
Announcements	9:30 - 9:35	9:15 - 9:20
Period 2 (Block B)	9:40 - 10:55	A 9:25 - 10:25
Assembly		B 10:30 - 11:20
Lunch 1	10:55 - 11:35 1st Lunch	11:25 - 12:05 1st Lunch
Gr 9 & 11 Classes (Block D)	11:00 - 12:15 10 & 12 Class	11:30 - 12:30 10 & 12 Class
		12:10 - 1:10 9 & 11 Class
Lunch 2	11:40 - 12:55 9 & 11 Class	12:30 - 1:10 2nd Lunch
Period 4 (Block E)	1:00 - 2:15	1:15 - 2:15

# Medway High School



## STUDENT / STAFF HANDBOOK 2022-2023

**Academically Driven, Community Focused**

**Telephone: 519-660-8418**

**Fax: 519-660-0506**

**Safe Arrival Line: 1-844-305-3756**

[www.tvdsb.on.ca/medway](http://www.tvdsb.on.ca/medway)

Twitter: @MedwayHS

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Principal: G. Howard

Vice Principal: E. Mutch

Vice Principal: N. Howe

## WELCOME TO MEDWAY

Welcome to Medway High School. Medway is a school defined by a community that is empathetic, caring and committed to academic success. Our inclusive school culture respects the unique characteristics of each individual which collectively makes us strong. Medway is an incredible school with a proud tradition of excellence both in and out of the classroom. The student body is wonderful and welcoming and the staff is amazing and is truly committed to you and your learning. There is something for everybody at Medway. The Arts, Athletics, Music and a wide variety of clubs serve to make the Medway experience one that will create memories that will last a lifetime. I encourage you to get involved in some of the many clubs, teams, programs or events that Medway has to offer to make the most of your year. Remember we may come to Medway from different backgrounds but we will all leave Cowboys!

All the best for a successful year!

Principal, Greg Howard

### **MEDWAY'S SCHOOL GOAL**

To improve the ability of all students to acquire skills and analyze information to make informed decisions.

### **SCHOOL IMPROVEMENT PHILOSOPHY**

To build student competence in the Global Competencies of critical thinking and problem solving skills.

### **MEDWAY SCHOOL COUNCIL**

Medway's School Council meets 4-5 times a year. **All parents and students are welcome to attend these meetings.** Elections for the new Council will be held in October. Information on School Council is available on the school web page and at Parents' Night.

### **MEDWAY STUDENTS' COUNCIL**

Medway's Students' Council is a link between the student body and the school's administration. We play a major role in providing a positive learning environment. The Students' Council Executive is comprised of senior students who are eager to hear your new ideas and who will work to ensure that the administration is aware of them. Your Co-Presidents encourage you to talk to your grade representatives and share your ideas.

## **STUDENTS' COUNCIL MESSAGE**

Welcome Cowboys!

Medway students' council is so excited for another great year! We are ready to make 2022-23 everyone's best school year yet with lots of great activities and events.

Welcome to the grade nines, our new ESL (English Second Language) students and other students who have moved into Cowboy Country! We are thrilled that you have chosen Medway as your school, and we know that you will enjoy your time here!

Medway has something for everyone. We have over twenty clubs here that work to create an inclusive school environment for everyone as well as many sports teams. We highly recommend joining lots of clubs and teams and actively participate in all school spirit activities.

For many of you, high school may seem daunting, but it does not have to be. We believe, that as your student council, it is our job to make Medway a place that you are happy and comfortable in. Please do not hesitate to contact a student council member if you have any suggestions or concerns. We are here to help!

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### **STUDENTS' COUNCIL EXECUTIVE**

To be announced towards the end of September:



## Music Council 2022-23

Interested students involved in the extra and co-curricular music ensembles will be asked to fill out an application. Successful candidates will be appointed to appropriate executive positions or to positions on the general council. Executive positions may include Co-Presidents, Co-Vice Presidents, Fundraising Executives, Secretary, Band Representatives, Choir Representatives.

*Please see Ms. Kendell, Mr. Waugh or Mr. DeVoght if you are interested.*

<b>Medway Music Rehearsal Schedule 2022-23</b>		
Monday	Jr/Sr Band	2:30 - 3:30 pm
	Concert Choir	3:30 - 4:30 pm
Tuesday	Madrigal Choir (auditioned)	7:10- 8:00 am
	Jazz Band (auditioned)	2:30 - 3:30 pm
Wednesday	Concert Choir	2:30 - 3:30 pm
	Gr 9 Band	2:30 - 3:30 pm
	Jr/Sr Band	3:30 - 4:30 pm
Thursday	Grade 9 Choir Sectional	Gr 9 Lunch
Friday	Madrigal Choir	7:10 - 8:00 am
	Music Council	Both Lunches
Grade 9 Choir, and Grade 9 Band will have occasional lunchtime rehearsals for students who are unable to make after-school rehearsals consistently. Junior Jazz, if running, will have lunchtime rehearsals TBA.		

*The music department holds three major concert nights of their own during the school year, while also performing at numerous Board-wide and community events, and the Kiwanis Music Festival. The Alex Clark Memorial Concert is held in October, the holiday concert takes place in December, and our final Spring Music Night usually happens in May. All concerts are held at the Banting S.S. Auditorium. If you would like one of our ensembles to perform at an event, or if you have any questions about Medway Music, please contact the Department Head, Lydia Kendell.*



# STUDENT ACTIVITIES

## STUDENT ACTIVITY FEE

All students are requested to pay a Student Activity Fee at the beginning of the school year. Student activity fees are used to supplement a student's school experience through materials and activities such as student agendas, student photo ID cards, student recognition programs, extracurricular activities, school dances and/or theme days. Student photo ID cards are presented at all activities sponsored by Student Council, Athletic and Music Associations, and other student activities and clubs. To be a member of school teams and clubs, students should have a student card. Students must have a student card to attend dances.

The Student Activity fee for 2022-23 is \$20. **Student fees can be paid for online.** You can access the online payment system from the parent portal or the Medway web page.



## MEDWAY HIGH SCHOOL

Teams, Clubs and Organizations  
Get Involved!

MEDWAY MUSIC	
Band, Grade 9	Concert Band, Jr
Choir, Grade 12	Jazz Band, Sr
Choir, Grade 9	Madrigal Choir (auditioned)
Concert Band, Sr	Triple Trio (self directed)
Concert Choir (9-12)	Grade 12 Ensemble (self directed)

## CLUBS AT MEDWAY

Archery	Morning Music Team
Anime Club	Music Council
Announcement Team	Peer Tutors
Best Buddies	Reach for the Top Jr and Sr Teams
Chess Team	Rock Climbing Club
Culinary Club	Rugby, Jr Boys
DECA Business Club	Safe School Committee
Drama Club	Sexuality and Gender Alliance
Eco Club	Science Club
ELOPE	Social Justice and Peace
Forum Theatre Troupe	Softball Club (Girls)
Hockey, Jr Boys, Girls	Student Athletic Association
International Club	Student Council
Intramurals	Tech Way - AV Club
	Weight Room Club

## MEDWAY ATHLETICS

Badminton, Jr & Sr, Co-Ed.	Hockey, Boys & Girls
Baseball,	Rugby, Sr. Boys & Girls
Basketball, Jr & Sr, Boys and Girls	Soccer, Boys and Girls
Cross Country, Co-Ed	Swim Team, Co-Ed
Curling, Boys and Girls	Tennis, Co-Ed
Field Hockey	Track & Field, Co-Ed
Football, Jr & Sr Boys	Volleyball, Jr & Sr, Boys and Girls
Golf, Boys and Girls	Wrestling, Co-Ed

Additional clubs, teams and activities may develop over the course of the year.

Have an idea? Let us know!



# **AWARDS**

## **HONOUR ROLL**

Year 1, 2: Best 8 credits weighted average 80% or above

Year 3: Best 7 credits weighted average 80% or above

Year 4: Best 6 credits weighted average 80% or above (Ontario Scholar)

Note:

- Course credits must be earned during the school year (between September and June)
- Course credits must be granted by a Publicly Funded Board.

## **ACADEMIC M**

Awarded to graduating students who achieve 80% on *each* of best 6 senior level courses. A complete list of academic awards can be found in Guidance.

## **ATHLETIC M**

**Students need to achieve 24 points.**

This award will be presented upon graduation.

In order to be eligible for these points, the student must complete the year with the team and have maintained good attendance at required practices and events.

## **TEAM POINTS (Team Sports & Individual Sports)**

Up to 5 points per team can be earned in each year.

1. Competed in TVRA Season ..... 3 points
2. Participated at WOSSAA ..... 1 point
3. Participated at OFSAA ..... 1 point

**NOTE:** For Individual sports (ie. Track & Field, Swimming, etc) you cannot attain points for all the events that you compete in. Choose the ONE event in your sport with the highest standing and record the appropriate points for it.

## **Bonus Points (up to 4 points maximum)**

1. Member of a team for 4 years = 1 point per sport that was played for 4 years.
2. Other Athletic Leadership roles within Medway/Community (ie. S.A.A. Involvement, Managers, coaches, timers, score keepers, etc.) up to the discretion of coaches/athletic director/S.A.A. Staff Advisor.



## **MAJOR ATHLETIC AWARDS** *(given out at the Athletic Awards Night in June)*

1. Grade 9 Athletic Award, female and male - active member on a minimum of 2 teams, dedicated, a leader, highly skilled athlete, contributes in many ways.
2. Grade 10 Athletic Award, female and male - active member on a minimum of 2 teams, dedicated, a leader, highly skilled athlete, contributes in many ways.
3. Grade 11 Athletic Award, female and male - active member on a minimum of 5 teams, dedicated, athletic performance, contributes in many ways.
4. Student Council Award and John Pullen Memorial Award - most improved female and male athlete since Grade 9. Awarded in Grade 12, 4th year.
5. S.A.A. and Tom Williamson Award - contribution to athletics and athletic program over high school career, female and male. Awarded in Grade 12, 4th or 5th year.
6. Rowland Hill Shield Award - outstanding athlete over high school career, female and male. Awarded in Grade 12, 4th year.
7. S.P.E.C.T.R.A. Award Candidate - graduating student, who combines academics, athletic and leadership qualities within the school and community, female and male, awarded in Grade 12, 4th year.
8. Colin Hood OFSSA School Sport Award - graduating student, above average academic standing, played a minimum of 3 different sports, and has been active member on at least 6 different teams, a leader in the school, and has a presence in their school and community, female and male, awarded in Grade 12, 4th or 5th year.
9. Robbie Miles Memorial Award - Graduating player who demonstrates respect, responsibility, fairness, optimism and honest in the game of rugby.
10. Dan Reith Swimming Award - Outstanding graduating swimmer
11. Jeff Laing Memorial Award - Senior Football Player of the Year

## MUSIC M

Students need to achieve 24 points.

This award will be presented upon graduation.



***Points are awarded for participation in the various music groups according to the following scheme:***

1. Sr. Band .....3 points
2. Concert Choir .....3 points
3. Gr. 9 Band ..... 1 point
4. Jr. Choir..... 1 point
5. Jr. Band.....2 points
6. Madrigal Choir.....2 points
7. Jazz Ensemble .....2 points
8. Men’s Choir, Cantabella, Intergenerational Choir..... 1 point
9. Music Council Executive .....3 points
10. Music Council Member ..... 1 point
11. Outstanding Contribution ..... 1 point

The Director of each ensemble will keep accurate records of each student's points. In order to be eligible for these points, the student must complete the year with the ensemble and have maintained good attendance at rehearsals and concerts. Partial points will be given only if a student is asked to join the group part way through the year. No points will be awarded to a student who fails to remain in the group for the entire year (except in the case of exceptional circumstances).



## MEDWAY PINS

**A Medway pin is awarded to indicate excellence for:**

Academic M, Athletic M, Music M, Extra-Curricular M, Drama M.

## NOTES - MEDWAY PINS

1. Up to 8 points earned in athletics may be counted towards the Extra-Curricular M **if the student has not received an Athletic M.**
2. Up to 8 points earned in music may be counted towards the Extra-Curricular M **if the student has not received a Music M.**
3. Up to 8 points earned in drama may be counted towards the Extra-Curricular M **if the student has not received a Drama M.**

### **DRAMA M** - revised May 2017

#### **Students need to achieve 16 points**

This award will be presented upon graduation.

In order to be eligible for these points, the student must complete the year with the club and have maintained good attendance at required rehearsals and performances.

Points are awarded for participation in the various drama roles according to the following scheme:

1. Leading role (school play) .....5 points
  2. Minor role (school play) .....3 points
  3. Stage Manager (school play) .....4 points
  4. Tech Way (school play) .....3 points
  5. Special productions (ie. 4<sup>th</sup> R, Forum Theatre).....2 points
  6. Participating role (school play) ..... 1 point
  7. Outstanding contribution ..... 1 point
  8. Drama Rep - executive .....2 points
- \*1 Bonus point for a four year commitment to the Drama Club*

### **EXTRA-CURRICULAR M**

**Students need to achieve 20 points. This award will be presented upon graduation.**

In order to be eligible for these points, the student must complete the year with the club and have maintained good attendance at required meetings/ events/etc.

Points are awarded for participation in various clubs that operate at Medway (e.g. Student Council, Yearbook, Peer Support, Reach for the Top, Violence Prevention, Weight Training Club, Jr. Boys Rugby, Jr. Boys Hockey, Archery, Tennis, etc.)

## **EXTRA-CURRICULAR M - POINTS**

1. 10 hours of participation ..... 1 point
  2. 20 hours of participation ..... 2 points
  3. 30 hours of participation ..... 3 points
  4. Outstanding contribution ..... 1 Bonus point\*
- \* (Max. 4 points/activity/year)

## **ATHLETICS**

### **ACADEMIC/EXTRA-CURRICULAR ELIGIBILITY**

**The TVRA will follow the OFSAA By - Laws for academic eligibility.**

1. Students who have fewer than twenty two (22) credits must be taking courses which define them as full-time students under the Ministry of Education definition. Namely, a student in a traditional school must be registered in a minimum of six (6) full day school credit courses. In a semestered school, a student must be registered in a minimum of three (3) full day school credit courses in the semester in which he/she participates.
2. Students who have achieved twenty two (22) credits must be taking four (4) non-semestered full day school credit courses over the school year or two (2) full day school credit courses in the semester in which he/she participates.
3. A student is eligible for a maximum of five (5) consecutive school years from the date of entry into grade 9. A student must not have reached their 19th birthday by January 1st prior to the start of the school year in which competition is held.
4. A competitor must satisfy the school administration as to his/her regular attendance and academic standing. A competitor may be deemed ineligible if they are not meeting the minimum expectations in their courses.
5. All students are expected to attend their assigned classes on the day of competition or they will be deemed ineligible to compete or engage in practices. It is expected that student athletes will maintain regular attendance in all classes or they may be removed from the team.
6. An athlete must abide by the Medway Athletics Player Agreement which must be signed by the athlete for each year.

**Note: A student who transfers from another school to Medway must apply for eligibility under the OFSAA Transfer policy through the Athletic Director at Medway.**

## **TVRA CODE OF CONDUCT FOR STUDENT ATHLETES**

Student athletes should be encouraged and expected to: demonstrate respect for themselves and for others (including, coaches, officials, other students, volunteers and spectators); and, otherwise engage in acceptable behaviour. Respect, responsibility and acceptable behaviour are demonstrated in the context of athletic activities when a student:

- Abides by, shows respect for and compliance with the Rules of Play, the terms of the Agreement and the decisions of the Coordinator, TVRA officiating personnel, coaches and school authorities, both in letter and in spirit;
- Takes responsibility for his or her own actions; and
- Is prepared to participate in TVRA Contests to his/her full potential and to demonstrate good sportsmanship throughout.

## **SPORTSMANSHIP**

- The absence of unnecessary force and violence;
- Freedom from substance use (including any performance enhancing drugs, illicit drugs and alcohol);
- Respect for and compliance with the Rules of Play, the Agreement and the decisions of the Coordinator, TVRA officiating personnel, coaches and school authorities, both in letter and in spirit;
- Taking responsibility for one's own actions; and
- The display of modesty in victory and graciousness in defeat.

## **STUDENT CONCUSSION POLICIES**

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum.

Since a concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered a concussion. If any injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Questions can be directed to the school principal. Concussion Forms can be found on the Medway site.

## **SERVICES FOR STUDENTS**

### **GUIDANCE**

Counsellors are available to provide the following services: education planning, career information, registration for post-secondary institutions, study help, peer tutor program, alternative education programs, assistance with home, school, work and/or social concerns.

Students in Grade 9, 10 and 11 will take 8 credits each year. If you are withdrawing from school or transferring to a new school, you must discuss either situation with your counsellor. If a student withdraws from a Grade 11 or 12 course within five instructional days following the issue of the first report card, the withdrawal is not recorded on the OST. If a student withdraws from a course after five instructional days following the issue of the first report card, the withdrawal is recorded on the OST by entering "W" in the "Credit" column. The student's mark at the time of withdrawal is recorded in the "Mark" column.

To keep up to date with all that is happening in Guidance for your student refer to the Medway School Website under Guidance and the left hand tabs are set up, one for each grade level. As we make presentations to the grades throughout the year the information goes here. Registration information can be found here as well as: NCAA information, volunteer and job opportunities and scholarship information for senior students.

### **STUDENT SUPPORT CENTER**

Our Student Success and Resource departments and adjacent to one another in order to provide students with one spot, full student support. All of the services of Resource and Student Services will be housed in Room 251 and 252.

Student Success is open for all students on both lunch hours and provides supports for students struggling in their subject areas, taking tests, organizing their study material or even helping with presentations.

<b>GUIDANCE COUNSELLORS 2022-23</b>	
Mr. Matches	A - F
Mrs. McDonald	G - L
Mrs. Dixon	M - R
Mrs. Farquharson, Head	S - Z

## COMMUNITY INVOLVEMENT ( 40 Volunteer Hours )

This requirement is designed to encourage students to develop awareness and understanding of civic responsibility and the role they can play in supporting and strengthening their communities. As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. Students may complete the activities for the requirement at any time during their years in grades 9 to 12. Students will not be paid for any community involvement activity. **Students must fulfill the requirement outside scheduled class time**, and must obtain the necessary documentation showing that they have completed the activities.

Student transcripts will contain a record of whether or not they completed the requirement. Additional information is available in the Thames Valley brochure.

## LIBRARY

The Medway High School Library is open to students daily for quiet study, independent and collaborative work, reading, word processing, and research. Print materials are loaned for three weeks and must be returned by the end of each semester. Materials that are DAMAGED, LOST or STOLEN must be paid for or replaced. Food and drinks are not allowed in the library.

- The library offers a variety of work area options including tables areas, lounge seating, computer stations, a conference room for small group study, and a computer lab for inquiry research.
- Students can take advantage of our:
  - **Print Collection** - including Reference Books, Encyclopedias, Fiction, Non-Fiction, Graphic Novels, Yearbooks, and Magazines
  - **Technology** - including Photocopier / Scanner, Computers, Chrome books, iPads, SMART Board and Projectors
  - **Makerspace / Hackerspace Activities** - working with craft materials and tech (Speros, Ozobots, MakeyMakeys) to develop creativity, fine motor skills, programming and technical skills
  - **Volunteer Opportunities** - outside of class time this counts towards a student's graduation requirement of 40 community involvement hours

For more information and helpful links please visit the Library Web Page which is accessible through the Medway High School Website.

<http://www.tvdsb.ca/medway>

## **HELPFUL TIPS FOR STUDENT SUCCESS**

### **MONITOR GRADES AND KNOW LEARNING PREFERENCE!**

- Know how to learn best (auditory, kinesthetic, visual, right or left brain) and use appropriate strategies in class and when studying; use technology for assistance.
- Know current grade - teachers provide or post marks frequently during the semester. Review marks on the student portal, at-risk reports and mid-term reports. Talk to teachers, Guidance Counsellors, SSTs or LSTs about marks and opportunities for improvement.

### **GET ORGANIZED AND MANAGE TIME!**

1. Use a planner (Medway planner, worksheet, electronic organizer)
2. Keep an organized notebook
3. Make sure all materials needed for class are organized
4. Choose a study time and place (school and home)

### **DO ALL HOMEWORK AND COMPLETE ALL ASSIGNMENTS!**

1. Doing homework helps a student understand concepts more thoroughly
2. Doing homework gives a student the chance to practise what was learned in class
3. Homework also includes reviewing notes, reading text materials and studying for quizzes and tests
4. Complete all assignments on time

### **PRACTISE A HEALTHY LIFESTYLE!**

1. Eat a nutritious breakfast and keep a healthy diet
2. Get adequate amounts of sleep
3. Exercise is important - stay active
4. Get involved in extracurricular activities
5. Find time for relaxation



### **PREPARE FOR TESTS AND EXAMS!**

1. Work to improve memory skills (use mnemonic devices, cue cards)
2. Practise types of questions and types of tests
3. Use strategies to reduce test anxiety
4. Take advantage of extra help sessions offered by teachers



## TEXTBOOKS / LIBRARY BOOKS

Books for all courses are on loan to students. You will be required to pay the **replacement cost** of any book which is damaged, lost or stolen. Please note that some courses may provide learning materials which may be purchased. *Students are responsible for the exact texts issued to them. (All textbooks are numbered).*

## VISITORS:

During the school day, the school grounds and buildings are out of bounds to all except registered students of Medway High School and their parents and guardians, Board of Education employees or persons having business with the Administration or staff. All visitors **must** check in at the main office.

**TVDSB MISSION:** We build each student's tomorrow, every day.

## TVDSB VISION:

The Thames Valley learning community inspires innovation, embraces diversity, and celebrates achievements - a strong foundation for all students.

## TVDSB COMMITMENTS:

As leaders in public education, we commit to:

- Putting the needs of the students first;
- Recognizing and encouraging leadership in all its forms;
- Supporting student leadership development opportunities in the Community;
- Ensuring safe, positive learning and working environments;
- Inspiring new ideas and promoting innovation;
- Taking responsibility for the students and resources entrusted to our care;
- Actively engaging our students, staff, families and communities; and
- Being inclusive, fair and equitable.





## **MEDWAY HIGH SCHOOL - CODE OF CONDUCT**



**We believe that *all* students can be successful!**

### **COMMITMENT TO STUDENT SUCCESS**

Teachers and staff, in partnership with the community, provide all students with learning opportunities that enable them to develop the knowledge, skills, and values to become positive, responsible, and contributing members of society.

### **CODE DEVELOPMENT**

This school Code of Conduct has been developed in accordance with Ministry of Education guidelines and the Thames Valley District School Board of Education policy statements. It has also been endorsed by Medway school council, student council, and staff.

### **INTRODUCTION**

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. Building and sustaining a positive school climate is a complex challenge requiring evidence-informed solutions. A whole-school approach, which involves all members of the school community, is also important in supporting efforts to ensure that schools are safe, inclusive, and accepting. It is an effective approach to making systemic changes that will benefit all students and the broader community. A whole-school approach is also valuable in addressing such issues as racism, intolerance based on religion or disability, bullying, homophobia, and gender-based violence.

All students, parents, and teachers and other school staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate. The promotion strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behavior, fosters a positive school climate that supports students achievement and the well-being of all students. Boards and schools should therefore focus on prevention and early intervention as the key to maintaining a positive school environment in which students can learn and teachers can teach.

## **THE PROVINCIAL CODE OF CONDUCT**

The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply to students whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. They also apply to all individuals involved in the publically funded school system - principals, teachers, other school staff, parents, volunteers, and community groups.

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.

### **Purpose of the Code**

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
4. To encourage the use of non-violent means to resolve conflict;
5. To promote the safety of people in the schools;
6. To discourage the use of alcohol and illegal drugs; and
7. To prevent bullying in schools.

### **MEDWAY CARES WEBSITE**

An anonymous web reporting tool on our school's homepage is available to all students and families. If a student has a concern, knows of someone being bullied or is being bullied they can report using our new anonymous service.

<https://medway.tvdsb.ca/en/our-school/MedwayCares.aspx>

*Please treat this service with the respect and seriousness it deserves.*

## **STANDARDS OF BEHAVIOUR**

### **RESPECT, CIVILITY, AND RESPONSIBLE CITIZENSHIP**

#### **All members of the school community must:**

- Respect and comply with all applicable federal, provincial, and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- 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; and
- 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 bullying behaviours;
- Commit sexual assault;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of or traffic weapons, firearms or illegal drugs;
- Use any object to threaten, intimidate or injure another person;
- Be in possession of, 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; and
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.
- Medway's BPIP can be found on the Medway web page

## **ROLES AND RESPONSIBILITIES**

### **Principals**

Under the direction of their school boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a 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; and
- Communicating regularly and meaningfully with all members of their school community.

### **Teachers and Other School Staff**

Under the leadership of their principals, 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 school 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, parents, volunteers, and other members of the school community; and
- Prepare students for the full responsibilities of citizenship.

### **Students**

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; and
- Follows the established rules and takes responsibility for his or her own actions.

## **Parents**

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfill their role 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;
- Show that they are 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; and
- Assist school staff in dealing with disciplinary issues involving their child.

## **SUSPENSION AND EXPULSION**

Within the continuum of progressive discipline, the purpose of a suspension is to caution students and deter them from continuing with or repeating unacceptable behavior; prevent other students from being exposed to or involved in dangerous and damaging activities; discipline students who have transgressed the rules of the school; and to warn parents of guardians of serious discipline problems with their children. Police will be involved in accordance with the Police/School Board Protocol.

### **Circumstances for which a suspension shall be considered:**

The Principal shall consider a suspension, 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:

- Bullying;
- Activities engaged in by the pupil that cause extensive damage to the property of the Board;
- Being under the influence of cannabis, unless the pupil is a medical cannabis user;
- Medical/Immunization
- Engaging in any act considered by the Principal to be injurious to the moral tone of the school;
- Engaging in any act considered by the Principal to be injurious to the physical or mental well-being of any member of the school community;
- Possessing alcohol or illegal drugs;
- Activities engaged in by the pupil that cause the pupil’s presence in the school to be injurious to the physical or emotional well-being of other pupils or persons in the school;

**Circumstances for which a suspension shall be considered - *cont'd***

- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board
- Any other activity that, under a policy of the board, is an activity for which a principal must suspend a pupil
- Uttering a threat to inflict serious bodily harm on another person;
- Committing an act of vandalism that causes extensive damage to school property at a pupil's school or to a property located on the premises of the pupil's school;
- Swearing at a teacher or at another person in a position of authority;

**CIRCUMSTANCES IN WHICH A STUDENT MAY BE EXPELLED:**

A student shall be suspended and may be expelled if the student commits any of the following infractions on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate.

- Giving cannabis or alcohol to a minor;
- Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Possessing a weapon, including possessing a firearm;
- Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person);
- Committing a robbery or a sexual assault;
- Trafficking in weapons or in illegal drugs;
- Using a weapon to cause or to threaten bodily harm to another person;
- Any other activity that, under a policy of the board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

**POLICE INVOLVEMENT**

The protocol outlines the types of incidents that require mandatory reporting to police and those for which reporting is discretionary. The following incidents require mandatory reporting to police (for students under the age of 12, refer to section 15 of the School Board \ Police Protocol Document). Note that mandatory police reporting does not mean that police will lay charges in every situation; however, for the incidents listed, police *must* be notified. The incidents listed include those that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on school climate.

## **POLICE INVOLVEMENT - *cont'd***

The following incidents require **mandatory notification of police**:

- All deaths;
- Physical assault causing bodily harm requiring medical attention;
- Sexual assault;
- Robbery;
- Criminal harassment;
- Relationship-based violence;
- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Trafficking in weapons or in illegal drugs;
- Possessing an illegal drug;
- Hate and/or bias motivated occurrences;
- Extortion;
- Arson;
- Gang related occurrences;
- Vandalism causing serious damage; and
- Bomb threats.

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the 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.



**BEHAVIOURS SPECIFIC TO MEDWAY HIGH SCHOOL**

<b>CATEGORY</b>	<b>STUDENTS ARE REQUIRED TO...</b>
Academic Honesty	<ul style="list-style-type: none"><li>● Complete all course assignments, assessments, and evaluations on their own unless otherwise instructed by their teacher.</li><li>● Cite another person’s words or ideas in order to avoid a charge of plagiarism.</li></ul>
Achievement	<ul style="list-style-type: none"><li>● Come to class with the appropriate book(s) and other necessary materials.</li><li>● Submit assignments on the due date and to study for tests, examinations, and final evaluations. Late assignments may be subject to possible mark deductions.</li><li>● Extensions are to be negotiated in advance of a due date, not on the day the assignment is due.</li><li>● Come to class on all assessment and evaluation days. Work that is not completed and submitted for evaluation may receive a mark of zero.</li><li>● Complete homework. Homework may involve projects, assignments, independent study, and review of notes. Students must organize and prioritize their time to meet the workload for each course.</li></ul>
Attendance and Punctuality	<ul style="list-style-type: none"><li>● Attend class on time prepared to learn.</li><li>● Schedule appointments and vacations outside of school time.</li><li>● Parent/guardian should call the School-Messenger system on the day to report the absence.</li><li>● If a student arrives late to class after the bell, the student will provide his/her teacher with an office issued admit slip.</li><li>● Understand that all unauthorized absences are considered to be trancies (“skipping”) and consequences will be assigned.</li></ul>
Announcements and National Anthem	<ul style="list-style-type: none"><li>● The National Anthem begins at 8:15 AM. Students are expected to stand quietly during the playing of the National Anthem.</li><li>● Listen attentively to announcements.</li></ul>

<b>CATEGORY</b>	<b>STUDENTS ARE REQUIRED TO...</b>
Assemblies	<ul style="list-style-type: none"> <li>• Attend all scheduled assemblies. Books/bags are to be left in class and students are to proceed to the designated location when called by the office. Students are not permitted to go to their lockers prior to an assembly.</li> <li>• Demonstrate respectful behaviour.</li> </ul>
Buses	<ul style="list-style-type: none"> <li>• Ride only their assigned bus.</li> <li>• Follow the Code of Conduct as well as other school and board regulations while on the bus or waiting for the bus. The rules that apply in a classroom also apply on a bus.</li> <li>• Inappropriate, disrespectful, and/or unsafe language on the bus may result in the loss of bus privileges and are subject to progressive discipline.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Consume food and drinks in the cafeteria and put all waste and recyclables in the appropriate receptacles. Keep floors and tables clean.</li> <li>• Teachers use their discretion to allow food or drink in classrooms.</li> </ul>
Cell Phones, Hand-Held Electronic Devices and Cameras	<ul style="list-style-type: none"> <li>• Power off and put away hand-held devices during instructional time unless instructed by a classroom teacher to use the device for an educational purpose.</li> <li>• Understand how to use social media and texting in a positive, responsible way so it has a positive effect on school climate.</li> </ul>
Class Start and End Time	<ul style="list-style-type: none"> <li>• Attend all classes on time. Class start time is signalled by the school bell. Times are posted on the school web site</li> <li>• Be dismissed by the classroom teacher and not the bell.</li> <li>• Remain in their class for the entire period. Classes will not be released early.</li> </ul>

CATEGORY	STUDENTS ARE REQUIRED TO...
Computer, Media Use	<ul style="list-style-type: none"> <li>• Acknowledge a Computer/Media Usage Agreement before they are given access to a computer account. The agreement outlines user fees, responsible use requirements, as well as consequences for violation, found on parent portal.</li> <li>• Access their own files and use only their password.</li> <li>• Work in assigned areas of the computer system, only.</li> <li>• Demonstrate appropriate conduct that is related to instruction when using equipment and the computer system.</li> <li>• Sign acknowledgement that Turnitin.com might be used during the school year to submit assignments, found on parent portal.</li> <li>• Read and follow the Computer/Media Usage Agreement each year.</li> </ul>
Dances	<ul style="list-style-type: none"> <li>• Purchase and possess a student card in order to attend a dance.</li> <li>• Enter the dance before 8:00 pm. No one will be admitted after this time.</li> <li>• Attend school the day of the dance unless the absence can be explained by a parent or guardian.</li> <li>• Complete a Guest Application Form for one guest and submit to the front office/student council by 2:15 PM two days prior to the dance.</li> <li>• Medway students are responsible for the conduct of their guests. Guests must present a student card from his/her own school. Medway graduates may not attend dances.</li> <li>• Leave all belongings in the coat check area. Lockers are not accessible. Valuables are to be left at home.</li> <li>• Remain in the building during the dance. If they leave they will not be re-admitted.</li> <li>• Comply with all Code of Conduct requirements while at a dance. Alcohol and drug-related violations will result in a suspension and police investigation that may result in a charge and fine.</li> </ul>

CATEGORY	STUDENTS ARE REQUIRED TO...
Deleting Courses	<ul style="list-style-type: none"> <li>• Attend all courses on the assigned timetable. Students wishing to delete a course must make a guidance appointment. Students are to continue in regular attendance in each course until a completed drop sheet is signed by a parent and/or supported by the Administration and returned to the guidance counsellor. Students in grades 9 and 10 will continue in all four courses each semester. Spares are not permitted until 24 credits have been successfully completed. Only in special cases will rare exceptions be made.</li> </ul>
Detentions	<ul style="list-style-type: none"> <li>• Report to the designated detention area promptly at the beginning of lunch or when otherwise assigned by a staff member. Food, drinks and talking are not permitted.</li> <li>• Inappropriate behaviour while in detention will result in additional consequences</li> <li>• Students must bring homework or a book to read.</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>• Wear clothing free from language or graphics that are discriminatory, profane and/or depict violence, guns and weapons or regulated substances such as tobacco or alcohol.</li> <li>• Wear footwear appropriate to the activity and environment.</li> <li>• Wear shirts, shorts, and skirts of an appropriate length. No undergarments are to show, including see-through tops.</li> <li>• This dress code applies to all school authorized events both on and off school property.</li> <li>• While hoodie sweatshirts are allowed <b>students are not permitted to have the hoods up in the building.</b></li> </ul>
Emergency Drills	<ul style="list-style-type: none"> <li>• Understand their responsibilities during mandatory Fire, Inclement Weather and Lockdown Drills.</li> <li>• Always listen to teachers' instructions during emergency drills.</li> </ul>

CATEGORY	STUDENTS ARE REQUIRED TO...
Examinations And Final Evaluations	<ul style="list-style-type: none"> <li>• Attend each end-of-semester evaluation (summatives and exams). The examination dates for the school year are set in advance and can be found by referring to the school calendar.</li> <li>• Schedule vacations and other appointments at times other than the examination period. Failure to write a final examination will result in a mark of zero and possible loss of credit. Deferral from writing an examination will be given <u>only</u> for a valid medical reason. A valid medical certificate must be produced.</li> </ul>
False Fire Alarm	<ul style="list-style-type: none"> <li>• Be diligent in reporting any unsafe or emergency situation. Signalling a false alarm of fire by pulling an alarm or other form of communication puts the entire community at risk and is a criminal offence. Fines and/or criminal charges will result.</li> </ul>
Field trips and Authorized School Functions	<ul style="list-style-type: none"> <li>• Complete a signed permission form from a parent or guardian before they may participate in a school sanctioned activity. Students are responsible for all work missed. Arrangements with teachers should be made well in advance of the activity.</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>• Remain in the assigned area of instruction for the entire class time. Students are excused from their class for washroom purposes on the permission of the teacher. Time in hallways is to be kept to an absolute minimum.</li> <li>• Travel quietly through the hallways. Students are not to interrupt classes to deliver personal messages or to retrieve supplies.</li> </ul>
Harassment	<ul style="list-style-type: none"> <li>• Treat all people with mutual respect, dignity and worth. The learning environment is to be free of inappropriate behaviours as they relate to: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, age, record of offences, family status and/or handicap.</li> </ul>

CATEGORY	STUDENTS ARE REQUIRED TO...
Health Room	<ul style="list-style-type: none"> <li>• Notify a teacher and/or report to the Attendance Office if they become ill at school. They may be admitted to the designated Health Room for a brief period of time or sent home under parent/guardian supervision.</li> <li>• Report back to the Main Office when they leave the Health Room.</li> </ul>
Information Technology (IT)	<ul style="list-style-type: none"> <li>• Possess a student card and have valid Computer/Media Usage contract. Signed by a parent/guardian if the student is under 18 yrs of age.</li> <li>• Use the Library with respect. It is meant to support educational pursuits like studying, projects/homework completion, reading etc.</li> <li>• Includes the use of: <b>computers, printers, scanners, CD burners, USB's, digital cameras, video cameras, projectors, and the Library Learning Centre</b></li> </ul>
Locks and Lockers	<ul style="list-style-type: none"> <li>• Use only the <u>one</u> lock and locker assigned to them. Lock combinations are to be registered with the front office. Lockers are to be kept free of graffiti and damage.</li> <li>• Display text, graphics or photos that are in good taste, do not promote illegal activity, and do not contravene any section of the Code.</li> <li>• Empty and clear their locker of pictures, posters, stickers and trash by the specified time.</li> <li>• Understand that lockers are the property of the school and may be searched by Administration if there is just cause to do so.</li> </ul>
Loitering	<ul style="list-style-type: none"> <li>• Socialize in the cafeteria. Hallway traffic is not to be impeded.</li> <li>• Keep the entrances to the school clear in order to promote safety as well as a positive school image.</li> <li>• Leave the parking lot immediately.</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Stay out of academic halls and the upper floor to ensure a quiet learning environment for students in class.</li> </ul>

<b>CATEGORY</b>	<b>STUDENTS ARE REQUIRED TO...</b>
Missing Class to Complete Work for Another Course	<ul style="list-style-type: none"> <li>• Attend all scheduled classes. Missing a class to complete assignments for another course is considered an unauthorized absence.</li> </ul>
Music Players	<ul style="list-style-type: none"> <li>• Use sound equipment and instruments, for educational purposes, in a responsible manner that is not a distraction. Sound equipment may be used in class at the discretion of the teacher.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• Parking is limited due to available space. Use only the parking lot located to the west of the school. Parking in any other area is prohibited. Safe and lawful driving practices must be demonstrated.</li> <li>• Arrive to school on-time or parking privileges will be revoked</li> </ul>
Posters and Pamphlets	<ul style="list-style-type: none"> <li>• Receive permission from the Principal or a Vice-Principal to distribute or post material on school property.</li> </ul>
Shop and Lab Safety	<ul style="list-style-type: none"> <li>• Wear safety glasses, appropriate clothing and footwear while in the shop and lab work areas</li> <li>• Keep the work areas clean, return all equipment to assigned locations and follow safety guidelines.</li> </ul>
Scent Aware Environment	<ul style="list-style-type: none"> <li>• Avoid the use of products such as perfumes, colognes and deodorants that contain scents. Our goal would be to create a scent-free learning environment to ensure the safety of everyone.</li> </ul>
Smoking, Vaping, Cannabis & Alcohol	<ul style="list-style-type: none"> <li>• Adhere to all provincial and federal legislation regarding smoking. Smoking, any tobacco product Including chewing tobacco and electronic cigarettes are permitted only off school property.</li> <li>• Vaping is not permitted on school property, at school sanctioned events or on the bus.</li> <li>• Students may not possess alcohol, illegal drugs and cannabis (unless a medical cannabis user prescribed) at anytime.</li> </ul>

CATEGORY	STUDENTS ARE REQUIRED TO...
Supplies, Textbooks and Equipment	<ul style="list-style-type: none"> <li>• Exercise caution with materials in their care. Students are responsible for the textbooks, library books, supplies and equipment loaned to them and will have to pay for loss or damage. Report cards, timetables, transcripts and new textbooks will be issued only to students who have returned all books and other resources.</li> </ul>
Spare Time and Study Periods	<ul style="list-style-type: none"> <li>• Be in the cafeteria or library during a spare period. Hallway wandering is not a productive use of time and violates the intent of the <u>study</u> period.</li> </ul>
Signing In, Signing Out, and Leaving the Property	<ul style="list-style-type: none"> <li>• Report to the Main Office to pick up a demit slip which is generated when a parent/guardian calls in the early departure to the School-Messenger Safe Arrival system.</li> <li>• Report to the Main Office when they return to school from an appointment to sign in and to receive an admit slip. Failure to sign out of school is considered an unexplained absence. Parents/guardians will receive a phone call home for any period their child has missed where a note or call was not received.</li> <li>• Meet with an administrator if they are 18 years of age or older and they sign out repeatedly to attend appointments during class time. Provide a note of proof for repeated, acceptable absence.</li> <li>• Students who are over the age of 18 must see the Attendance Secretary who will extend School-Messenger privileges to them.</li> </ul>
Weldon Park and Private Property	<ul style="list-style-type: none"> <li>• Only enter Weldon Park when supervised by a teacher. Weldon Park is out-of-bounds for students during school time unless supervised by a staff member</li> <li>• Always stay off private property. Residential and commercial neighbours have made it clear their property is out-off-bounds.</li> <li>• Be a positive representation of Medway in Arva and our communities.</li> </ul>





## **SAFE ARRIVAL ATTENDANCE PORTAL**

Parents/Guardians are to report student absences using the SafeArrival Attendance Portal. Absences can be reported using one of the following options:

- 1. Accessing SchoolMessenger online**  
Navigate to [www.tvdsb.ca/schoolmessenger](http://www.tvdsb.ca/schoolmessenger). Parents/Guardians can choose Log In or Register/Sign Up. Log in to report an absence.
- 2. Accessing SchoolMessenger using the Smartphone App (recommended)**  
After setting up an account through [www.tvdsb.ca/schoolmessenger](http://www.tvdsb.ca/schoolmessenger)  
Download the SafeArrival app through the App Store or Google Play Store and log in using the credentials used after validating your account online.
- 3. Accessing SchoolMessenger by Phone**  
Parents/guardians who do not have access to a computer can access the system by calling 1-844-305-3756 (toll free) to report absences.

## **PROCESS FOR REPORTING AN ABSENCE**

Absences are to be reported prior to the start of the school day by selecting one of the following absence types:

- Full Day Absence (up to 5 days)
- Late Arrival
- Early Departure
- Leave & Return

After selecting an absence type, you will then be given a list of options to choose for a reason. These options will vary by the type of absence selected.

**If reporting the absence by phone, it is necessary to remain on the line until you receive a confirmation number. This number confirms that the absence has been reported to the school.**

A confirmation email will be sent to parents/guardians containing the details of the reported absence.

If a student is absent and a parent/guardian **does not** report it through SchoolMessenger by 8:40 am, automated communications will be sent to the parent/guardian in the following sequence (email/text then phone call) to inform the parent/guardian of the unexplained absence. During this communication, the parent/guardian will be reminded that they can log into the system and provide a reason for the absence. **Again, it is necessary to remain on the line until a confirmation number is given.** The automated system will continue to attempt to contact the parent/guardian until a reason for the absence is reported.

## **ATTENDANCE OFFICE ROUTINES**

We recognize that a student may need to be absent from time to time.

### **IF A STUDENT IS ABSENT**

- A parent/guardian must call the SchoolMessenger Safe Arrival line at 1-844-305-3756 or enter at [www.tvdsb.ca/schoolmessenger](http://www.tvdsb.ca/schoolmessenger) to report any absences due to illness, vacation etc. The absence should be reported prior to the start of classes on the date of the absence;
- If the Attendance Office has not been notified, automated communication will be made during Period 1 for students who are not in their Period 1 class.
- Automated phone calls will be made home in the evening for students who have any unexplained absences during the day; and
- If a call from a parent / guardian explaining an absence has NOT been received, the student is considered truant from class.
- For supervision reasons, if a student is demitted from class, it is expected that he/she leaves the school property. (ie. A student cannot be demitted from class to work elsewhere in the building)

### **IF A STUDENT IS LATE**

- If a student arrives late, parents are required to enter the “late arrival” into the SchoolMessenger Safe Arrival system prior to arrival at school;
- Students are expected to sign in at the main office to verify their safe arrival and obtain an admit slip, even if it is during lunch; and students arriving between 8:15 am - 8:20 am are considered late and should be marked so by teachers. After 8:20 am, students will need to get a Late/Admit slip from the main office. Teachers are not to admit students after 8:20 am without a Late/Admit slip.
- A student is considered late if they are not in class when the bell rings signifying the start of the period. Once the bell has rung, and/or the National Anthem is still playing, students are required to obtain a late slip in the main office.

### **IF A STUDENT PLANS TO LEAVE SCHOOL EARLY**

- If a student must leave early, parents are required to enter the “early departure” into the SchoolMessenger Safe Arrival system. We will contact the student, give them a demit slip which will allow them to leave class early;
- Students are not allowed to leave class without an office Demit slip. Parents must come in or speak with office staff to validate and Demits submitted after 11:00 am; and
- If a student returns to school the same day, they are to report again to the office to sign in.

## **SCHOOL POLICIES AND PROCEDURES ASSESSMENT AND EVALUATION**

The Ministry of Education’s assessment and evaluation practices for all Ontario schools can be found on the Ministry’s website [www.edu.gov.on.ca](http://www.edu.gov.on.ca).

Teachers view “assessment” as the process of gathering information that accurately reflects how well a student is achieving the expectations of a particular subject or course. But assessment itself has three roles:

- providing students with feedback about their work (known as assessment for learning);
- helping students to set learning goals and monitor their own progress (known as assessment as learning); and
- evaluation and reporting of progress in the form of grades or marks (known as assessment of learning).

Both ‘assessment for and as learning’ provide students with day-to-day feedback on their work, and are far more valuable to the learning process than a final mark on a report card (an example of assessment of learning). The purpose of assessment and evaluation is to improve student learning.

In the past, most of the attention was paid to marks/grades on student work. Today, the shift in thinking has moved more toward the on-going descriptive feedback that teachers provide to students so that they clearly understand what they need to do to improve their work. While the final mark/grade is important, it is provided at the end of the learning cycle.

All teachers have focussed their teaching and assessment practices to provide opportunities for students to set individual learning goals and to provide on-going descriptive feedback to improve their learning. Teachers will be providing multiple and varied approaches for students to demonstrate their learning.

### **LATE AND MISSED ASSIGNMENT POLICY**

The purpose of assessment and evaluation is to “improve student learning”. Assessment is used to “inform instruction, guide next steps, and help students monitor their progress towards achieving their goals” (Growing Success, 2010) This cannot be realized if students don’t hand their work in. Students are responsible for “providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. Students must understand that there will be consequences of not completing assignments for evaluation and for submitting those assignments late. (Growing Success, 2010). Assignments shall be due at the beginning of class - unless otherwise specified by the teacher.

## **PROMOTION PROCEDURE**

All final marks will be reviewed by the subject teacher in consultation with the Department Head and subsequently by the Department Head in consultation with a Vice-Principal.

When a student has one or more possible failures, marks will be reviewed by the Principal in consultation with the subject teacher(s) of the failed subject(s).

Upon receipt of the final report card, the student may appeal a final mark. Such an appeal will take place under the direction of the Principal, and the result obtained shall be final. Students have a right to see their various marks for the evaluations made during the year and will know the formula for calculating the final mark. Students who are at risk of not passing a course are encouraged to contact the guidance office in early June to receive information on Summer School and any alternative options.

## **PLAGIARISM**

Medway High School requires academic honesty from all students. This requires students to always submit original work and to give credit to all research sources correctly and consistently. Detailed information on plagiarism and how to avoid it may be found in *On Your Own*.

Plagiarism is an act of theft known by many names: cheating, borrowing, stealing or copying. Plagiarism is intentionally or unintentionally using another person's words or ideas and presenting these as one's own. It includes submitting an essay written by another student, obtaining one from the many services provided on the Internet, allowing a student to submit your work, or copying sections from various documents and not acknowledging the original source. By submitting any work by another student and claiming it as your own, both students are contributing to the act of plagiarism. Plagiarism also occurs when an editor interferes with your work to the extent that expression is no longer your own work. It is a serious offense that may result in significant academic consequences.

## **PROCEDURE:**

- The teacher and the student will meet to discuss the teacher's concerns. The appropriate department head may be involved;
- Consequences for plagiarism may include rewriting the paper, partial deduction of marks, or a mark of zero; and
- Students may be asked to submit work electronically to **www.turnitin.com**, a software program that will verify the authenticity of one's work.

## **FORMAL EXAMINATION PERIODS**

Formal examinations may be scheduled for Senior University level courses at the end of January and June. It is important that students are present for all scheduled examinations. During examination periods, presentation of a Physician's medical certificate to explain illness will warrant consideration of an alternative assessment. Should exceptional circumstances prevail; final disposition of any situation will be at the discretion of the Principal. Please note; family vacations and summer work commitments are NOT considered an exceptional circumstance.

## **STUDENT SUPPORT DAYS**

These system-wide days are designated to provide students and teachers with the opportunity to spend time consolidating information, integrating feedback, providing opportunities to demonstrate curriculum in a new way, or receive credit support interventions. Students attend all classes and follow their schedule but no new material will be taught.

## **REPORT CARDS**

The **Report Card** focuses on two distinct, but related, aspects of student achievement: the achievement of curriculum expectations; and the development of learning skills, including teamwork, working, Independently, organization, work habits and initiative.

## **FOUR FORMAL REPORTS WILL BE ISSUED THE WEEK OF:**

- November 21<sup>st</sup> ( Mid Semester 1 )
- February 13<sup>th</sup> ( Final Semester 1 )
- May 1<sup>st</sup> ( Mid Semester 2 )
- July 10<sup>th</sup> ( Final Semester 2 )

## **EARLY PROGRESS REPORTS**

Early progress Reports will be issued in October and March and will be followed by Parent / Teacher Interviews the following week. Ongoing, effective communication between classroom teachers, school administration and parents at home has shown to support student achievement. Please see the next subsection for ideas to support student learning at home.

## **WHAT IS HOMEWORK?**

Homework is a learning experience that takes place outside of the classroom and is assigned and monitored by the teacher. It often includes:

- \* Preparing for upcoming classroom learning;
- \* Reviewing class work;
- \* Reading;
- \* Practicing tasks and activities;
- \* Completing tasks that were not finished in class; and
- \* Revising and correcting class work.

Homework also helps to develop time-management and problem-solving skills that will last a lifetime

## **HOW MUCH TIME IS ENOUGH?**

The amount of time a child spends on homework varies with age and grade level. Generally, students are expected to spend more time on homework as they progress into their senior years. Of course there's no way to determine the exact number of minutes a child will take to complete homework assignments. The amount of homework may also vary from day to day. The Thames Valley District School Board recommends that homework for Grades 9 - 12 be not more than 120 minutes per day.

## **WHAT CAN A PARENT DO TO SUPPORT THEIR CHILD?**

Homework is meant to support learning and is not intended to create tensions in the home.

If homework leads to bad feelings between parents and children, it can have negative effects at school and create stress in the home. Here are some tips that can help:

- Show interest in what your child is learning. Be positive and encouraging without doing the homework;
- Provide the right environment to get homework done. Try setting a regular time and place and remove distractions;
- Make sure your child has the supplies and resources needed before they start to work;
- Help with time management to ensure that homework is not put off until the last minute; and

## WHAT CAN A STUDENT DO TO IMPROVE?

- Make sure they understand the teachers' instructions and ask for help if they need clarification;
- Take responsibility for their homework. Don't wait for parents to remind you. Complete all of it;
- Take a moment each evening to review assignments, upcoming deadlines, tests and exams. Knowing what's ahead can reduce stress; and
- Ensure all materials required to complete assignments are organized and ready to use. (Remember to take books home from school.)

**Use assigned class time to complete assignments.**

### Test Taking Skills...

- Come prepared; arrive early for tests;
- Stay relaxed and confident;
- Be comfortable but alert;
- Preview the test ( if it is not timed );
- Answer test questions in a strategic order;
- When taking essay tests, think before you write;
- When taking essay tests, get right to the point;
- Reserve 10% of your test time for review; and
- Analyze your test results.

### NEED HELP?

- Talk to your child's teachers early in the school year. Let teachers know that you want to be an active partner in your child's success;
- Parents are urged to communicate with the teacher if homework is incomplete;
- Let your child's teacher know about special events or family activities that may conflict with homework assignments; and
- Together, we can solve a problem in its early stages.

**For Thames Valley's Homework Help for Mathematics , please visit:**

**[www.tvdsb.ca](http://www.tvdsb.ca)**

**under the student tab, click on Homework Help**

## **TOBACCO, CANNABIS AND SMOKE-FREE ENVIRONMENT:**

Students, staff and visitors are prohibited from smoking or vaping on school board property and within 20 metres from any point of the perimeter of any school board property. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. Students and staff that have a legal medical document authorizing them to use medical cannabis will be able to do so on school board property, but only in a non-smoking or non-vaping form (e.g., capsules, edibles and oils). Students, staff and visitors are also prohibited from using shisha, smokeless tobacco and/or cannabis products (unless medically prescribed) and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week, and on school buses, or during any part of an official school field trip, including athletic team trips and school club excursions.

Failure to comply with this code of conduct may result in internal student discipline (e.g., warning, notification to parents/guardians, withdrawal of privilege, suspension, etc.) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.





## **TRANSPORTATION**

During inclement weather, please log onto the Student Transportation Services (STS) website at [www.mybigyellowbus.ca](http://www.mybigyellowbus.ca) to check for transportation cancellations. The most accurate information can be found in this location. You may also check Medway's website and/or call the school at 519-660-8418 and **press "6" for Bus News**. Cancellations will also be posted to **Twitter, follow us @MedwayHS.**

Parents/guardians should be reminded that the decision to delay or cancel student transportation services due to inclement weather is made in the best interests of student safety. If school vehicles do run, the parent/guardian has the final decision whether or not to use the vehicle. Please do **NOT** contact the bus company.

**In January of 2018**, STS issued a stakeholder survey to seek input on changing the practice to cancel buses in the morning but operate in the afternoon in the event of foggy conditions. Based on survey feedback and operational concerns raised by the bus companies, **STS is eliminating the 2 hour delay effective September 2018**. For greater clarity, STS will alter its notices for the new school year to specify AM and PM bus status as illustrated below:

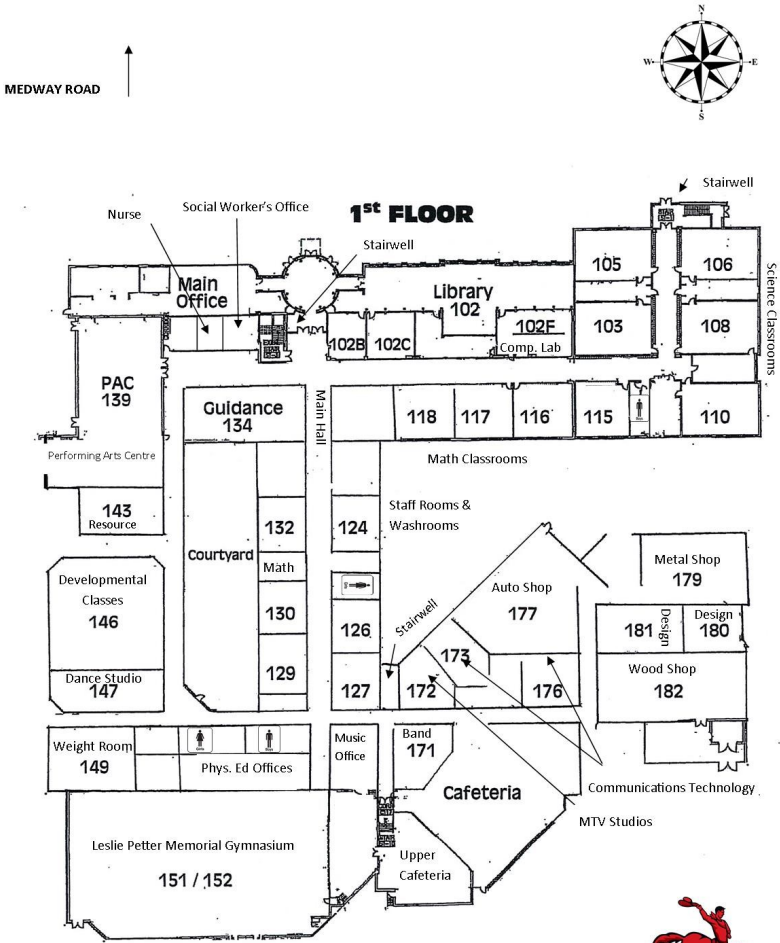
- Bus cancellations reported in (area). Due to foggy conditions, AM buses have been CANCELLED. PM bus service will OPERATE on regular schedule. Or;
- Bus cancellations reported in (area). Due to inclement weather, buses are CANCELLED for the ENTIRE DAY.

In the event of a transportation **cancellation**, the school will remain open, however classes will be cancelled. In all cases, you will need to know your route number, cancellations are posted on the My Big Yellow Bus web site by route number.

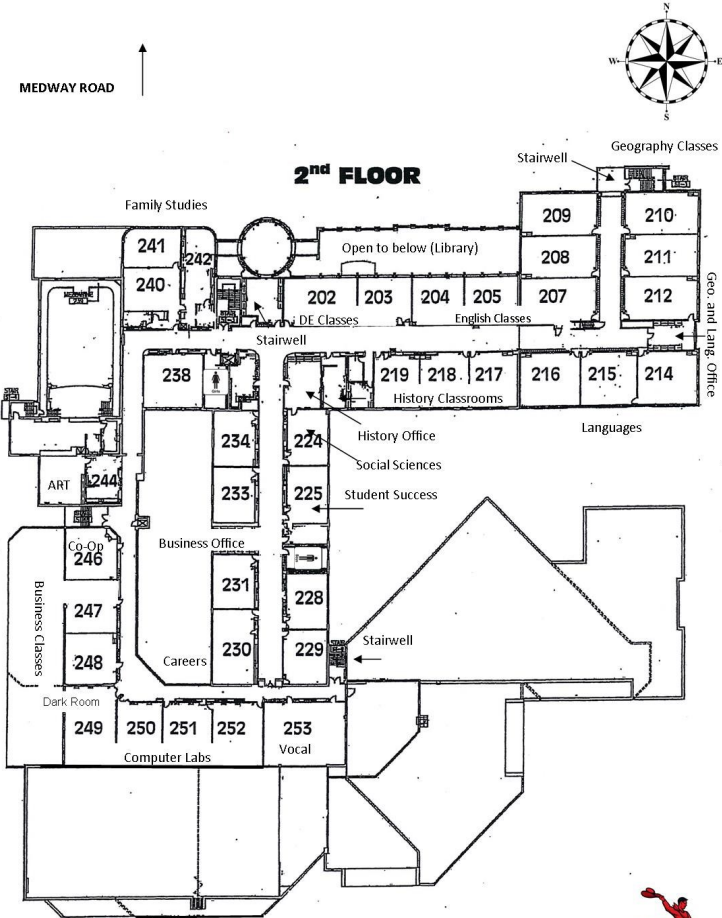
Parents are encouraged to download the free BusPlanner Delays app for their convenience. The app offers push notifications to smartphones and tablets. It



# 1st FLOOR MEDWAY HIGH SCHOOL



# 2nd FLOOR MEDWAY HIGH SCHOOL



## Questions? Who do I ask?

We believe that open, respectful, two-way communication builds relationships and enhances student success. The Principal of Medway High School is Greg Howard, ([g.howard@tvdsb.ca](mailto:g.howard@tvdsb.ca)). We have two Vice-Principals, Erin Mutch ([e.mutch@tvdsb.ca](mailto:e.mutch@tvdsb.ca)) and Nancy Howe, ([na.howe@tvdsb.ca](mailto:na.howe@tvdsb.ca))

### **Who do I contact if I have a question regarding my child's education?**

As a parent or guardian, your child's teacher is always recommended as the first point of contact. If unable to help you directly, he or she will seek to advise you on who to contact for further information.

### **Who do I contact regarding school and Board programs or policies?**

Please contact the principal of the school for information regarding programs and/or policies. The school principal is a wealth of information and is willing to assist parents and guardians with inquiries.

### **Who do I contact regarding School Cash Online payments?**

Please contact Debra LeClair, Admin Secretary if you have questions or difficulties paying for student fees, team fees or field trips. Debra can be reached by telephone at 519-660-8418 ext. 23002 or by email at [d.leclair@tvdsb.ca](mailto:d.leclair@tvdsb.ca)

### **Who do I contact regarding Attendance questions?**

Absences, late arrival and early departures **must** be entered into the SchoolMessenger app or phoned into 1-844-305-3756. If you have questions, or difficulties with the system, please contact our Attendance Secretary, Brenda Mathies at 519-660-8418 ext. 23012 or by email at [b.mathies@tvdsb.ca](mailto:b.mathies@tvdsb.ca)

### **Who do I contact if I have a question about busing?**

Our school contact for busing is Amanda Smith, Receptionist and can be reached by phone at 519-660-8418 or by email at [amanda.smith@tvdsb.ca](mailto:amanda.smith@tvdsb.ca)

### **Who do I contact about the Parent Portal?**

Please contact Patti Davis, Trillium Secretary in Guidance if you are experiencing difficulty signing in to the Parent Portal. Patti can be reached by phone at 519-660-8418 ext.23007 or by email at [p.davis@tvdsb.ca](mailto:p.davis@tvdsb.ca). The parent portal uses the email address we have on file for you.

### **Who do I contact if I have Guidance questions?**

Please contact Wen Huang, Guidance Secretary at 519-660-8418 ext. 23003 or by email at [w.huang@tvdsb.ca](mailto:w.huang@tvdsb.ca) if you have questions about courses (adding or dropping ), volunteer hours and opportunities, or Summer School/eLearning.