

ORCHARD PARK SECONDARY SCHOOL

“Home of the PATRIOTS”

Student/Parent Handbook

2018 - 2019



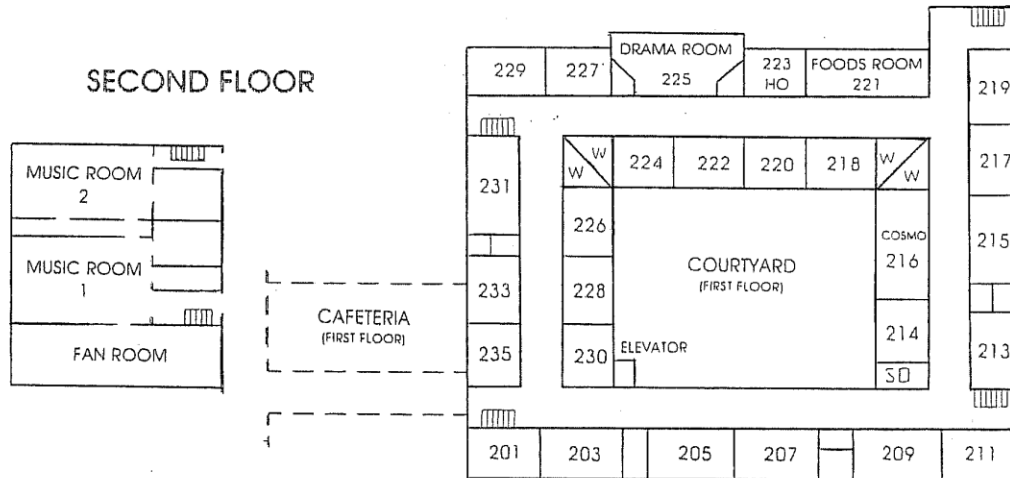
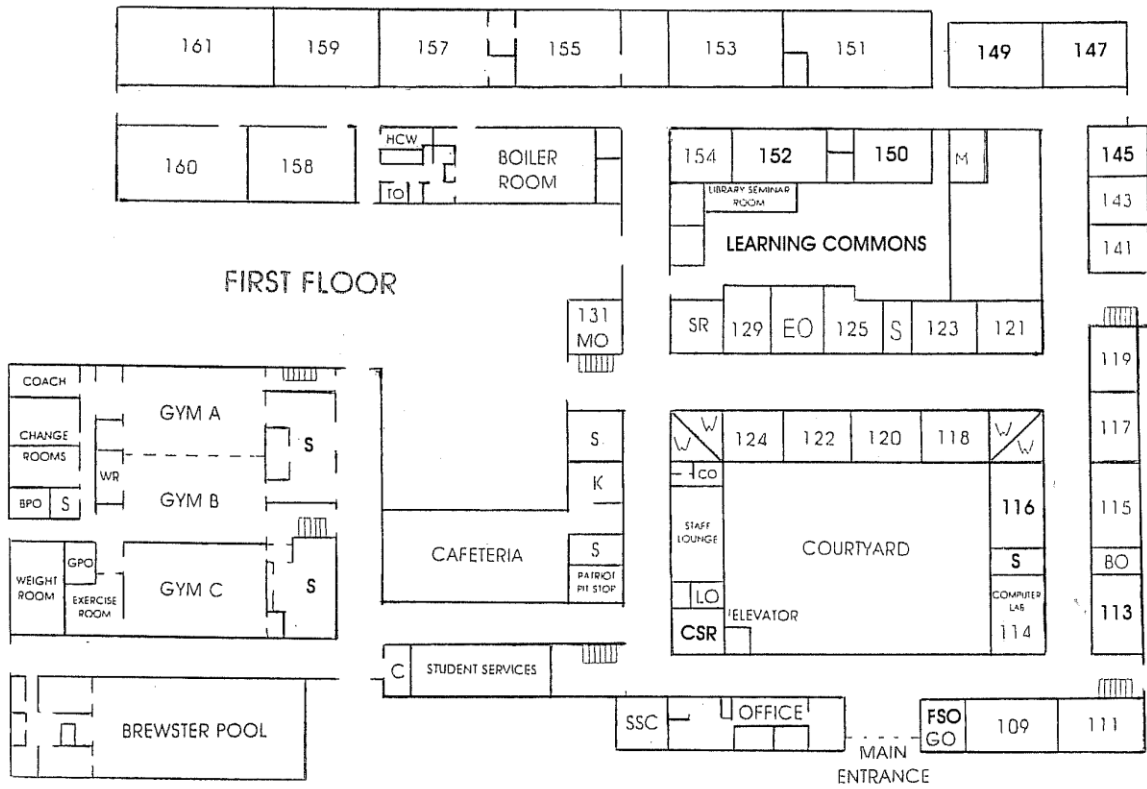
Please take the time to review the OP website for important information.

<http://schools.hwdsb.on.ca/orchardpark>

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SCHOOL MAP



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|-----|-------------------------|-----|-------------------------|-----|------------------------|
| BO | Business Office | GPO | Girls' Phys. Ed. Office | S | Storage |
| BPO | Boys' Phys. Ed. Office | HCW | Handicap Washroom | SO | Science Office |
| C | Conference Room | HO | History Office | SR | Snoezelen Room |
| CO | Co-op Office | K | Kitchen | SSC | Student Success Centre |
| CSR | Community Services Room | LO | Languages Office | TO | Technical Office |
| EO | English Office | M | Maintenance | W | Washrooms |
| FSO | Family Studies Office | MO | Mathematics Office | WR | Weight Room |
| GO | Geography Office | | | | |

PERIOD SCHEDULE

7:55am - Warning bell (head to class)

Everyone is expected to remain quiet and still during the National Anthem

LUNCH 1	
Period 1	8:00 – 8:37 8:37 – 9:15
Transition	9:15 - 9:30
Period 2	9:30 – 10:07 10:07 – 10:45
Transition	10:45- 10:48
LUNCH 1	10:48 - 11:33
Transition	11:33 – 11:35
Period 4	11:35 – 12:12 12:12 – 12:50
Transition	12:50 - 12:53
Period 5	12:53 – 1:30 1:30 – 2:08

LUNCH 2	
Period 1	8:00 – 8:37 8:37 – 9:15
Transition	9:15 - 9:30
Period 2	9:30 – 10:07 10:07 – 10:45
Transition	10:45 – 10:48
Period 3	10:48 – 11:25 11:25 – 12:03
Transition	12:03 – 12:05
LUNCH 2	12:05 – 12:50
Transition	12:50 – 12:53
Period 5	12:53 – 1:30 1:30 – 2:08

NOTE –

- Students may only eat in the cafeteria or courtyard (weather permitting)
- The Learning Commons may be available on a limited basis for **quiet study only**
- Students may only enter the Music, Phys. Ed., English, Technology, Geography, Business and upper hallways during transition times
- All halls must be clear of students by 11:35 (the start of lunch 1) to limit disruptions to period 3 classes and by 12:05 to limit disruptions to period 4 classes.

ORCHARD PARK SECONDARY SCHOOL
200 Dewitt Road
Stoney Creek, ON L8E 4M5

Phone Number – 905-662-3838

Fax Number – 905-664-6603

Principal

Dr. D. Merlino

Vice-Principals

Mr. D. Schroeder (A - L)

Mrs. S. Fox (M - Z)

Office Staff

Mrs. Churchill – Attendance (ext. 300)

Mrs. Filice – Senior Office Administrator (ext. 309)

Mrs. Lambie – Accounts (ext. 301)

Mrs. Leeming – Student Data (ext. 309)

Mrs. Leuzzi – Student Services (ext. 311)



2018-2019 SCHOOL YEAR CALENDAR SECONDARY

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
September	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
October	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
November				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
December	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
January		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
February					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	
March					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
April	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

P – Professional Activity Day
 FD – First Day for Students
 LD – Last Day for Students
 H – Statutory Holiday
 B – School Holiday
 E – Examination Day
 System PA Day

LATE AND MISSED ASSIGNMENT ASSESSMENT AND EVALUATION POLICY

Assessment and evaluation are ongoing processes. At Orchard Park we focus on three areas for assessment: products, conversations, and observations. When dealing with products, we recognize that keeping up with work is vital for success, as descriptive feedback will instruct future learning.

All assignments **must be submitted by their due date as set by the classroom teacher, and all tests completed on the assigned test day.** If an assignment is not submitted on time or a test is missed, a mark penalty may be applied as outlined in Policy Directive 7.1 *Missing Evidence of Learning (Appendix 2)*, not to exceed 10%. Parents/guardians will then be contacted by the teacher and/or administration to negotiate a revised due date or test date, in consultation with the student and/or administration. Contact home will consist of a person to person conversation, email exchange, or letter home. A voicemail message will not suffice. **Students who do not meet the revised due date or who do not make up a missed test will receive a mark of 0 (zero).** In the event that sufficient contact is not made between the school and caregivers, student work will be accepted for evaluation, and students may negotiate a new test date up until the end of the semester. *In all cases, mitigating circumstances will be considered.*

Students need to be aware that their grade in a course is the result of teachers' collection of evidence of their learning, which comes not only from the work they submit, but also from the conversations they have with the teacher and their peers, and from the teachers' observations of their work in the classroom. **For this reason, regular attendance is important, and students who are frequently absent will likely see this reflected in their final grade.**

CO-CURRICULAR ACTIVITIES

Education encompasses both in-class instruction and co-curricular activities. Orchard Park encourages **ALL** students to participate in sports and activities advancing their physical and personal growth and development. In representing Orchard Park, **ALL** participants subscribe to the highest standard of sportsmanship and personal conduct.

Clubs/Teams/Sports

Orchard Park provides an extensive co-curricular program with activities of interest to meet the diverse needs of the students.

Eligibility

- All students participating in athletics or any co-curricular activity must be a student in good standing.
- A student must have an “acceptable” attendance record and be punctual for all classes.
- A student may be asked to withdraw from a team or club if the above requirements are not met.
- Students transferring to Orchard Park from another school are ineligible to play sports until approved through the OFSAA transfer appeal process.

SCHOOL CASH ONLINE

For safety and efficiency, HWDSB is eliminating cash and cheques coming into our schools.

For all school purchases you must pay online including the Student Activity fee, trips, workbooks, grad fees, team fees, OP Wear and yearbook.

If your child is coming from a HWDSB elementary school you will keep the same PIN number they had in elementary school.

If you are new to HWDSB, please see Mrs. Lambie in the main office for instructions on how to register and get a PIN number specific to your child.

CODE OF CONDUCT

The Orchard Park Code of Conduct establishes standards of behaviour that are consistent with the Hamilton Wentworth District School Board and the Provincial code of conduct and applies to all members of the school community. HWDSB board policy 6.3 – Code of Conduct - can be found at <http://www.hwdsb.on.ca/board/policies/>

A summary of this policy is available at
<http://www.hwdsb.on.ca/strathcona/files/2012/11/ConductPamphlet1.pdf>

PROGRESSIVE DISCIPLINE

Orchard Park administration and staff may work in several ways to try and change a student's misbehaviour while the student continues to go to school. The progressive discipline policy outlines steps that school staff will undertake when the behaviour of a student is harmful to himself or herself or harmful to others in the school.

HWDSB board policy 6.4 - Student Behaviour and Discipline can be found at
<http://www.hwdsb.on.ca/board/policies/>

A summary of this policy is available at
<http://www.hwdsb.on.ca/wp-content/uploads/2012/07/Progressive-Discipline-Pamphlet.pdf>

BULLYING

Bullying is typically a form of **repeated, persistent, and aggressive** behaviour directed at an individual or individuals that is intended to cause, (or should be known to cause), fear and distress and/or harm to another person's body, feelings, self esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Orchard Park staff follows HWDSB board policy 6.2 – Bullying Prevention and Intervention, when incidents of bullying occur.

Is it RUDE, MEAN, or BULLYING?

Rude - Inadvertently saying or doing something that hurts someone else.

Mean - Purposefully saying or doing something to hurt someone once (or maybe twice). *Has to do with intention*

Bullying - Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. *Intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior.*

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous, unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings, upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted	The bully blames the target
An effort is made by all parties to solve the problem			The target want to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should NOT be ignored	CANNOT be resolved through mediation.

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

This policy can be found at <http://www.hwdsb.on.ca/board/policies/>

A summary of this policy is available at <http://www.hwdsb.on.ca/wp-content/uploads/2012/07/Safe-Caring-Pamphlet-What-is-Bullying.pdf>

SUSPENSION AND EXPULSION OF STUDENTS

Every student deserves to feel and be safe in school, on the school grounds, on the school bus and at school events and activities. At Orchard Park we know safety is essential to good learning. If a student misbehaves, the Principal decides on what steps to take to help the student improve his or her behaviour. These steps may include suspension or expulsion. HWDSB board policy 6.4 - Student Behaviour and Discipline outlines the process that is followed when a student is suspension can be found at <http://www.hwdsb.on.ca/board/policies/>

A summary of the school and board's suspension and expulsion process along with information about the Gateway program for students on long-term suspension or expulsion can be found at:

<https://www.hwdsb.on.ca/wp-content/uploads/2012/07/Safe-Schools-Suspension.pdf>

<https://www.hwdsb.on.ca/wp-content/uploads/2012/07/Expulsion-Pamphlet.pdf>

<https://www.hwdsb.on.ca/wp-content/uploads/2012/07/Expulsion-Gateway-Program.pdf>

ACCESS TO SCHOOL PREMISES

Students and staff are permitted access any day or time during regularly scheduled school hours. All others should report to the office upon arrival.

Prohibition from Access

- anyone whose presence, in the Principal's judgement, is detrimental to the safety or well being of a person on the premises;
- person who fails to report presence in a specified manner

The Principal may direct a person to leave the school premises if he believes that the person is prohibited by regulation or under a Board policy from being there.

Visitors to Orchard Park Secondary School

Students are **NOT** to invite non-Orchard Park students to visit them on school property during the school day. Any visitor to the school must be pre-arranged through the office. All visitors to Orchard Park should **immediately** report to the MAIN OFFICE upon entering the building.

DRESS CODE

Appropriate dress is attire that is neat, clean, suited to the learning task, and in keeping with a safe, respectful learning environment. Safe and respectful learning environments allow both teaching and learning to occur. Orchard Park encourages students to take pride in their physical appearance and to dress in the interest of safety, health, suited to the learning requirements and the location of the learning and be consistent with the Charter of Rights and the Human Rights Code. No clothing, hats, or jewellery will be worn that bears any of the following: sexual or racial comments, suggestive, offensive or objectionable messages, any representation or an advertisement for alcohol, drugs or tobacco, any representation of violence.

Clothing that reveals underwear, navels or the midriff is not appropriate dress for the learning environment. Skirts and shorts should be an appropriate length for a workplace/learning environment.

A summary of the school and board's dress expectations can be found at <https://www.hwdsb.on.ca/wp-content/uploads/2012/10/safe-caring-appropriate-dress.pdf>

RESPECT FOR SCHOOL PROPERTY

As responsible citizens, students must show proper care and respect for the school property, and the property of other members of the Orchard Park community including fellow students and staff members.

School Resources such as iPads are the responsibility of the student.

Student/Change Room Lockers - Lockers are the property of the school but are the responsibility of the registered student. Valuables (phones, computers, cash, jewellery, etc.) are not to be left in change rooms or lockers. **Students are responsible for the security of their personal items. The school is not responsible for lost or stolen personal items.** Lockers must be kept clean and free of objectionable materials, objects, pictures, etc.

School Environment, including classrooms, the cafeteria, hallways, stairwells, and external properties of the school - The physical environment of the school directly reflects the Orchard Park community and special attention should be made to keep these areas free from litter. Students are expected to place garbage in the proper containers that are located throughout the school.

Lunch Hour – Fire and safety regulations require that hallways remain passible during lunches, therefore we ask that students please eat their lunch either in the cafeteria, in the main floor courtyard, or outside of the school. Students may not eat their lunch in the hallways or otherwise impede student movement within the halls.

Student Parking - Students are limited to parking on the NORTH side of the school near the football field. Under no circumstances, should students park in front of the school or in assigned parking spots.

National Anthem - All movement and talking must stop during the National Anthem.

Food and Drink - No food or drink may be consumed in classes. Exceptions are permitted for special events and in Family Studies classes.

Skateboards, Bikes and Roller Blades - Skateboards, roller blades or bikes are not to be used in the school.

No Smoking / Vaping Policy - No one will smoke or use a vaporizer device anywhere on school property. At all times, students will adhere to the Smoke-Free Ontario Act – Bill 199 bans smoking and the use of vaporizers on school property anywhere, by anyone, at any time. By-law officers may ticket students smoking on school property.

HWDSB PERSONAL ELECTRONIC DEVICE POLICY AND POLICY DIRECTIVE (PEDs Policy)

Personal Electronic Devices - The Teaching and Learning Everywhere document outlines Orchard Park's and HWDSB's current strategic directions with reference to using computers and electronic devices to create a personalized, collaborative inquiry based learning environment for each student. We believe these learning conditions support student achievement and well-being and prepare our students to participate effectively in our physical and digital world. **Students are responsible for the security of their devices. The school is not responsible for lost or stolen personal electronics.**

In order to support HWDSB's goal of using technology to support learning, all grade 9, 10 and 11 students will be provided with a personal use iPad. More often than not, personal cell phones become distractions to the learning process. Cell phones are NOT required in class, as Orchard Park provides all grade 9, 10 and 11 students with an appropriate digital tool that is designed to limit access to non-educational applications.

The Teaching and Learning Everywhere document can be found at:

<https://www.hwdsb.on.ca/wp-content/uploads/2012/05/tle.pdf>

ATTENDANCE POLICY

Students are expected to attend all classes indicated on their timetable, all assemblies and all special functions organized for the students during the school day.

In order to achieve academic success, attendance and punctuality are essential. The Ministry of Education's Policy on attendance states that:

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

Unavoidable Absences - Parents or guardians (or students 18 years of age or older with a signed permission form on record at the main office) are to contact the school each day the student is absent. Telephone calls should be made to the school **PRIOR to 8:00am** at **905-662-3838 ext. 300** to inform us of the absence. If you access our 24 hour Automated Phone System, press 1 and leave the student's name and reason for absence.

If a phone-call is not possible, then the student must bring a note signed by a parent or guardian to the main office BEFORE the start of the school day.

Students, who are absent, are responsible for any work, including tests and assignments, and must make arrangements with their teachers to catch up.

ATTENDANCE PROCESS

Student Arriving Late Without Appropriate Reason

- No late slip will be issued
- Student to report to classroom as soon as possible
- Teacher to update attendance records in Power School
- If record already indicates "U" unexplained absence please update to "L" or "LA" upon student arrival

Student Arriving Late After an Appointment

- If student reports to office – admit slip will be issued
- Admit slip will indicate whether an appropriate confirmation note or phone call has been received from parent/guardian
- Student to report to classroom as soon as possible

Admit Slip Relating to Previous “U” Absence

- Admit slip will be issued by office with a notation as to whether confirmation phone call or note has been received to change the “U” absence to a “A” with reason - office will update records accordingly
- Admit slip may need to be issued without confirmation and the “U” unexplained absence will remain on the attendance records.

School Organized Events

I.e. Music, Athletics/Sports teams, and other authorized trips/events

- Teacher/Coach to provide the office with an up-to-date listing of the students that will be excused from class to participate in a school related activity
- Listing shall include: Name of Student, Date of event, time to be excused (partial day or full day)
- Student attendance records will be updated accordingly
- If after submitting the listing a student does not participate/attend please let the office know so that the attendance records can be revised

Unexplained Absences/Truancy

- Progressive Discipline Steps:
1. Teacher/Student conference
 2. Teacher/Parent conference
 3. Detentions
 4. Vice-Principal/Student conference
 5. Vice-Principal/Parent conference
 6. Suspensions

Signing Out - Students who must leave school for an appointment **must bring a signed note to the attendance secretary in the office prior to the start of the school day**. They will receive an “**Excuse Slip**”. This slip is to be shown to the teacher at the beginning of the lesson in order to be excused from class.

Automated Truant Calls / Unexplained Absences - The school will automatically deliver a voice message every evening to the residence of a student who has an unexplained absence from a class and/or for the entire school day. An automated system will be used from 5:00pm to 10:00pm every evening to contact the homes of students who have been absent for unexplained reasons.

With any computer system, the chances of error, though low, are still possible. Orchard Park will make every effort through its computer attendance system and automated truant calls to correct any errors that are detected so that each student’s attendance record will be as accurate as possible.

Attendance for Students of Legal Age - Students who reach the age of 18 are considered adults. They may write their own notes. Information can only be shared between adult

students and parents with the adult student's permission. Notes signed by students do not absolve them from consequences. At the discretion of the administration, notes signed by students of legal age may be deemed "inappropriate."

Students Sent to the Office - Dismissal from class is a serious problem and indicates that one's behaviour has had a negative effect on classroom instruction. Students dismissed from class for any reason are to go directly to the main office and remain there until seen by a Vice-Principal. Students will be refused admittance to that class until the problem is investigated and a commitment is made on their part to rectify the problem. This regulation also applies to other disciplinary situations that occur within the school.

SCHOOL RESOURCES

Police Liaison Officer/Crime Stoppers - Orchard Park works in conjunction with our community police liaison officer for the safety of all students. Our liaison officers are part of the problem solving process and provide counselling to students. If needed, they will be used for investigation purposes within our school community. Crime Prevention is everyone's responsibility. If you become aware of a crime committed at Orchard Park, you may anonymously phone Crime Stoppers at 1-800-222-8477. You may also text TipOff at (905) 963-0066.

COMMUNITY RESOURCES

Public Health & Community Services Department

Ontario Works/Income Support	905.546.4800
Sexual Health Info Line.....	905.546.3750
Child & Adolescent Services.....	905.570.8888
Dental Health Bus.....	289.260.4948

Crisis Line

Assaulted Women's Hotline.....	1.866.863.0511
Kids Help Phone (for children & teens).....	1.800.668.6868
Sexual Assault Centre	905.525.4573
Suicide Prevention Crisis Line	905.522.1477
COAST	905.972.8338

Counselling Services

Children's Aid Society.....	905.522.1121
Alternatives for Youth	905.527.4469
CONTACT Hamilton	905.570.8888

Immigration

Immigration Inquiries	905.529.5209
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MENTAL HEALTH RESOURCES

Orchard Park and the Hamilton-Wentworth District School Board (HWDSB) is committed to creating and supporting healthy schools and workplaces. We aim to create healthy living, learning and working conditions in schools and workplaces through a broad approach that includes healthy environments, activities, programs, policies and practices. Policy 4.0 – Healthy School and Workplace Pillar – can be found at:

www.hwdsb.on.ca/wp-content/uploads/2012/05/Healthy-School-and-Workplace-Pillar.pdf

The board’s mental health strategy is outlined in the following document:

www.hwdsb.on.ca/about/innovation/mental-health-strategy

Where to Get Help in Hamilton

- Contact Hamilton (access to children and youth mental health services)
.....905.570.8888
- If in crisis, call the youth COAST (Crisis Outreach and Support Team) program.....
.....905.972.8338

WHAT YOU NEED TO GRADUATE

Students must earn **18 compulsory credits** to obtain the Ontario Secondary School Diploma:

- | | |
|----------------------------|---|
| • 4 credits in English | • 1 credit in the Arts |
| • 3 credits in Mathematics | • 1 credit in Health and Physical Education |
| • 2 credits in Science | • 1 credit in French as a Second Language |
| • 1 credit in History | • 0.5 credit Career Studies |
| • 1 credit in Geography | • 0.5 credit in Civics |

Plus one credit from each of the following groups:

- 1 additional credit in English, **or French as a Second Language, or a Native language, or a classical or an international language**, or Social Sciences and the Humanities, or Canadian and World Studies, **or Guidance and Career Education, or Cooperative Education****
- 1 additional credit in Health and Physical Education, or the Arts, or Business Studies, **or Cooperative Education****
- 1 additional credit in Science, or technological education, **or cooperative education****

In addition to the compulsory credits, students must complete:

- 12 optional credits***
- 40 hours of community involvement activities
- the provincial literacy requirement

A maximum of 3 credits in English as a Second Language (ESL) or English Literacy Development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a grade 12 compulsory English course.

**A maximum of 2 credits in Cooperative Education can count as compulsory credits.

***May include up to four credits achieved through approved Dual Credit courses.

ONTARIO SCHOOL SECONDARY CERTIFICATE – 14 credits

(for students who leave secondary school without achieving diploma requirements)

- 7 Compulsory Credits - * 2 English
- * 1 Canadian Geography or History
 - * 1 Mathematics
 - * 1 Science
 - * 1 Health and Physical Education
 - * 1 Arts or Technological Education

Plus 7 Optional Credits

Check out Ontario School Counsellors Association website - www.osca.ca - Student resources for lots of useful information.

ACADEMIC HONESTY

Honesty is one of the keys to personal success; it demonstrates respect for self and others and promotes a positive school atmosphere. Honesty is both a virtue and an expectation of our society and school environment. Our school's academic policies are designed on the premise of "academic honesty". Refer to course of study outlines for course expectations and consequences for submitting plagiarized material. If students are unclear about what might be considered plagiarism, they should discuss their questions with their classroom teacher. Only original student work will be considered for evaluation.

PLAGIARISM

Plagiarism is theft.

Plagiarism is the wrongful use of someone else's work, copied during a test or an exam, or copied from textbooks, newspapers, periodicals, Internet sources, other students' work, etc., and passed off as one's own work. In all assignments, students must acknowledge the following using the accepted documentation and citation format:

- a) someone else's ideas or theories
- b) facts, statistics, etc. which the reader may not know or may want to check
- c) opinions which may not be generally known or accepted

- d) brief quotations using the exact words of another
- e) self plagiarism - the use of one's own work that has previously been submitted for assessment or evaluation.

Remember, students who allow their work to be copied by fellow students are as guilty of academic dishonesty as the students who copied.

Students who are found to have plagiarized during an assessment (in full or part) will be required to meet with an administrator and a teacher to determine progressive discipline. Parents will be notified.

EXAMINATION INFORMATION FOR STUDENTS

1. (a) It is your responsibility to be at the examination area for the proper examination at the proper time.
 (b) If you are late for an exam you will only be given the scheduled time remaining.
 (c) If you are absent for an exam you will need documentation.
2. In the event of a weather/structural damage event which cancels bussing/school, all exams will be moved forward one day. Students will write the missed exam the next school day.
3. Students will be given the opportunity to leave the exam room at the 60, 90 or 120 minute mark.
4. Bring appropriate materials and resources to the exam.
5. Academic dishonesty will be taken very seriously during the exam period.
6. School bus transportation will be running on its' regular schedule during exams.
7. All exam information and schedules will be posted in the school and on the school website.
8. Remove all items and clean-out your locker at the end of your last exam.

LEARNING COMMONS

The Learning Commons is a classroom like any other at Orchard Park. Therefore, students who visit the Learning Commons before school, during instructional periods, at lunch, during study/spare periods or after school are expected to work on school related activities. Participating in any behaviour that impedes the learning of others may result in the loss of Learning Commons privileges.

A Student Card is issued to every student and it must be presented each time items are borrowed. Allowing another student to use one's Student Card is prohibited and the borrowing

of items for another student is strongly discouraged, since the cardholder is responsible for all materials borrowed under his/her name. Most Learning Commons materials may be borrowed for up to three weeks and in most circumstances students may renew the items.

Students are encouraged to use the Learning Commons computers for research, for class work and for the completion of homework. Once students are issued computer user I.D.s and passwords they must use only their own user I.D. and password to gain entry to the Board's computer system. Allowing other students to use one's user I.D. and password or using the user I.D. and password of another student may result in the loss of computer privileges for both students. Also, using the lab's computers for activities not related to course curriculum is prohibited and may result in the suspension of computer passwords.

Printing and photocopying are also available to students in the Learning Commons.

For more information on Orchard Park's Learning Commons visit the Learning Commons web page at:

<http://schools.hwdsb.on.ca/orchardpark/student-services/library/>

Textbooks, Learning Commons Materials and other School Items

Students who borrow Learning Commons materials, textbooks and other school items are responsible for those items and must return them by the designated due dates and/or before the end of each semester.

IMPORTANT DATES

2018 - 2019

Tuesday, September 4	First day of School - Welcome Back!
Thursday, September 6	Grade Assemblies (one grade per period)
Wednesday, September 12	School Council Meeting – 6:00 pm
Friday, September 14	Grade 9 Fun Day
Wednesday, September 19	School Pictures
Friday, September 21	P.A. Day (no school)
Monday, October 8	Thanksgiving Day (school closed)
Friday, October 12	Preliminary Reports Sent Home
Friday, October 12	Picture Retakes
Thursday, October 18	Parent/Teacher Interviews – 5:00-7:00 – by appointment
Friday, November 2	P.A. Day (no school)
Wednesday, November 7	“Take Our Kids to Work” Day
Wednesday, November 7	Academic Awards Assembly – 8:30am
Thursday, November 8	End of Midterm
Friday, November 9	Remembrance Day Assemblies
Thursday, November 22	Grade 7/8 Information Night – 6:30-8:30
Friday, November 23	Mid-Semester Reports Sent Home
Wednesday, December 5	School Council – 6:00

Friday, December 7	P.A. Day (no school)
December 19-22.....	Graduation Pictures – by appointment
Thursday, December 20	Music Concert – 7:30
December 24 - January 4	Winter Break (school closed)
Thursday, January 17	OP Grade 9 Option Sheet Information Night – 6:30-8:30
January 24-29.....	Examinations
Wednesday, January 30	Exam “Make-Up” Day
Thursday, January 31	P.A. Day (no school)
Friday, February 1	Semester 2 begins
Friday, February 15	Semester 1 Report Cards Sent Home
Monday, February 18	Family Day (school closed)
February 20-22.....	Graduation Picture Retakes – by appointment
Friday, February 22	Pictures Taken for New Students
Thursday, February 28	Last Day for Course Selections
Friday, March 1	P.A. Day (no school)
Friday, March 8.....	Preliminary Reports Sent Home
March 11-15	March Break (school closed)
Wednesday, March 20.....	Grad Brunch in Cafeteria – 9:45 am
Thursday, March 21	Parent/Teacher Interviews – 5.00 – 7.00 – by appointment
Wednesday, March 27.....	Ontario Secondary School Literacy Test (OSSLT)
Friday, April 12	End of Midterm
Friday, April 19	Good Friday (school closed)
Monday, April 22.....	Easter Monday (school closed)
Friday, April 26	Mid-Semester Marks Sent Home
Monday, May 6	Full Disclosure
Monday, May 20	Victoria Day (school closed)
Thursday, May 23.....	Graduation Prom at Grand Olympia
Thursday, June 6	Music Concert – 7:30
Wednesday, June 12.....	School Council - 6.00
June 13-18.....	Grade 12 Examinations – 11:30 start time
June 20-25.....	Grades 9-11 Examinations – 8:00
Wednesday, June 26.....	Exam “Make-Up” Day
Thursday, June 27	Graduation at Grand Olympia – 7:00
June 27, 28.....	P.A. Days



This is intended as an electronic document. Every school website contains a link to this document entitled, *Parent/Guardian Letter on Personal Information*

How We Collect, Use and Disclose Your Personal Information

This section explains to you how the Hamilton-Wentworth District School Board (HWDSB) and your school use the personal information you provide to us. The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Education Act* set guidelines that schools and school boards must follow when collecting, using and disclosing students' personal information.

These Acts give school boards and schools the legal authority to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs, for operating schools and for reporting to the Ministry of Education as required. Accordingly, HWDSB collects the personal information it needs to fully meet its obligations as a public school board.

What is personal information?

Any recorded information about an individual is considered personal when the individual can be identified. In other words, when information used alone or in combination with other information makes it possible for us to know who the individual is then the information is considered personal. For example, the information: *female, grade 6, Level 3 in Language* is not considered personal information because we have no idea who is being described. But the information: *female, grade 6, Level 3 in Language, and Ontario Education Number (OEN) 783 677 093* is considered personal information because we can figure out the student's identity using their OEN.

How do boards and schools decide what information to collect or disclose?

The *Education Act* requires schools to maintain an Ontario Student Record (OSR) for each student. The OSR is a record of a student's educational progress through school and follows students when they move between schools within Ontario. The [Ministry of Education's Ontario Student Record Guideline](#) sets out what information must go into the OSR and how it is to be managed. Hamilton-Wentworth District School Board follows this guideline.

MFIPPA specifies how boards and schools handle information. It states that personal information may be used or disclosed by Hamilton-Wentworth District School Board:

- In order for HWDSB employees to each have access to the specific information (s)he needs in order to perform his/her duties;
- only for the purpose for which it was collected or for a reason that is consistent with that purpose;
- to comply with a court order or subpoena or to aid in an investigation conducted by a law enforcement agency;
- to meet legislated requirements such as reporting to the Ministry of Education.
- with the consent of parents/guardians, and students (if 18+ yrs. old or 16-17 yrs. old and have withdrawn from parental control) if the proposed use or disclosure of personal information does not fall under any of the above uses.

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The *Child and Family Services Act* (CFSA) requires the board to report to child protection services when there are reasonable grounds to suspect that a child is at risk. You can learn more about this by reading our [Safe and Caring Schools Parent Brochure](#) on Information sharing for student safety and well-being.

What do boards and schools use personal information for?

Boards collect, generate, use, and disclose student personal information in many different ways for many different reasons. To help you understand how we routinely use student personal information, see below for some examples:

Administrative Uses and Disclosures

See how we collect, use and disclose personal information to keep schools operating smoothly

1. Student personal information such as home address, photo, life-threatening medical emergency information, accessibility and safety needs may be shared with Hamilton-Wentworth Student Transportation Services, contracted bus company operators and bus drivers for the purpose of administering the board's contracted bus program and for the safety of students.
2. Student information that is collected at registration as well as other data such as attendance, timetables, and achievement is stored in an electronic database called a Student Information System where school and board staff can access the information they need to perform their duties and report to the Ministry of Education. To learn more about what information the Ministry uses to improve educational outcomes across the province, see <http://edu.gov.on.ca/eng/policyfunding/misa/index.html>
3. Personal information such as a child's name, birth date, grade, name of parents/guardians, home address and phone numbers will be shared with the Hamilton Public Health Unit in accordance with the *Immunization of School Pupils Act*. Communicable diseases (e.g., Measles, Tuberculosis) are reported in accordance with the *Health Promotion and Protection Act* and the *Education Act*.
4. Student medical health information provided by parents/guardians or adult students is used by school staff to address student medical needs, plan for medical emergencies at school or during school activities. Medical emergency plans for students with life-threatening medical conditions are posted in identified areas of the school for emergency response purposes.
5. In the event of an injury or other health emergency, student medical information will be turned over to emergency first responders as required. In compliance with the *Personal*

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Health Information Protection Act (PHIPA), Ontario Health Numbers will not be collected except for school trips outside of Ontario; however, parents/guardians/students may be invited to volunteer such information if they want us to keep it on file in the event that it can be used to facilitate medical services should the need arise.

6. Student accidents that take place during school or on a school-sponsored activity are reported to the board's insurer. Reports include the name of the injured student and details of the incident as well as the name and contact information of witnesses to the accident.
7. Phone numbers may be used on telephone lists. Examples include:
 - a. emergency contact lists to connect with parents during emergencies (e.g. inclement weather);
 - b. safe arrival programs, which may be staffed by parent volunteers, to contact parents where a student is absent and the parent/guardian has not notified the school of the absence;
 - c. volunteers, authorized by the Principal, to contact parents regarding school-related activities which benefit the student and the school community and require parent involvement.
8. The board releases student information that is requested by the Ontario Ministry of Education and by the Education Quality and Accountability Office (EQAO) for their development, planning, and resource allocation.
9. School boards use third party service providers for many purposes. Sometimes, personal information is required by the service providers in order to fulfil their duties. For example, student names, school, and classroom designations may be required by school picture companies so that they can organize their photos and get the proofs back to individuals as well as prepare files for uploading student pictures into their profiles in the board's Student Information System. Student work may be stored on board approved web app providers' servers for the purposes of online student collaboration, creation and presentation. Anonymous student written work may also be submitted to Turn It In (www.turnitin.com) to check originality and get feedback.
10. School pictures are used for administrative and archival purposes, for student cards, in school yearbooks, and are also offered to parents for purchase. Examples of "administrative purposes" include: on severe allergy alerts posted in staff areas throughout schools, in student profiles in our electronic Student Information System, for supply teachers when they enter a classroom for the first time, by principals and vice-principals when they are dealing with incidents in and around the school.

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11. Library staff have access to student and parent contact information and addresses in order to send or mail reminders regarding overdue books.

Instructional Uses and Disclosures

See how we collect, use and disclose personal information to meet the individual needs of all learners

1. Information in the OSR and in the Student Information System is used by school and board staff to support classroom teachers and early childhood educators to develop educational programs that best meet each student's needs. Staff working with the classroom teacher or directly with the student may be from Special Education, Guidance, or Student Success, to name a few.
2. Students, supported by teachers, may upload written and creative work as well as evidence of their learning when using digital platforms for learning, e.g., GoogleDrive, The Commons, Online Courses, tv.hwdsb.on.ca. One specific example is the "All About Me" and "Individual Pathways Plan", a Ministry of Education Initiative involving electronic portfolios that follow the student throughout their career in HWDSB. These portfolios are for tracking learning and development. You can learn more about it in this document:
<http://www.edu.gov.on.ca/eng/document/policy/cps/creatingpathwayssuccess.pdf>
3. Student learning profiles, assessment results and achievement levels are shared among staff within a school in order to best address student needs as they progress through grade levels. Similarly, student information is shared from elementary schools to secondary schools as students and teachers prepare for the transition from grade 8 to grade 9. In turn, secondary schools share information and feedback about student progress back to elementary schools to support continuous improvement of the elementary school program.
4. Secondary schools will send information of potential graduates (contact information, marks and transcripts) to the application centres for Ontario colleges and universities to support the student's postsecondary applications.
5. Teachers may record or photograph students as part of their educational program for the purpose of assessment and evaluation. These are sometimes shared with students and parents as appropriate. Sometimes teams of teachers share this evidence of student learning amongst themselves in order to improve instructional strategies.

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6. School boards continually conduct research to evaluate the effectiveness of strategies and programs in an effort to continuously improve educational outcomes for all learners. What this means at HWDSB is that the researchers from the board's Evidence-Based Education and Services Team (E-BEST) will analyze different types of student data (e.g., test scores, marks, bullying survey data, etc.) and support educators as well as managers and superintendents to understand and use the best available research evidence to make decisions.
7. From time to time, E-BEST collaborates with university researchers to enhance the research potential within the board. When student personal information is shared with university researchers so that they can assist with board research, all identifiers are removed from the data (i.e., names, OENs) so that the data is anonymous. University researchers make use of the findings (e.g., patterns, trends, correlations) from our research by sharing them with the larger education community, and by contributing to education knowledge in journal publications and conference presentations.
8. Sometimes the Ministry of Education works with university partners and independent researchers to conduct research in Ontario schools in order to inform provincial education strategies. When this happens, parents/guardians are notified before any data is collected from students.
9. When research is conducted by external researchers (e.g., universities, graduate students working on university degrees, community agencies, and provincial agencies) for their own research purposes, parents will always be given the choice of whether or not to allow their child to participate.
10. First Nation, Métis and Inuit students are given an opportunity to voluntarily identify themselves. This data is used by the Ministry, by the Education Quality Accountability Office (EQAO) and also in the school board for allocating program resources and supports. This is a Ministry of Education initiative designed to assess progress toward supporting Aboriginal students to reach their full potential
11. In keeping with the requirements of the *Education Act* and the *Personal Health Information Protection Act* (PHIPA), parental/guardian consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of psychological or speech and language staff.
12. HWDSB follows the legislative requirements of the *Child and Family Services Act* for students accessing social work and/or child and youth work services. As such, we inform parents/guardians for students 12 years of age and under prior to providing these services.

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The Learning Environment Uses and Disclosures

See how we use personal information to create safe schools where students are valued and their accomplishments celebrated

1. Student work on paper, including student names, may be displayed in the classroom or in school hallways, and at the board office. It may also be shared publicly at community events such as science fairs, writing/poster contests or similar events outside the school setting.
2. Photos or recordings of student accomplishments and activities may be shared with students and parents for the purpose of celebrating and memorializing the student's accomplishments at school.
3. Class lists with student first names and last initial may be distributed to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.
4. Birthday congratulations may be announced over the PA system and/or in the classrooms.
5. School events and activities may be reported in school and board newsletters and on school and board websites and social media sites for our parents and communities. This may include non-identifying photos and news or, with parent/guardian permission, identifying information including photos, videos and names.
6. Student names and/or photographs will be included in school yearbooks, school programs (e.g., commencement or graduation programs, school plays and musical productions) on student awards lists, honour rolls, on class assignment lists that are posted throughout the school at the beginning of the year/semester.
7. The names of graduates are shared with the offices of our elected officials (e.g., mayor, MP, MPP) when requested for printing congratulatory certificates.
8. Surveillance equipment is sometimes used in schools and on buses to enhance the safety of students and staff, to protect property from theft or vandalism, and to aid in the identification of intruders or persons who endanger the health, well-being or safety of school community members. Signs informing students and guests that surveillance cameras are in use are posted in the areas under surveillance.

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Media Uses and Disclosures

See what media exposure to expect and how we protect student personal information

1. Hamilton-Wentworth District School Board is cautious about contributing to student digital “footprints” or information that students leave online. To that end, only anonymous student work and non-identifying photos of groups of students (without names) at events will appear on board-related websites, in electronic newsletters and on social media. Identifying information such as photos of individuals, small groups, and names will be posted only if there is parental consent on the *Media Consent Agreement*.
2. The media, such as newspapers, web-based news services, television and radio, may be invited to the school to take photos of students and write articles about newsworthy events or activities such as student achievements/awards, and current events. Their reports may include group photos of students. Individual students would only be photographed or identified with appropriate consent. This consent may be given on the *Media Consent Agreement*, or in the case of more in-depth media coverage, a separate consent form will be sent home to parents before the event.
3. Students participating in extra-curricular activities or school events that are open to the public or that take place in public places such as on field trips and fairs, may be photographed by the school community, news media or general public. This may result in photos or videos being posted on social media sites and in electronic or print news media sites. The school has no control over how and where these images will be posted. However, parents and students are asked to practice good digital citizenship by being respectful when they post photos of others, which means making sure they ask those they photograph/record for consent before posting.
4. Events inside the school, such as performances, awards assemblies, and commencement that are typically attended by family members are often photographed and video recorded by family members. We ask those in attendance to respect the privacy rights of all students and their families by getting consent before images and videos are shared or posted online.

We hope that these examples provide a better understanding of the ways in which HWDSB collects, uses, and discloses personal information in order to function as a school board.

If there are special circumstances that cause you concern over how we collect, use and disclose personal information please ask your school principal about it. We will do our best to work out a reasonable alternative to satisfy your specific needs.