



Nora Frances Henderson

SECONDARY SCHOOL

2023 / 2024

Student Handbook



DAILY SCHEDULE

DAY ONE	TIME
1	8:45 – 10:00
<i>Travel Time</i>	<i>10:00 – 10:05</i>
2	10:05 - 11:20
<i>Travel Time</i>	<i>11:20 - 11:25</i>
3 (Lunch 1)	11:25 - 12:40
4 (Lunch 2)	12:40 – 1:55
<i>Travel Time</i>	<i>1:55 – 2:00</i>
5	2:00 – 3:15

curiosity.

creativity.

possibility.

HWDSB

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Principal: Mr. T. Fisher
Vice Principal(s): Mr. M. Cox
Mrs. A. Jos
Mr. T Hasiuk

1770 Upper Sherman Ave. Hamilton, Ontario L8W1B3
Web: www.hwdsb.on.ca/henderson



SCHOOL SERVICES

CAFETERIA

The cafeteria provides a variety of food to everyone at Henderson. The cafeteria is open before school, during morning break, and at lunch periods. Although the cafeteria provides for basic cleaning services, students are responsible for proper disposal of their own garbage and return of their own trays, etc. Food is to be eaten only in the cafeteria; eating or drinking elsewhere violates the Fire Code.

NUTRITION PROGRAM

The Nutrition Program is available to all students at Nora Frances Henderson. A healthy snack/breakfast is provided free of charge to students and is served daily during morning break. All food must be eaten in the cafeteria.

CO-OPERATIVE EDUCATION

Co-operative education combines classroom instruction with practical work in the community. The work experience is monitored and evaluated by teachers and employers as students earn credits toward their graduation diploma.

SCHOOL COUNCIL

The purpose of the School Council is to act as a liaison between the school and the community. School Council meets on a monthly basis. All parents are welcome to attend.

STUDENT SERVICES

Counsellors are available to assist students with educational and career planning as well as with personal problems. Counsellors are assigned alphabetically by last name. Appointments can be made with the Student Services Secretary before school, after school, at lunch and at break.

PUBLIC HEALTH NURSE

A public health nurse is available to discuss student health concerns. Referrals are available through Student Services.

SOCIAL WORKER

The Hamilton-Wentworth District School Board employs Social Workers who work with school staff and students to assist those experiencing problems. Their services are available by referral through Administration and Student Services.

LEARNING COMMONS

The Learning Commons supports curriculum and literacy by providing resources for class assignments, current and varied options for recreational reading, and access to computers and electronic databases. Space is available for class instruction, independent study and collaborative learning. Teacher-Librarians are available to assist students and classes with research and reading skills as well as to provide instruction on information and technological literacy.

The **Virtual Library Resources** are now accessible through [the HUB](#).

1. Please [login to the HUB](#) using your school e-mail and password.
2. On the top menu bar click on **Select a Course**.
3. From the drop down menu click on **Library 01 Learning Commons**
4. My Learning Commons catalogue will open up.
5. The links to the Virtual Library resources are located on the top left corner of the page.

The My Learning Commons catalogue and Virtual Library Resources are also available on all school computers with the School Connect image.

RESOURCE ROOM

The Resource Staff gives assistance to students with an Individual Education Plan (IEP) who require academic help, social and emotional support, and individualized programming. The Resource Room is located in the Learning Commons.

ALTERNATIVES for YOUTH

AY provides free counseling related to the use of tobacco, alcohol and other drugs to youth ages 13 - 22. They provide support based on youth's own goals, support to those affected by someone else's substance use, drug and alcohol education, individual counseling, group counseling, support to families and consultation to students, parents and professionals. The counsellor is available at NFH one day per week. www.ay.on.ca

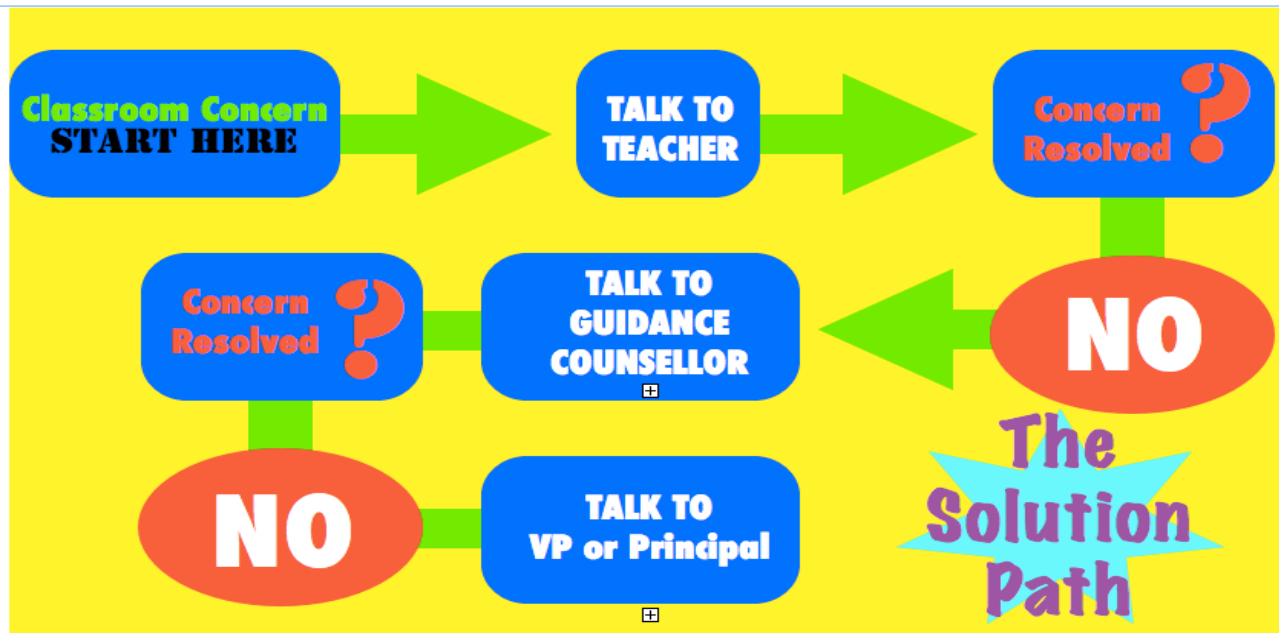
GRADUATION COACH for BLACK STUDENTS

The Graduation Coach Program for Black Students provides individualized supports to Black students and their families with the goal of seeing each student feel safe, supported, accepted, affirmed, and achieve their full potential.

NYA:WEH: Native Youth Advancement With Education Hamilton

The NYA:WEH program provides an Indigenous youth worker who supports Indigenous students within the school.

CLASSROOM CONCERN? WHERE TO GO FOR HELP...



SCHOOL FEES

Henderson school fees for the 2023/2024 school year include:

Basic Athletic Fee - \$25 – paid at the time of their first sport participation

This fee is paid once by students prior to playing their first sport and is used to fund uniform maintenance, equipment repair, replacement and athletic celebrations.

Enhanced Program/Material Fees – various times throughout a semester

These are fees that enhance the educational experience beyond the curriculum expectations. As examples this may include field trips, upgrading materials in a construction, art or manufacturing class. These fees are communicated throughout the course.

Optional Program Fee – paid at the start of the course

These would be courses that have opportunities that reach beyond the curriculum. These fees are outlined during the option process.

We believe that all students should be able to participate in all aspects of the school experience regardless of personal economic barriers that may exist. Therefore, if your family faces an economic barrier at any time during the school year, please contact the Student Services Department or Administration. We will address your needs and support you with dignity, confidentiality and respect. Details available at: <http://www.hwdsb.on.ca/wp-content/uploads/2012/05/Student-Fees-Directive.pdf>

School Cash Online

School Cash Online is an easy to use and safe way to pay for your child's school fees. Now, with a few clicks, you can pay for your child's yearbook, class trips and so much more from your own home. All you have to do is register an account, attach your children and in no time, you will be able to make payments online. We accept many different payment forms. To enroll, please go to: <https://hwdsb.schoolcashonline.com/>

GENERAL INFORMATION

FREE TIME

- ❖ Students on lunch or a scheduled spare period are permitted access to the Cafeteria, the Learning Commons, various classrooms where appointments have been made with teachers, and the outside of the building.

FIELD TRIPS

- ❖ Students must complete permission forms to take part in field trips. No students may drive other students on field trips. Behaviour on field trips is expected to be the same as at school. This includes smoking and vaping restrictions.

TELEPHONES

- ❖ There is a telephone in the office for student use.

LEARNING MATERIALS

- ❖ You are responsible for all learning materials issued to you. If you damage or lose them, you may be required to pay replacement costs. Learning materials are usually provided by the school, but sometimes students must purchase supplies that supplement normal requirements.

VEHICLES AT SCHOOL

- ❖ Students may park in the back parking lot. Students are to drive with extreme care and caution around the school. Students are not to loiter in the parking lot.

LOST AND FOUND

- ❖ Lost and found items are located in the Main Office. P.A. announcements will not normally be made to help locate lost items. Students who believe items have been stolen are to report the suspected theft to the Office.

VISITORS TO THE SCHOOL

- ❖ Visitors are welcome to Henderson only if they have official business with the school. Students are not to invite their friends from outside to visit them at school at any time during the school day. This is to protect the safety of students and prevent them from being distracted by visitors. Visitors must report to the Main Office upon their arrival to the building. Visitors not on school business will be asked to leave and may be sent “no trespassing” letters which empower the school to have trespassers charged by the police.



INCLEMENT WEATHER PROCEDURE

Should weather conditions warrant the cancellation of transportation or closure of schools, public announcements will begin at approximately 6:00 a.m. over local radio and television stations. Check the Board website at www.hwdsb.on.ca or the Board's Twitter account at @HWDSB for updates; information there will be updated regularly.

ACADEMIC OPERATIONS

ADMISSIONS, WITHDRAWALS, COURSE CHANGES

All new admissions to the school must meet with a Guidance Counsellor. Every student who plans to withdraw from school must complete a withdrawal form obtained from Guidance. Students leaving school because of lack of school success and poor attendance will normally be required to demonstrate tangible evidence of their ability and intent to achieve school success before the school will re-admit. A student may drop or change a course only with good reason and only with parental knowledge and Principal permission. Until such permission is obtained, the student **must attend** all classes on the original timetable. To correct errors, timetable changes will be permitted only at the beginning of a semester. Students are expected to take at least 8 courses in Grades 9, 10, and 11.

FINAL EVALUATIONS & REPORTS

Final evaluations and culminating activities are compulsory. **Final evaluations will not be re-scheduled or waived to accommodate students who wish to start work early or go on vacations.** Students and parents who require final evaluations to be re-scheduled because of emergencies or other critical situations may request consideration in writing to the Principal. Teachers are not authorized to re-schedule final evaluations.

Parents must notify the school promptly if students will be **absent from a final evaluation or culminating activity** because of illness or serious emergency. A doctor's note will be required for an illness. If students **are late** for a final evaluation they should report to their teacher. Normally NO EXTRA TIME is allowed. If students **forget to show up** for a final evaluation, they will not normally be allowed to write it. Cheating in any form on a final evaluation may result in a mark of '0'

and a referral to the office for possible further consequences.

A student or parent, if the student is under 18, may provide a written request to the Principal to receive a photocopy of a student's final evaluation.

GRADUATION REQUIREMENTS

The OSSD is awarded to students who successfully complete thirty credits: eighteen are compulsory and twelve are optional. In addition, students must successfully complete the OSSLT (or the OSSLC if appropriate) AND forty hours of community volunteer work. The HWDSB community volunteer criteria can be found on our website. Be sure to consult with Guidance to ensure that you have met all the graduation requirements.



HWDSB HONOURS CRITERIA

In order to qualify for an Honour award, students can take courses from one or a combination of the following avenues: HWDSB Secondary School (day school), any school in the Province of Ontario that follows the Ontario Curriculum, e-learning, night school, and summer school (these courses also must meet Ontario Curriculum expectations).

Courses must be taken July through June of a school year. The calculation date will take place in June of the school year. Any course taken after June will count for the next school year.

Ontario Scholar Requirements: 480 = 80%
6 credits (480 marks) 477 = 79.5%

- Gr. 12 U, M, C, E or O courses
- awarded as a GRADUATE or POST-GRADUATE
- qualifying courses may be completed over more than 1 year
- any course shall be multiplied by its credit value (i.e. CO-OP mark will count 2X)

ATTENDANCE PROCEDURES

ABSENCE FROM SCHOOL

- ❖ A student who has been absent must, on return, provide a note from a parent/guardian to the office, unless a parent/guardian has called to inform the office of the reason for absence. The note must identify the student, indicate the day of absence, and should **explain the reason for the absence**.
- ❖ Students who reach the age of majority (18 years old) can communicate directly with the school rather than through their parents. Signing of notes is a privilege, not a right. Abuse of this privilege may mean the privilege is revoked.

EARLY LEAVING DURING THE DAY

- ❖ A note, properly dated and signed by parents/guardians or a student over 18, indicating the time and the reason for leaving early, must be presented to the Office. A doctor or dental appointment notice is acceptable.
- ❖ If any situation arises during the day that causes a student to be unable to attend class, the student must report to the Office. The Office staff will see that the student's needs are attended to, including making any necessary telephone calls to parents/guardians.
- ❖ **Students who leave the school without reporting to the office will be considered as "skipping".**

LATE ARRIVAL

- ❖ Late for Class: A student who enters a class after the scheduled start of a class is late and will be dealt with by the teacher. The Vice-Principal will deal with students who are chronically late to class.

ASSIGNED WORK DURING ABSENCE

- ❖ Students are responsible for maintaining all work, including any work covered and assigned during any absence caused through illness, field trips, co-curricular activities, etc. The student is expected to complete the assignments missed and, if necessary, submit them on the day he/she returns to class unless otherwise stated by the teacher.

VACATIONS

- ❖ There are holidays in December and March for everyone. **If you take a vacation during final evaluations, no accommodations will be made.** Please attempt to avoid vacations outside of school holidays. If you take a vacation during the semester, please notify the administration and each classroom teacher in writing by completing an **Extended Absence form, at least one week in advance**. All work missed is the student's responsibility.

MISSING CLASSES

- ❖ Students who absent themselves from a class without first obtaining permission will be reported to the office. Students who continually absent themselves from class will be counselled; however, chronic truancy may lead to suspension or withdrawal from school.



All members of the school community, including trustees, Board employees, students, parents, School Council, visitors, volunteers, contractors, and community members on school premises, while on school buses, at school related events or activities, or in any other circumstances that could have an impact on the climate of the school, must comply with all board policies. HWDSB policies are available from the school Principal and are posted on the board website at www.hwdsb.on.ca.

ROLES AND RESPONSIBILITIES:

Administration

Principals and Vice-Principals will hold everyone to the highest standard of respectful/responsible behaviour by:

- ❖ Demonstrating care and commitment to academic excellence in a safe teaching and learning environment;
- ❖ Holding everyone, under their authority, accountable for their behaviour and actions;
- ❖ Empowering students to be positive leaders in their school and community;
- ❖ Communicating regularly and meaningfully with all members of their school community;
- ❖ Modeling respect, responsibility, and civility, and ensuring these are taught as part of the curriculum;
- ❖ Maintaining consistent standards of behaviour for all students;
- ❖ Modeling the character attributes of the HWDSB.

Teachers and Staff

Teachers and school staff will hold everyone to the highest standard of respectful/responsible behaviour by:

- ❖ Helping students work to their full potential and self-worth;
- ❖ Empowering students to be leaders in class, school, and community;
- ❖ Communicating regularly and meaningfully with parents;
- ❖ Maintaining consistent standards of behaviour for all students;
- ❖ Demonstrating respect for all members of the school community;
- ❖ Preparing students for the full responsibilities of citizenship;
- ❖ Modeling the character attributes of the HWDSB.

Students

Students demonstrate respect and responsibility when they:

- ❖ Come to school prepared, on time, and ready to learn;
- ❖ Show respect for themselves, others and those in authority;
- ❖ Refrain from bringing anything to school that may compromise the safety of self or others;
- ❖ Demonstrate responsibility for actions or behaviour off school property or outside of the school day that has an impact on the school climate;
- ❖ Follow the established rules and take responsibility for their own actions;
- ❖ Model the character attributes of the HWDSB
- ❖ Demonstrate appropriate participation in the civic life of the community.

Parents/Guardians

Parents/Guardians support a safe and respectful learning environment when they:

- ❖ Show an active interest in their child's school work and progress;
- ❖ Communicate regularly with the school;
- ❖ Help their child be neat, appropriately dressed and prepared for school;
- ❖ Ensure that their child attends school regularly and on time;
- ❖ Promptly report to the school their child's absence or late arrival;
- ❖ Become familiar with the Code of Conduct and school rules;
- ❖ Encourage and assist their child in following the rules of behaviour;
- ❖ Assist school staff in dealing with disciplinary issues involving their child.

EQUITY AND INCLUSIVENESS POLICY

In the HWDSB, we believe that all students can learn and our mission is to enable each and every student to learn effectively. All of our practices will adhere to the principals of:

1. Inclusive Curriculum and Assessment Practices

Henderson SS will implement an inclusive curriculum and will review resources, instruction and assessment and evaluation practices in order to identify and address discriminatory biases so that each student may maximize his or her learning potential.

2. Religious Accommodation

At Henderson, we acknowledge each individual's right to follow or not to follow religious beliefs and practices free from discriminatory or harassing behaviour. We are committed to taking all reasonable steps to provide religious accommodations to staff and students.

3. Accountability and Transparency

As a publicly funded education system, we will endeavour to provide ongoing communication with the whole school community with respect to school goals, progress and school improvement planning.

4. Accessibility

In order to meet the physical requirements of students, staff and visitors to Henderson, we endeavour to make all areas of the school accessible.

In all cases, Henderson Secondary complies with the Safe Schools Act and other pertinent legislation. Inappropriate behaviour will lead to a range of interventions, up to and including suspension and expulsion.

ATTENDANCE AND PUNCTUALITY

The Education Act requires regular attendance. As well, good attendance and punctuality are necessary to be successful in school and on the job. Therefore, you must attend all classes and arrive on time. Absence from school must be reported to the school upon your return and with a reason for the absence stated.

Consequences

You will be required to make up work missed if you are absent. Your parents will be notified of your absence if you are under 18 years old. Persistent absence from a class may be cause for your removal from that class. Persistent absence from school may result in suspension.

DRESS CODE GUIDELINES

Please see the Hamilton-Wentworth District School Board's Dress Code Guidelines Policy: <https://www.hwdsb.on.ca/blog/student-dress-code-guidelines-and-next-steps/>



DRUGS AND ALCOHOL

Students must come to school free from the influence of alcohol or other mind-influencing chemicals. Therefore, you are forbidden to use or be in the possession of such substances in the school, on school property, in school buses or at any school activity.

RESPECT FOR AUTHORITY

All students deserve to be treated with dignity and respect. With this as a foundation, teachers are responsible for keeping order in their classrooms, in the school and on school-sponsored events. Therefore, you are expected to comply with the rules of the school, accept the authority of school personnel and treat all staff with respect. For security reasons, **you must provide your name.**

RESPECT FOR PEERS AND OTHER PEOPLE

All students are entitled to an environment that is safe, welcoming and free of violence. This means such things as intimidation, weapons and hate literature are not to be part of school life.

Therefore, you are expected to be courteous and considerate in your dealings with all staff and students. Physical, verbal, sexual or psychological abuse, bullying, cyber bullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute is unacceptable and will not be tolerated.

RESPECT FOR NEIGHBOURS AND COMMUNITY

Every time a student is out in the community, he/she is a reflection of his/her family values and our school values. Students should strive to make us all, as well as themselves, proud of their behaviour. Respect neighbours and their property. Watch language while walking to lunch. Be respectful in restaurants, etc.

RESPECT FOR PROPERTY

The school is property paid for by your parents and others through taxes. The taxpayer assumes the cost associated with vandalism, until the responsible person is found. Therefore, you are expected to treat the school grounds, school buses and the school building and equipment with the same respect you would give to your personal property and that you would expect others to give to your property. You are expected to keep the grounds and building clean and free from discarded food and food wrappers.

SMOKING AND VAPING

To support the health issue, the Ontario government has banned smoking and vaping anywhere on school property. Therefore, you are not permitted to smoke or vape in the school building, on school property or in a school bus.

The Smoke Free Act -2017 SFOA

- It is illegal for anyone to smoke or vape tobacco or cannabis at school, on school grounds, and all public areas within 20m of these grounds
- Prohibits the use of medical cannabis and electronic cigarettes (vaping) inside enclosed workplaces, enclosed public places and other places where tobacco smoking is banned
- Recreational cannabis will be treated the same as alcohol from the perspective of schools. Suspensions will be considered for a student possessing or under the influence of cannabis.
- Smoking or vaping cannabis will not be permitted at schools, even for medical cannabis users. Edibles are not permitted at schools.

PROGRESSIVE DISCIPLINE and PROMOTING POSITIVE STUDENT BEHAVIOUR

When addressing inappropriate student behaviour, disciplinary measures will be applied within a framework that shifts the focus from solely punitive to both corrective and supportive. Henderson will utilize a range of interventions, supports and consequences as well as opportunities for students to focus on improving behaviour. A Pyramid of Interventions will be used by classroom teachers and administrators in order to promote positive student behaviour.

CONSEQUENCES

Responsible behaviour creates an environment which is conducive to effective learning and teaching. Misbehaviour carries consequences. A progressive series of consequences will be taken against individuals who choose not to engage in reasonable and respectable behaviour. Consequences may include: counselling, detention, parental involvement, formal interview with a Vice Principal, withdrawal of specific privileges, financial or community service restitution, temporary withdrawal, behaviour or performance contract, suspension, referral to community agencies, and/or expulsion. Consequences will be appropriate to the infraction. When consequences are assigned, the following will be taken into consideration:

- Particular student and circumstance;
- Nature and severity of the behaviour;
- Impact on the school climate;
- For students with special education needs, disciplinary interventions, supports and consequences must be consistent with the student's strengths, needs, goals and expectations contained in the Individual Education Plan (IEP);
- Opportunities for the student to learn from the choices he or she makes;
- Appropriateness and availability of parental involvement in discussions concerning disciplinary action.

Positive School Climate: School climate is the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, respected and actively promote positive behaviours and interactions. Principles of equity and inclusive education are embedded in the learning environment to promote a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of the prevention of inappropriate behaviour.

SUSPENSION

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

EDUCATION ACT

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol or illegal drugs
3. Being under the influence of alcohol
4. Swearing at a teacher or at another person in a position of authority
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
6. Bullying
7. Other activities suspendable under board policy
8. Non-consensual sharing of intimate images
9. Bomb threat

HWDSB

10. An activity in violation of the Equity Policy; e.g. racist, sexist, hate-motivated or derogatory comments
11. Violations of the Code of Conduct, school and Board policy, e.g. repeated disrespect of authority
12. Using social media in such a way that negatively impacts others or school climate.
13. Inappropriate behaviours including biting, spitting, kicking, etc...
14. Physical fighting and violence (not requiring medical treatment).
15. An act harmful to one's physical/mental wellbeing
16. Being under the influence of drugs

CODE OF CONDUCT

EXPULSION

The principal will consult with the School's Superintendent when considering expulsion and will issue a 20 day suspension pending expulsion while conducting an investigation.

A principal shall suspend a pupil if he or she has reasonable grounds to believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or event, or in other circumstances where engaging in the activity will have an impact on the school climate.

EDUCATION ACT & HWDSB

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Bullying (if the student has been previously suspended for engaging in Bullying/the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- Violations under the Equity Policy
- Giving alcohol to a minor
- Any other activity for which a student may be expelled under Board policy.
- Physical assault requiring medical attention
- A pattern of behaviour injurious to learning
- A serious violation of the Code of Conduct
- Committing an act of vandalism that causes extensive damage to Board property.

Factors principals must consider prior to suspension or expulsion:

In considering whether to suspend a pupil for engaging in an activity that may lead to suspension or expulsion, the following mitigating factors shall be taken into account by the Principal:

MITIGATING FACTORS

- The pupil does not have the ability to control his or her behaviour
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

Other Mitigating Factors to be considered where the pupil is able to control his or her behaviour and is able to understand the foreseeable consequences of his/her behaviour, the principal will consider whether the following factors mitigate the length of the suspension and whether further investigation should be undertaken to recommend that the pupil be expelled:

- The pupil's history
- Whether a progressive discipline approach has been used with the pupil
- Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment
- How the suspension or expulsion would affect the pupil's ongoing education
- The pupil's age
- Where in the case of a pupil for whom an individual education plan has been developed,
- Whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan
- Whether appropriate individualized accommodation has been provided;
- Whether a suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour.

SCHOOL SAFETY PROCEDURES

LOCKDOWN PROCEDURES

A code lockdown is a safety procedure designed to ensure that students and staff are safe from a source of danger (internal or external). Students are to listen to all staff instructions and follow the guidelines set out for them during training sessions. Students should be aware of the following terminology:

- ❖ **Hold and Secure:** used when the school is secured due to an ongoing situation outside and not related to the school. The school continues to function normally, with the exterior doors locked until the situation is resolved.
- ❖ **Shelter in Place:** used for an environmental, or weather related situation, where it is necessary to keep all occupants within the school to protect them. Examples may include chemical spills, blackouts, explosions or extreme weather conditions. If the “shelter in place” lasts for a prolonged period of time, emergency personnel and HWDSB staff will arrange for relocation of students. This information will be posted on the board website and Synervoice will be utilized as the situation unfolds.
- ❖ **Lockdown:** used when there is a major incident or threat of school violence within the school, or in relation to the school.

FIRE EVACUATIONS

Throughout the year we will also practice several fire evacuation drills. These drills will be conducted randomly during school hours. All students are required to follow the directions of staff regarding the procedure during this time.

MEDICAL HEALTH CONCERNS

Any student who has life threatening medical/health issues (Anaphylaxis, Diabetes, severe allergies, etc.) must inform the office and fill out an individual Emergency Medical Plan form, so that a plan of action can be created to respond to a medical emergency.

VALUABLES Students are advised not to bring valuables to school. The school cannot accept any responsibility for the security or loss of belongings and valuables. **Do not leave valuables (including cell phones) unattended around the school or in places like the change rooms.** If you have lost an item, please check the Lost and Found.

REPORTING BULLYING & CRIME

To support Board and school policies, students may anonymously share tips about bullying and crime by accessing TipOff or Crime Stoppers.

CANADIAN
CRIME STOPPERS
ASSOCIATION
1-800-222-TIPS



SCHOOL LOCKERS

Students will be assigned a locker and are to put a secure **combination** lock on it; for safety and security reasons, students must give the combination to the office (via their homeroom teacher). Students are to keep their combination secret to prevent theft of their belongings.

Students are not permitted to change lockers without permission from the Vice Principal and must not share lockers. The school will cut locks and empty improperly claimed lockers.

Students must keep their locker clean and clear of graffiti; locker damage is associated with vandalism consequences.

Lockers must be cleared out by the last final evaluation day in June; any items left in lockers at the end of June will be disposed of.

Lockers remain the property of Henderson and may be accessed at any time.



Acceptable Use of Technology, Tools and Social Media

Hamilton-Wentworth District School Board (HWDSB) promotes 21st-century learning and believes all students and staff deserve equitable access to engaging and authentic learning experiences. To support this learning, HWDSB promotes the acceptable use of technology, tools and social media.

SECTION ONE - Positive Participation

HWDSB provides Internet access as well as digital tools and resources for educational purposes. Users of these tools and resources are held accountable for their behaviour in accordance with directives that relate to Privacy, Ownership & Authorship, Identity, Credibility and Positive Participation, as well as HWDSB's Code of Conduct and other associated policies.

SECTION TWO - Third-party Tools and Resources

HWDSB students and staff agree to abide by the Terms of Service when using digital tools and resources. Digital tools that require parental consent are listed at: www.hwdsb.on.ca/learning/21st-century-learning.

SECTION THREE - Privacy and Collection of Personal Information

Your consent (below) allows for images to be collected and students to be identified, with additional consent. Scenarios may include:

- School activities reported in school/Board newsletters or websites.
- Media outlets - print, TV or radio - may visit a school to document newsworthy events.
- Students in extra-curricular activities may be recorded in images for school/Board use.
- Teachers may record students as part of their educational program.
- Students may video conference to support learning.
- Student names and images may be recorded for graduation, theatre, awards, brochures, assignments and honour rolls.

SECTION FOUR - Creative and Academic Works

Before sharing creative student work with a larger audience, we need your consent. In some cases, we will name the creator of the work, if you give consent. Outlets where we may share creative work include:

- School yearbook
- School/community/media publications, broadcasts
- Classroom websites/blogs and video projects
- Other web resources
- Classroom social media accounts (twitter, YouTube, etc.)
- Art exhibits



ASSESSMENT, EVALUATION AND REPORTING

The Ministry of Education introduced **Growing Success**, a provincial assessment and evaluation policy in 2010, based on longstanding guidelines developed to inform our Assessment and Evaluation practices. The Hamilton-Wentworth District School Board began implementing a board-wide assessment and evaluation policy based on this provincial policy in September 2011. Details of the HWDSB Assessment, Evaluation and Reporting Policy are available for students and parents on the board website (www.hwdsb.on.ca).

There are consequences for cheating, plagiarizing, submitting work late, or not submitting work.

DETERMINING A GRADE

Teachers will take into account various considerations before making a decision about the grade to enter on the report card. Determining a report card grade will involve teacher's professional judgment and interpretation of evidence (conversations, observations, products) and should reflect the student's most consistent level of achievement for each overall expectation, with special consideration given to more recent evidence.

MISSING EVIDENCE OF LEARNING

Students are responsible for:

- Providing evidence of their learning by completing all tests, demonstrations, projects, presentations and assignments to the best of their ability within established timelines.
- Using organizational and time management strategies to meet deadlines.
- Working collaboratively with their teachers to get extra help and support and manage their time when required.
- Ensuring that the evidence they provide is their own work, not the result of cheating or plagiarism.

If a student has not participated in learning activities in the classroom, and the teacher has not been able to evaluate the student through observations, conversations or student products, the teacher may not be able to evaluate student achievement of the overall expectations for a unit, subject or course. In such situations, the teacher will communicate with parents and seek the support of the student success team, student services and/or administration. In the case where a student is not attending, the school social worker will be involved. If after strategies for support have been put in place and the student has still not demonstrated achievement of the overall expectations of a course, the teacher will use "**Lower Limits**" on the report card to indicate where the student is on the continuum of learning. **Lower Limits are as follows:**

- | | |
|----|---|
| 40 | Additional learning required. Focus on remediation, revision and completion. Recommend credit recovery or summer school. |
| 30 | Significant additional learning required. May require additional supports, interventions or changes to program. May need to repeat course. |
| 25 | Used for grades 11 & 12 only. Means a student has had no opportunity to demonstrate achievement of the overall expectations due to unique circumstances (student just joined course or has been ill). |
| 1 | Used for grades 9 & 10 only. Means a student has had no opportunity to demonstrate achievement of the overall expectations due to unique circumstances (student just joined course or has been ill). |
| 0 | No evidence of learning. |

LATE SUBMISSION OF EVIDENCE

If a student has not submitted evidence of learning on the due date, the teacher will use a series of strategies as appropriate to facilitate the completion and submission of the work. These strategies may include: conferencing with the student; requiring the student to complete an alternate task; reviewing the need for extra supports; contacting parents and setting up a contact for completion. If a student still does not submit the evidence of learning ultimately, a mark of zero will be given for the product. Also please refer to the “Missed Evidence of Learning” section of our policy.

ACADEMIC DISHONESTY

Academic dishonesty is a serious offense and one that must not be taken lightly. When students submit evidence of achievement that is not their own, cheating or plagiarism, the expectation being assessed will be treated as missing (please refer to the “Missed Evidence of Learning” section of our policy).

Cheating is defined as “to violate rules dishonestly” according to www.merriam-webster.com. Student must follow “rules” that are implicit in the tasks that have been assigned to assess and evaluate their learning. Some of these rules include:

- Tasks must be completed independently – unless otherwise instructed
- Products to demonstrate learning should not be shared with other students
- Tests require students to use only the information they remember, and they must not use other resources (unless explicitly provided with resources / otherwise stated by the teacher)

Plagiarism is a form of cheating. The Ministry “Growing Success” document defines plagiarism as “the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one’s own original work.” Plagiarism can occur in different ways including:

- Improper paraphrasing or paraphrasing without acknowledgement of the source.
- Quoting from a source without acknowledgement (copying).
- Cutting and pasting from an electronic source without acknowledgement, including graphic representations.
- Representing as his/her own a product that a student did not produce.

RESPONDING TO ACADEMIC DISHONESTY

Consequences of academic dishonesty may include the following:

- Student/teacher conference.
- Parent / Administration notification.
- Confirmation of student understanding of academic honesty.
- Completion of the task under supervision
- Revision and resubmission of the task OR the completing of a new task (this is at the discretion of the teacher)

Repeated actions of academic dishonesty will be treated as a violation of the Code of Conduct and will be referred to administration. The student and his/her parents will be made aware that this behaviour constitutes lying and or theft and progressive discipline actions appropriate to these infractions will ensue.

Ultimately, a mark of zero can be given for the product.

EXTRA-CURRICULAR POLICY

- ❖ To participate in any extra-curricular activity (sports, school organizations, clubs, dances, etc.) a student must be in possession of a valid Student Card.
- ❖ The privilege of participating in activities may be withdrawn or restricted under the following circumstances:
 - (1) The student does not attend all classes on the day of a scheduled event or game
 - (2) The student is consistently failing a course/courses, or has excessive absenteeism



- (3) The student breaches the Code of Conduct (e.g. inappropriate behaviour, etc.)

The decision to restrict or withdraw a student's privileges will be made by the Vice Principal, in consultation with the staff advisor / coach and subject teachers.

CLUBS AND TEAMS

Clubs

Anime Club
Athletic Council
Computer Club
Dance Club
Drama & Film Club
Grad Dinner & Dance Committee
Harmony Movement Peer Leadership Group
Health Action Team (HAT)
Henderson Concert Band
Me to We
Photo Club
....and many more

Students should stay tuned to announcement as more clubs and teams may be introduced throughout the year.

Student Council

Student Council plays an important role in the school. These ambitious student leaders meet regularly, provide student voice, plan activities, promote school spirit, and help make Henderson a welcoming place to be.

2023/24 Student Council members will be announced by the end of September when all positions filled.

Athletic Teams

Fall Sports:

Boys Baseball
Boys Jr. and Sr. Volleyball
Boys Sr. Football
Coed Cross Country
Field Hockey
Girls Jr. and Sr. Basketball
Girls Touch Football

Winter Sports:

Girls Jr. and Sr. Volleyball
Girls Water Polo
Boys Jr. and Sr. Basketball
Girls and Boys Hockey

Spring Sports:

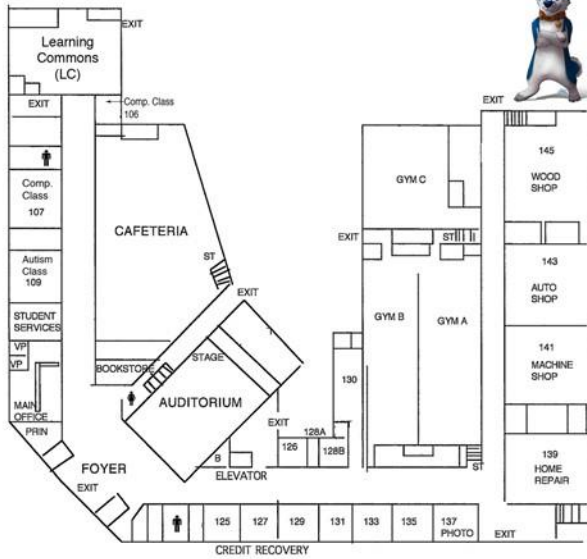
Coed Track and Field
Girls and Boys Soccer
Girls Slo-pitch
Jr. Football
Ultimate Frisbee

SCHOOL MAP



Welcome To
HENDERSON

FIRST FLOOR



Welcome To
HENDERSON

SECOND FLOOR



Please visit our website <http://www.hwdsb.on.ca/henderson/> for further information