

Westmount Secondary School

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Creating opportunities for our students to change the world!

Hello Westmount Parents/Guardians and Students!

Welcome to the 2019-2020 school year! We celebrate the leadership that Westmount students and staff bring to our learning community. Westmount teachers are committed to our school vision of creating opportunities for deep thinking and learning in our classrooms. Westmount promotes student self-direction by honouring student voice and choice and encouraging inquiry and problem-solving in the classroom. We are looking forward to going to 1:1 technology with all of our grades in September. In our classrooms we hope to continue to create opportunities for our students to innovate and create.

The new school year begins on **Tuesday September 3rd**, with grade 10-12 students following a regular day schedule.

On the first day, **Grade 9 Students** are to report to the auditorium for a short assembly then they will attend their Period 1 class. Student leaders and teachers will be present throughout the halls to guide our new Westmount Wildcats!

On August 27th and 28th we are offering a Grade Nine Orientation Program. Registration for this program is open until July 26th online through Continuing Education at the following address <https://www.hwdsb.on.ca/cce/summer/summer-non-credit/gr9-orientation/>. As part of this program students will pick up their school planners, get their locker assignment (bring a lock as the school does not provide them), walk around the school to see where their classes are, and get their student card/school picture taken (more information will be sent out through Continuing Education once registration closes at the end of July). **Students that are not registered in this program are invited to attend the school on August 28th, from 10am-11am (students with the last names beginning A-L); from 11am-12pm (students with last names beginning with M-Z) to get their student card/school picture taken.** As well, we have many orientation activities planned for our new students the first week – culminating in a Games day on Friday, September 6th. We look forward to welcoming back staff and students and giving a special welcome to our Grade 9 students and others who are coming to Westmount for the first time. You are becoming part of a truly outstanding school.

Please take the time to review all of the components of this package. It contains some very important information and dates for all our students and their families.

Best wishes for a safe and enjoyable summer break. We look forward to a successful and challenging 2019-20 school year!

WESTMOUNT SECONDARY SCHOOL

2019-2020

ABSENCES/LATES

Any student who is not eighteen (18) years of age must have a parent/guardian explain the reason for the absence through the use of **SafeArrival**. Please see the attached flyer.

Of course, you may leave a message on our school's Attendance Voice Mail (available 24/7) by calling **905-385-5395 then press 1**

Students eighteen (18) years of age are responsible to report their absences

Students with 15 consecutive absences face the possibility of being removed from our rolls.

Students arriving late for school or classes must report to the main office to receive a late slip.

ABSENCES DUE TO CONCUSSION

When a student is suspected of having a concussion, the school must follow the HWDSB Concussion Directive Policy 4.2. The policy requires the school to work in conjunction with the parents/guardian, and a medical professional, to determine the most appropriate next steps for the student. If a student is suspected of having, or has been diagnosed with a concussion, medical documentation will be required prior to the student's return to classes. As part of the recovery, students are usually required to be absent from school until ready for a modified return to the classroom. Please inform the office if your child has a concussion from any activities, within or outside of school.

ADVISOR

New Format this year! All students are assigned to an Advisor who will support them throughout their time at Westmount. The role of the Advisor is to monitor progress, assist with goal setting and provide support as an advocate. Attendance is mandatory. Advisor will occur biweekly at the beginning of the week between period 1 and 2. Flex Days will continue to be held on Thursdays of Advisor week. See the new Advisor Day schedule below:

ADVISOR DAY SCHEDULE:

Period 1: 8:40-9:45 am

Travel time: 9:45-9:52 am

Advisor: 9:52-10:27 am

Travel time: 10:27-10:34 am

Period 2: 10:34-11:39 am

Travel time: 11:39-11:46 am

Period 3: 11:46 am-12:51 pm

Travel time: 12:51-12:58 pm

Period 4: 12:58-2:03 pm

Travel time: 2:03-2:10 pm

Period 5: 2:10-3:15 pm

ANAPHYLAXIS & DIABETES

Anaphylaxis – If your student carries an EpiPen, we need your cooperation in providing the school with current medical information. Please contact Sandra Cardwell (905-385-5395, Ext 223) so that the proper information and forms can be provided. It is strongly advised that one EpiPen be stored in the Main Office in our Anaphylactic Rescue Station. This station will contain your child's school photo, emergency information and the spare EpiPen. Having a spare auto-injector for your child in the school provides better security and flexibility of program; for example, the spare EpiPen allows staff to take the extra auto-injector with them on school excursions, athletic competitions, and field trips. This location is accessible to staff during the school hours students are normally involved in program. Westmount's Anaphylaxis Plan is the formative process. All staff have been notified of the potentially anaphylactic students in the school and the location of their spare EpiPen. In addition, all staff will receive training in the administration of the EpiPen from the Health Departments in the fall of this year.

DIABETES – If your students has been diagnosed with Diabetes please contact Sandra Cardwell (905-385-5395, Ext 223) so that an INDIVIDUAL STUDENT DIABETIC MANAGEMENT PLAN form may be completed or updated. You may review the Board's policies on the HWDSB website at www.hwdsb.on.ca under About Us – Policies.

CARRYOVER

We believe in our students' academic ability and expect students to finish a course in a single semester. A course carryover is a tool for purposeful planning to fast track or purposefully pace learning. Students are **expected to attend class on a daily basis, put forth a reasonable amount of effort and make continuous progress**. If the purposeful plan is to carryover the course, the teacher and student will co-create a plan for the student which includes an expected completion date. All reporting periods will reflect on-track marks i.e., reported grade is a reflection of the learning a student on pace to complete a course will demonstrate during the semester.

ELEVATOR KEYS

A \$10 deposit is required for students in need of an elevator key due to a medical condition or injury. The original deposit will be refunded when the elevator key is returned to the office.

FLEX DAYS

Flex days are mandatory school days. Attendance will be recorded and reported to parents for each period during flex days based on the student's regular schedule. Flex days will continue on a bi-weekly basis (and will be held on Thursdays), preceded by an Advisor day. Advisor will be held between Period 1 and 2 so that students and teachers can effectively plan for the Flex Day. The flex day schedule is posted in the main office, in each department area of the school, and available on the school website and D2L so that students can access information about staff locations during the day.

GR 9 ORIENTATION

All new Grade 9 students are invited to attend an orientation on **Wednesday, August 28th**. *Note that students registered in the orientation program will already be at school for this event. Students with last names ending in A to L will attend from 10AM-11AM. Students with last names ending in M-Z will attend from 11AM-12PM. **Bring your timetable with you!** Students will be able to pick-up their planner, get their locker assignment, have their picture taken and receive their student card and get ready for the first day of classes by touring the school to find their classes. Students must bring a lock for their locker as Westmount does not sell locks. Combination locks are preferred.

GR 10 – 12 NEW STUDENT ORIENTATION

Students new to Westmount in Grades 10-12 are invited to attend an orientation on **Thursday, August 29th from 1PM-2PM**. **Ms. Salvador (Student Success Teacher) will be in room 1067 at 1:00 PM for a brief information session.** Students will receive their planner and have an opportunity to find their classes and get their locker. Students must bring a lock for their locker as Westmount does not sell locks. Combination locks are preferred.

GUIDANCE APPOINTMENTS

The guidance office will reopen on **August 26th**. Should you need to book an appointment for a timetable change before school starts on September 3rd, please call the guidance office starting the **week of August 21st** (no sooner, please) to schedule an appointment (905-385-5395, ext. 231). PLEASE DO NOT LEAVE A MESSAGE FOR APPOINTMENTS. You must speak directly to the Guidance Secretary to ensure an appointment is made. Appointments will be taken from 8:50 am to 1:00 pm and are limited to 10 minutes, so please schedule an appointment for September if you will require more time. If you have a "SEEGUI" code on your timetable, please do book an appointment for the last week of August. If you have an ALTED1 or ALTEDH code on your timetable that you did not plan with your guidance counsellor, that means you have been timetabled into an altered course in order to finish one or more carryovers. Please see your counsellor in August or September for clarification.

HOMEWORK CLUB

Westmount Secondary School and Community & Continuing Education have partnered together to develop a Homework Club program to support Grade 9 and 10 students. This after-school program will provide students with the opportunity to be supported through their learning with a Westmount teacher as well as strengthen learning skills necessary for the Westmount self-paced program.

The program will be offered at Westmount to students who need additional support in Math/Science &/or Humanities (English, Geography, History, Careers, Civics, & Business). The program will run up to two afternoons a week. Attendance at each session is mandatory. The school should be notified if a student is going to be absent/or was absent and the homework club teacher will be forwarded the message.

Registration forms will be distributed to Grade 9 and 10 students during Advisor in October. If your child would like to register, please complete the registration form and have your child drop it off to the guidance office before Homework Club begins. Attendance is mandatory. Students may withdraw from Homework Club with parent permission.

PARENT/TEACHER INTERVIEWS

Parent/Teacher interviews are scheduled each semester. The website (<https://westmount.parentinterview.com>) for booking appointments will open prior to interview dates for parents to schedule their appointment times. Further instructions will be handed out during Advisor and posted on our website closer to the scheduled dates.

Semester 1: Thursday, October 24, 2019 from 4:45-6:45 PM

Semester 2: Thursday, March 26, 2020 from 4:45-6:45 PM

School Council will start at 7:00 PM following Parent/Teacher Interviews.

PICTURE DAY

Picture day will take place on Tuesday, September 10th for Grades 10 to 12 and any Grade 9 students unable to attend the August 29th orientation. Students will be called throughout the day alphabetically. Picture day packages will be distributed prior to September 10th. Picture retakes will take place on Thursday, October 17th.

SCHOOL COUNCIL

THE WESTMOUNT SCHOOL COUNCIL INVITES YOU TO GET INVOLVED & HELP YOUR CHILDREN! We all care about our children and want to see them get the best education possible. At Westmount, we believe that the best education happens when there is a partnership between the school and parents. There is no doubt that our children learn better when we work together.

The Westmount School Council is one of the main ways in which parents and Westmount can communicate and coordinate their efforts to support our children. The Council also allows parents to discuss matters that impact the school directly with our principal. Council needs the perspectives of as many parents as possible to be most effective.

Join our meetings which are condensed, relevant and school-focused in room 1087 at 7PM on the following dates:

Monday, September 23

Thursday, October 24 (Following Parent/Teacher Interviews)

Monday, November 18

Monday, January 20

Monday, February 24

Thursday, March 26 (Following Parent/Teacher Interviews)

Monday, April 20

Monday, May 25

SCHOOL FEES - \$20

School fees are used to purchase student planners and support whole school events. Students who have not paid the \$20 school fee may do so in September or online through the School Cash program (See attached flyer).

SCHOOLCASH ONLINE

Please see information attached for more details.

STUDENT ADDRESS & CONTACT INFORMATION

Please ensure that your contact information is current (address, phone #'s, emergency contacts, etc). A Student Verification Form will be sent home with students on our first Advisor day. Please take a moment to ensure that all the information is correct. Please make any changes directly on the sheet and have it returned to your Advisor as soon as possible. Contact the school should your contact information change throughout the school year.

TUESDAY, SEPTEMBER 3, 2019 SCHOOL DAY SCHEDULE

Per 1	8:40-9:45	Grade 9 Students will report to the Auditorium and meet their Period 1 teachers. Students will sit with their Period 1 class for a 30-minute Welcome Assembly and then students will proceed to their Period 1 classroom where staff will review various aspects of Westmount life. Grade 10, 11 and 12 students will attend their regularly scheduled classes.
Travel Time	9:45-9:52	
Advisor	9:52—10:27	All students attend regular scheduled Advisor
Travel Time	10:27-10:34	
Period 2	10:34-11:39	All students will attend regularly scheduled classes
Travel Time	11:39-11:46	
Period 3	11:46-12:51	All students attend regular scheduled class or lunch if scheduled
Travel Time	12:51-12:58	
Period 4	12:58-2:03	All students attend regular scheduled class or lunch if scheduled
Travel Time	2:03-2:10	
Period 5	2:10-3:15	All students will attend regularly scheduled classes.

SCHOOL CASH ON LINE

Step 1 - Please enter the following URL into your browser or search engine

<https://hwdsb.schoolcashonline.com>

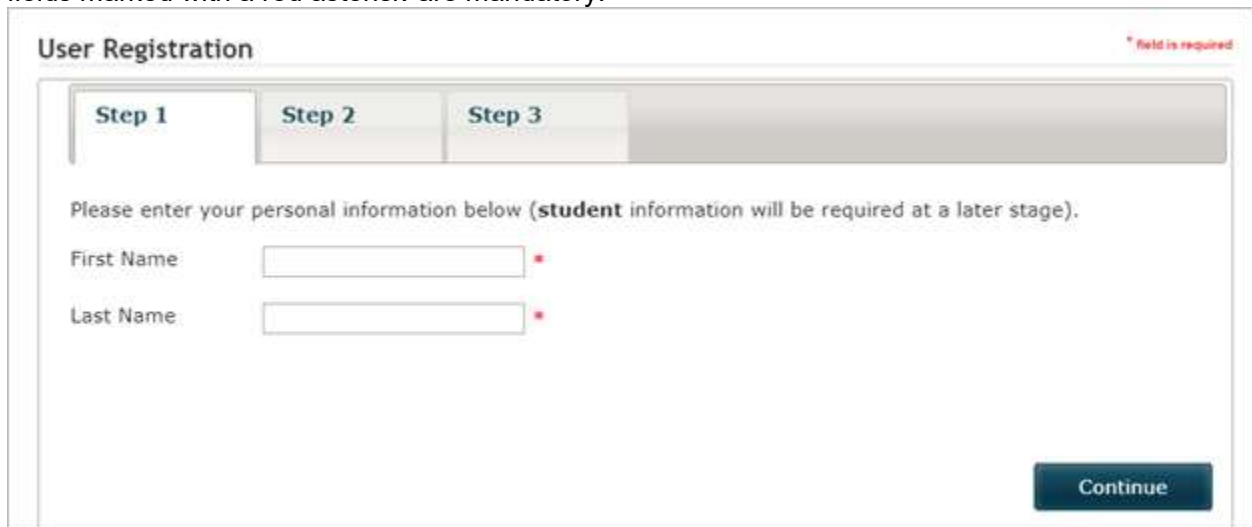
Step 2

Please select **Register**.

A promotional banner for School Cash Online. The background is light yellow with faint school-related icons like a heart, stars, and the words 'Learn', 'Read', and '1+1=2'. On the right, there is a photograph of a school backpack filled with books, a calculator, and pencils. On the left, there is a dark grey box with the text 'What is School Cash Online?' and 'School Cash Online is an easy to use and safe way to pay for your children's school fees.' Below this is a 'Learn more' link. To the right of the text is a pair of orange sneakers. At the bottom, there are two dark blue buttons: 'Register' and 'Sign In'. Above the buttons, the text reads 'Paying for school items just got easier! Sign up to get started today.'

Step 3

Please complete Step #1 of the user registration process by entering your first and last name. All fields marked with a red asterisk*are mandatory.

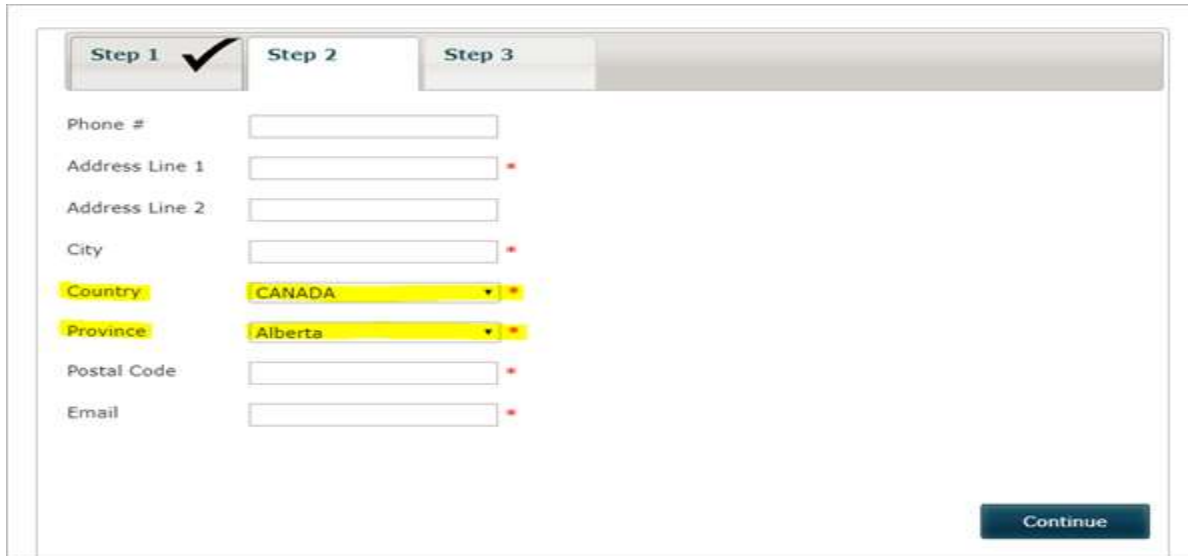
A screenshot of the 'User Registration' form. The title 'User Registration' is at the top left, and a red asterisk with the text 'field is required' is at the top right. Below the title is a progress bar with three steps: 'Step 1', 'Step 2', and 'Step 3'. 'Step 1' is currently selected. Below the progress bar, the text reads 'Please enter your personal information below (student information will be required at a later stage)'. There are two input fields: 'First Name' and 'Last Name'. Both fields have a red asterisk to their right, indicating they are mandatory. At the bottom right of the form is a dark blue 'Continue' button.

Once you have filled in the required fields please select **Continue**.

Step 4

Please enter your: phone number, address, city, country, province, postal code, & the email address that you would like to have affiliated with your SCO account.

Tip: Please note that the province field has a drop-down menu from which the registrant must select their province

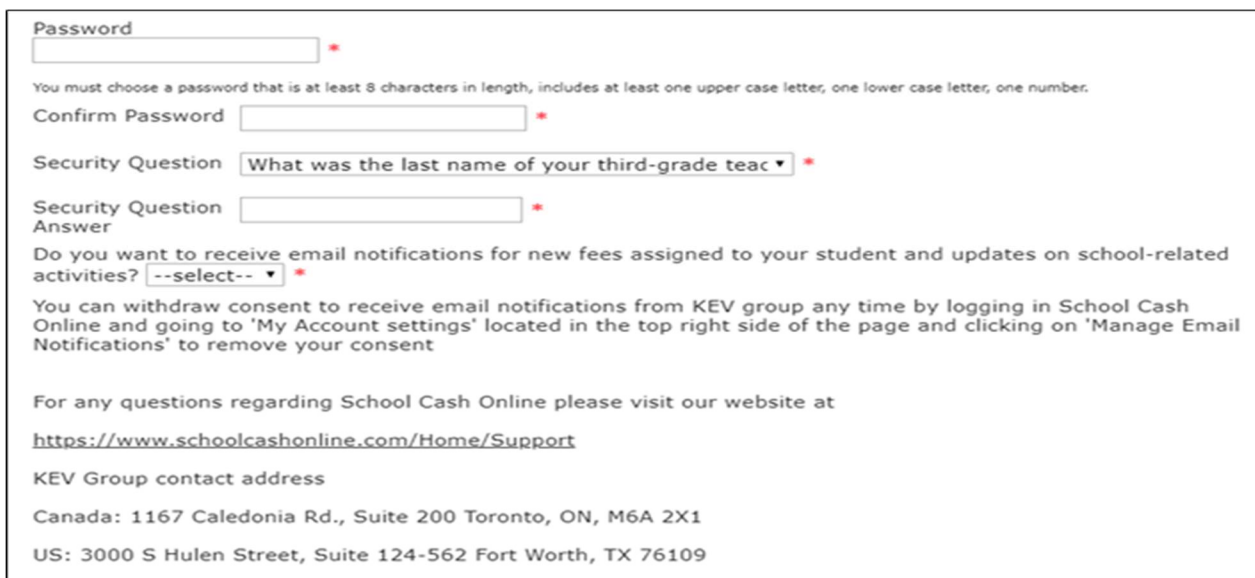


The screenshot shows a registration form with three steps. Step 1 is completed, indicated by a checkmark. The form fields are: Phone #, Address Line 1, Address Line 2, City, Country (CANADA), Province (Alberta), Postal Code, and Email. Each field has a red asterisk indicating it is required. A 'Continue' button is located at the bottom right.

Once you have completed the required fields, five blue check-marks appear on the left-hand side of the User Registration page. After verifying that the information entered is correct, please select **Continue** to move on to the final step.

Step 5

Please enter the password that you would like to use for SCO, confirm the password, select a security question, provide an answer to the security question and opt in or out of notification emails.



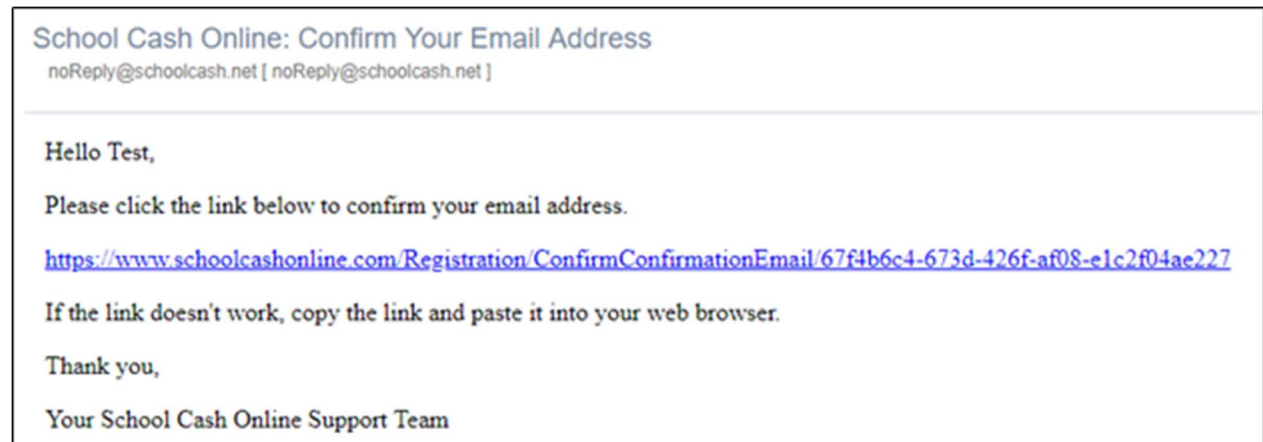
The screenshot shows a registration form with the following fields: Password, Confirm Password, Security Question (What was the last name of your third-grade teacher), Security Question Answer, and a checkbox for receiving email notifications. Each field has a red asterisk indicating it is required. Below the form, there is a link to the School Cash Online support page and contact information for the KEV Group.

Tip: Your SCO password must be at least 8 characters in length, include at least one upper case letter, one lower case letter & one number.

Once you have completed the required fields, you will see four blue check-marks appear on the left-hand side of the registration page. Please confirm that your information is correct and select “continue”.

Step 6

Please go to your email inbox and confirm your email address by opening the email in your email inbox from noReply@schoolcash.net. The email that you will receive will look like this:



Please click on the unique link provided in your confirmation email & you will be brought to a page which will confirm that you have successfully completed your SCO registration.

