

ORCHARD PARK SECONDARY SCHOOL

"Home of the PATRIOTS"

200 Dewitt Road
Stoney Creek, Ontario L8E 4M5
Telephone: (905) 573-3550
Fax: (905) 664-6603



www.orchardparkss.ca

Please take the time to review the School's website for the daily announcements, upcoming school events, department news, awards and highlights, exam schedules, and course selections with descriptions.

Mr. M. Barzetti - Principal
Ms. T. Nieuwenhuis - Vice Principal
Ms. M. Putignano - Vice Principal

STUDENT NAME:

IMPORTANT SCHOOL EXTENSIONS:

Main Office: ext. 301

Attendance: ext. 300
Student Services: ext. 311

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PLANNER USE

ORGANIZATIONAL SKILLS/TIME MANAGEMENT

- Record homework assignments and test dates for each class.
- Keep track of special events (team games, practices, club meetings).
- Keep the planner open each day during announcements so you can record information you need immediately.

PARENTS CAN HELP IMPROVE STUDENT PERFORMANCE TOO

- This planner informs you of the school policies and helps us communicate with each other.
- Make this planner a part of your son/daughter's daily schedule. Check homework, assignments, and important dates.
- Send notes to your child's teachers in the planner.
- **Make vacation plans that will coincide with the school calendar. Students on vacation during school time miss a great amount of work in a semester system.** If a student must be absent for an extended period of time, the office and teachers should be given advance notice so that work missed may be collected ahead of time.
- Schedule appointments (dental, medical, personal business) outside school hours.
- Permit absence from school only when necessary. Question your son/daughter about assignments due, tests to be written before giving permission for an absence.
- The staff and administration at Orchard Park encourage communication with parents. Please contact the school immediately if there are any concerns.
- It is important to attend **Parent Teacher Nights** to learn about your son/daughter's progress. Once students receive their Interim Report Card about one week prior to the dates, parents/guardians need to call the school

to make an appointment to speak to individual teachers.

SCHOOL/HOME

PARTNERSHIP

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

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

**I have read the terms of the agenda policies
and
The Code of Conduct.**

Parent/Guardian Signature: _____ Date:

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

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

**I have read the terms of the agenda policies
and
the Code of Conduct and agree to abide by them.**

Student Name:

Student Signature: _____ Date:

SCHOOL MAP

SCHEDULE OF PERIODS

8:23 - First warning bell / 8:28 - Last warning bell

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

PERIOD	REGULAR DAY
Period 1	8:30 - 9:45
Break	9:45 - 9:55
Period 2	9:55 - 11:10
Period 3 (lunch)	11:10 - 11:57
Period 4	12:02 - 1:17
Period 5	1:23 - 2:38

ODD CALENDAR DAYS: Periods 1 - 2 - 3 - 4 - 5 - DAY 1
EVEN CALENDAR DAYS: Periods 1 - 2 - 3 - 5 - 4 - DAY 2

PERSONAL TIMETABLE

PERIOD	TIME	SEMESTER 1	SEMESTER 2
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Period 1	8:30 - 9:45		
Break	9:45 - 9:55		
Period 2	9:55 - 11:10		
Lunch	11:10 -11:57		
Period 4	12:02 - 1:17		
Period 5	1:23 - 2:38		

ORCHARD PARK SECONDARY SCHOOL STAFF

PRINCIPAL

Mr. M. Barzetti

VICE PRINCIPALS

Ms. T. Nieuwenhuis and Ms. M. Putignano

<p> ARMSTRONG, Mrs. K. BENT, Mrs. J. BOETTGER, Mr. J. BOUDREAU, Ms. J. BOWER, Mr. J. BUI, Ms. S. BURCHELL, Mrs. S. CIARROCCHI, Mr. M. COLLINS, Mrs. J. CONNOR, Mr. J. COOK, Mr. T. CURRIE, Mr. M. DACA, Mr. D. DAVIDSON, Ms. F. DECKERT, Mrs. C. DEJETO, Mrs. E. DiMARCO, Mrs. E. DJENERALOVIC, Ms. S. ELLIOTT, Ms. J. ELLIOTT, Mrs. J. ELLIOTT, Mr. M. FACCIO, Mr. P. FERGUSON, Mrs. M. FERNEY, Mr. S. FRASER, Ms. L. FRENCH, Mr. B. FULLER, Mr. S. GIBBS, Ms. S. GOERZ, Mr. J. GRAY-WRAIGHT, Mrs. V. HARRIS, Mr. M. HILL, Ms. S. HOCKIN, Ms. S. HOPMAN, Mr. M. HRYCENKO, Mr. M. HUNTER, Mr. S. HYDE, Ms. S. KAREL, Mrs. E. </p>	<p> KIJONEK, Mr. J. KOPANKA, Ms. H. KUDER, Mrs. T. LACHAPELLE, Mr. P. LAMBERT, Mr. M. LEPISCHAK, Mrs. E. LEWIS, Mrs. A. MAJETIC, Mrs. B. McDONALD, Mr. J. MORETTIN, Ms. S. MORREALE, Mr. A. MOSTACCI, Mrs. N. MURRAY, Mrs. J. MURRAY, Mr. M. NICOLAIDES, Mrs. C. NURMI, Mr. T. O'LEARY, Ms. C. PAUL, Mr. L. PETZ, Ms. V. POWLES, Mr. C. PULEY, Mr. A. ROBERTS, Mr. C. SATCHELL, Mr. S. SCHMUCK, Mrs. A. SHEPPARD, Mrs. H. STAPLES, Mr. D. TCHORZ, Mr. D. THOMAS, Mr. G. UHLER, Mrs. K. WALKER, Mr. P. WARDELL, Mr. D. WENZEL, Mrs. K. WILSON, Mr. D. YOUN, Ms. H. YOUNG, Mr. D. YOUNG, Mrs. W. ZDERO, Ms. M. ZYCHOWICZ, Mrs. A. </p>
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SUPPORT STAFF

<p><u>TEACHER ASSISTANTS</u> BLACK, Ms. B. DAVIS, Mrs. S. HERRON, Mrs. K. LUBBERS, Mrs. M. McCREADIE, Mrs. M. TOOHEY, Miss A. WALSH, Ms. D. WILSON, Mrs. D.</p> <p><u>LIBRARY TECHNICIAN</u> STEVENSON, Mrs. W.</p> <p><u>CAFETERIA</u> (Main Contact) CROLEY, Sandy</p>	<p><u>OFFICE STAFF</u> FILICE, Mrs. D. CHURCHILL, Mrs. G. LAMBIE, Mrs. K. LEEMING, Mrs. D. SULLADA, Mrs. V.</p> <p><u>FACILITY SUPERVISOR</u> BOYTER, Mr. P.</p> <p><u>HEAD CARETAKER</u> OOSTERLINK, John</p>
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STUDENT LEADERSHIP AT ORCHARD PARK

Student Council meetings take place every Monday after school in the Conference Room. Attendance is mandatory for all members of the Council.

These leaders are responsible for coordinating such events as Spirit Weeks, Grade 9 Fun Day, school-wide fundraising, dances, motivational speaker assemblies, pep rallies, and MOGA.

- President Susan Dang
- Vice-President Jasmine Sohal
- Secretary Brittany Lennox
- Social Convenor Teodora Prpa
- Grade 10 Year Rep. Brooke Bodden
- Grade 11 Year Rep. Raveena Singh
- Grade 12 Year Rep. Saba Ghahari
- Chief Returning Officer To be determined
- Treasurer To be determined
- Spirit Committee Christian Baranowski, Michael Nguyen,
Jonathon Marshall, Wynonna Smoke, Dan Lewis, Shonnie Stevens,
Ian VanDuzer, Brittany Hand, Jordyn Rightmeyer

STUDENT COUNCIL TEACHER ADVISORS

Mrs. Nicolaidis, Ms. Kopanka, Mr. Paul, Mr. M. Murray

ATHLETIC REPRESENTATIVES

Sr. Boys Scott King
Sr. Girls Lauren Blain

BAND

Reps to be determined

J.E.T.S. (JUSTICE AND EQUALITY THROUGHOUT SOCIETY) CLUB

Reps to be determined

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.

CONTESTS

Math

Waterloo Math Contest Dates:

- Pascal Grade 9 - Thursday, February 25
- Cayley Grade 10 - Thursday, February 25
- Fermat Grade 11 - Thursday, February 25
- Euclid Grade 12 - Wednesday, April 7

EQAO - Tentative Dates

- Semester 1 - January 13-15
- Semester 2 - June 9-11

French

Hamilton-Wentworth French Speaking Contest - February/March
McMaster University - end of April

Science

Sanofi-Aventis Biotalent Challenge
University of Toronto National Biology Contest
University of Waterloo Chem 13 News Exam

CLUBS

Orchard Park provides an extensive co-curricular program with activities of interest to meet the diverse needs of the students. The following are some of the clubs that strive to motivate students and nurture involvement in school life. Other clubs and organizations may be introduced as student interests and needs develop through the year.

Band	Prefects
Newspaper Club	Reach for the Top
Drama Club	Robotics Club
Variety Show	Student Council
Europe Trip Club	Tech Crew
Environmental Club	S.S.H.O.P.S.
J.E.T.S./Multicultural	S.T.O.P.
Positive Space	School Connects

SPORTS

The students of Orchard Park will have the opportunity to participate in a full range of inter-school sports. Students are invited to participate in one or more of the following sports.

Badminton	Football	Tennis
Baseball	Golf	Tack & Field
Basketball	Hockey	Volleyball
Cricket	Rugby	Water Polo
Cross-Country	Soccer	
Ultimate Frisbee	Touch Football	

Eligibility

All students participating in athletics or any co-curricular activity must be a student in good standing.

Note: 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.

CODE OF CONDUCT

The *Orchard Park Secondary School* community promotes responsibility, respect, acceptance, civility, and academic excellence in a safe learning and teaching environment in accordance with the standards and regulations set out in both the Provincial and Hamilton-Wentworth District School Board's Code of Conduct.

Created in consultation with students, parents, and school staff, Orchard Park's Code of Student Conduct and the Student Policies and Routines document, upholds the principles set out in the Provincial Code of Conduct and complements the school policy of the **Culture of Student Responsibility**. Students and parents should be aware of these policies, and will be expected to fulfill and adhere to these expectations while attending Orchard Park Secondary School.

The Hamilton-Wentworth District School Board takes pride in ensuring that student learning and teaching take place in a non-threatening environment where everyone learns in an atmosphere of mutual respect, dignity and trust.

Code of Conduct/Discipline Policy

From HWDSB Code of Conduct Interim Policy 07/08

The Code of Conduct establishes standards of behaviour that are consistent with the Provincial Code of Conduct and apply to all members of the school community. The Code of Conduct promotes respect within the learning and teaching environment, and sets clear Board and school standards of behaviour.

The Hamilton-Wentworth District School Board believes that all individuals attending on Board or school property, on school buses, or at school-related events or activities, should be treated with dignity and respect.

The Code of Conduct promotes a positive school climate which is a contributing factor to a safe and orderly environment. It also supports the Hamilton-Wentworth District School Board's commitment to Character Education.

DEFINITION OF SCHOOL CLIMATE

School climate may be defined as the sum total of all of the personal relationships within a school. These relationships must be founded in mutual acceptance, inclusion, respect, responsibility, and civility, and must be modeled by all.

Key Leadership Roles and Responsibilities:

Principal Roles and Responsibilities

Principals will hold everyone to the highest standard of respectful/responsible behaviour and will take a daily leadership role in the school 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; and
- modeling the character attributes of the Hamilton-Wentworth District School Board.

Teacher and Staff Roles and Responsibilities

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; and
- modeling the character attributes of the Hamilton-Wentworth District School Board.

Student Roles and Responsibilities

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 would have an impact on the school climate;
- follow the established rules and take responsibility for their own actions;
- model the character attributes of the Hamilton-Wentworth District School Board; and
- demonstrate appropriate participation in the civic life of the community.

Parent Roles and Responsibilities

Parents 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' 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; and
- assist school staff in dealing with disciplinary issues involving their child.

All of the HWDSB Safe Schools policies are available from the school Principal and on the HWDSB website at www.hwdsb.on.ca

STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship

All members of the school community, including trustees, Board employees, students, parents, Home and School, School Council, visitors, volunteers, contractors, 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:

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

Safety

All members of the school community must not:

- engage in any bullying behaviours including cyber bullying;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give drugs or alcohol to a minor;
- commit theft or robbery (theft with violence);

- be in possession of any weapon, including firearms;
- utter a threat or use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict mental or bodily harm on another person;
- engage in propaganda and other forms of behaviour motivated by hate or bias; and/or
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

SUSPENSION OF STUDENTS

Policy Statement: It is the policy of the Hamilton-Wentworth District School Board that suspension of pupils shall be in accordance with the appropriate provisions of the Education Act, as amended by the Education Amendment Act (Progressive discipline and School Safety), 2007, its regulations, relevant Policy Program Memoranda and any relevant Board policies.

NOTE: this policy applies only to suspensions under s. 306 of the Education Act, as amended; accordingly, this policy does not apply to suspensions under s. 310 of the Education Act, as amended, that are imposed pending the completion of an investigation in relation to a possible expulsion; for suspensions under s. 310 of the Education Act, as amended, please refer to the Board's policy on the Expulsion of Pupils.

Definition of Terms

Adult Pupil: For the purpose of this policy, an "adult pupil" is a pupil who is 18 years of age or older or who is 16 or 17 and has withdrawn from parental control.

Parent/Guardian: Where there is a reference to involving or informing a parent/guardian it means the custodial parent or guardian of a minor child who is under 18 years of age and has not withdrawn from parental control.

Bullying: A form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should have been 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.

Suspension Appeals Committee: A committee of three or more trustees designated to determine suspension appeals and recommendations for expulsion.

Activities Leading to Possible Suspensions

A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a

school-related activity or in other circumstances where engaging in the activity will have an impact on the school:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;
- being under the influence of alcohol;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- bullying;
- any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board;
- any act considered by the principal to be injurious to the positive tone of the school;
- any act considered by the principal to be injurious to the physical or mental well being of any member of the school community;
- any act that may be considered by the principal to be contrary to the Board or school Code of Conduct; and/or
- persistent opposition to authority.

For the complete Safe School Policies please see: www.hwdsb.on.ca

EXPULSION OF STUDENTS

Policy Statement: It is the policy of the Hamilton-Wentworth District School Board that expulsion of pupils shall be in accordance with the appropriate provisions of the Education Act and the regulations, other relevant legislation and the operating procedures outlined.

Definition of Terms

School Expulsion: A pupil is expelled from the school of the Hamilton-Wentworth District School Board that he or she was attending at the time of the incident. The pupil is not entitled to engage in any school related activities of that school during the expulsion.

Board Expulsion: A pupil is expelled from all schools of the Hamilton-Wentworth District School Board.

Adult Pupil: For the purpose of this policy, an "adult pupil" is a pupil who is 18 years of age or older or who is 15 or 17 and has withdrawn from parental control.

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.

Committees

Expulsion Hearing Committee: A committee of three or more members of the Hamilton-Wentworth District School Board, as designated by the Chairperson of the Board, established to hear a recommended expulsion of a pupil.

Suspension Appeals Committee: A committee of three or more members of the Hamilton-Wentworth District School Board, as designated by the Chairperson of the Board, established to hear an appeal of a principal's decision to suspend a pupil rather than recommend expulsion.

Child and Family Services Review Board: The Child and Family Services Review Board provides a mechanism under the Child and Family Services Act to hear an appeal of a school Board's decision to expel a pupil. The CFSR Board makes specific decisions on the residential placement of children; refusal of placement by private adoption licensees; rules on licenses for children's residences, adoption placement, day nurseries and private home day care; refusal to disclose adoption information; and applications for the release children from emergency secure treatment facilities.

School Superintendent/Superintendent: School Superintendent/Superintendent is the Superintendent of the Hamilton-Wentworth District School board responsible for the supervision of the school the pupil who is subject to expulsion attends.

Designated Superintendent: The Designated Superintendent is the Superintendent of the Hamilton-Wentworth District School Board responsible for the Board's Safe Schools Portfolio.

Individual Education Plan (IEP): Please see Ministry of Education Resource Guide "Individual Education Plan" 2004—page 6; also available on the Ministry of Education website or in schools.

Activities Leading to Expulsion:

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:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons or in illegal drugs;
- committing robbery;
- giving alcohol to a minor;

- engaging in any other activity for which a principal must suspend a pupil under a policy of the Board;
- engaging in a pattern of behaviour of a nature that the pupil's continued presence in school is injurious to the effective learning and/or working environment of others in the school;
- engaging in activities on or off of school property that are of a nature that cause the principal to consider the pupil's continuing presence in the school to constitute an unacceptable risk to the physical or mental well-being of other persons in the school or Board.;
- engaging in activities on or off of school property that have caused extensive damage to the property of the Board.
- any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

CODE OF STUDENT BEHAVIOUR

The following guidelines for appropriate student behaviour are in accordance with The Hamilton-Wentworth District School Board policy, and reflect the Orchard Park Secondary School philosophy of openness and mutual respect. They are intended to ensure the well-being and security of everyone in our school.

****BASIC TO THESE GUIDELINES IS THE PREMISE THAT EACH STUDENT HAS THE RIGHT TO A CHOSEN EDUCATION WITHOUT HINDRANCE OR DISRUPTION AS WELL AS A CORRESPONDING RESPONSIBILITY NOT TO DENY THIS RIGHT TO ANY OTHER STUDENT. ORCHARD PARK SECONDARY SCHOOL WILL RESPOND TO INAPPROPRIATE BEHAVIOUR. CONSEQUENCES DEPEND ON THE EDUCATION ACT AND ALL RELEVANT RELATED LEGISLATION OF BOARD POLICIES, PREVIOUS INCIDENTS AND ON THE SEVERITY OF THE BEHAVIOUR. (SEE SUSPENSION AND EXPLUSION OF STUDENTS ON PREVIOUS PAGES)***

<p>REGULAR ATTENDANCE Expected Behaviour</p>	<p>Students will attend school regularly and attend all classes when in school. Please refer to the Orchard Park Secondary School Attendance and Late Policy.</p>
<p>Co-Instructional Activities</p>	<p>Students are encouraged to participate in the wide variety of activities offered in this school. Therefore, students involved in such activities may be exempted from the above regulations provided that students:</p> <p>At all times inform the teacher of their pending absence as soon as possible.</p> <ul style="list-style-type: none"> • Demonstrate to the teachers involved that they

	<p>have quickly caught up on all work.</p> <ul style="list-style-type: none"> • Satisfactorily complete all assignments. If a student is considered to be “at risk”, the classroom teacher may request a vice-principal to arrange a meeting with the student/teacher/sports administrator to discuss the student’s continuing involvement in the co-instructional program.
Reasons For Expected Behaviour	<ul style="list-style-type: none"> • Absenteeism adversely affects progress of the individual, and of the class as well, and may result in the loss of credits. • Parents are vitally interested in academic success and therefore in attendance at school. • Ontario Regulation 298 requires students to attend classes punctually and regularly.
PUNCTUALITY Expected Behaviour Reasons For Expected Behaviour	<p>Students will be on time for every class.</p> <ul style="list-style-type: none"> • If a student is late to class they must report to class. If the attendance sheet has been sent to the office the teacher will instruct the student to go to the office for a late slip. • If a student has missed a class they will not be admitted until they have an admit slip from the office. • Shows consideration for other people. • Lateness inconveniences the teacher and the class and causes unnecessary additional work for the office staff. • Punctuality is a habit, which will be expected on the job and in personal relationships.
ATTENDANCE AND LATE POLICY Progressive Discipline	<p>If punctuality continue to be a problem a series of progressive discipline steps will be taken to try and support the student in correcting their habit of lates.</p> <p># of LATES STEPS</p> <p>1 - 5 Teacher counsels student</p>

	<p>Teacher calls home Teacher may choose to assign in-class detention</p> <p>6 - 9 V.P. counsels student Teacher calls home V.P. calls home V.P. issues detentions</p> <p>10+ V.P. issues detentions Parental meeting with V.P.</p>
<p>COMPLETION OF WORK AND ASSIGNMENTS Expected Behaviour</p> <p>Reasons For Expected Behaviour</p>	<ul style="list-style-type: none"> • Students will complete all work within the allotted time. • Tests will be taken at the allotted time and date. • Absences from tests and assignments must be validated by a parental note or phone call on the morning of the test day. • It is essential to complete all assigned work if you are to be successful in school. • Ontario Education Law Regulation 298 requires students to be diligent in their attempts to master studies, to exercise self-discipline and to accept such discipline as would be exercised by a kind, firm and judicious parent. • Assignments must be handed in on the assigned date. Students who know that they will be absent for an assignment must notify the teacher and make arrangements to hand in the assignment on time or in advance. • Please see “Assessment, Evaluation and Reporting” information for detailed procedures and consequences.
<p>RESPECT FOR PROPERTY Expected Behaviour</p>	<ul style="list-style-type: none"> • Students will treat the school grounds, the school building and everything in the school with respect. Therefore, vandalism and littering are unacceptable. • Students are expected to report any known violation

<p>Reasons For Expected Behaviour</p> <p>Progressive Discipline</p>	<p>confidentially to the office.</p> <ul style="list-style-type: none"> • Failure to report a known crime makes students accessories after the fact. • Ontario Education Law Regulation 298 requires students to show respect for school property. • We all like to live in a clean environment. The financial burden diverts monies from program areas. <ul style="list-style-type: none"> • Community Service. • Parent contact. • Payment for repair/replacement/tow. • Suspension and/or Expulsion. • Involvement of the Hamilton-Wentworth Regional Police.
<p>FIRE ALARMS</p> <p>Expected Behaviour</p> <p>Reasons For Expected Behaviour</p> <p>Progressive Discipline</p>	<ul style="list-style-type: none"> • Everyone is required to vacate the building immediately when a fire alarm sounds. • Fire drills will be held regularly during the school year. • Fire alarms will be activated upon identification of fire. <ul style="list-style-type: none"> • Safety all of staff and students is of utmost importance. <ul style="list-style-type: none"> • Willful false alarms are a criminal offence, punishable by a fine, a jail term or both. • The Hamilton Fire Department will prosecute offenders to the full extent of the law.
<p>LOCKDOWN</p>	

<p>Expected Behaviour</p> <p>Reasons For Expected Behaviour</p> <p>Progressive Discipline</p>	<ul style="list-style-type: none"> • A lockdown is defined by police as the restriction of movement during the time of a potentially serious incident that would endanger the lives of students and staff. • Lockdown procedures will be communicated to all students and staff during the school year. Lockdown procedures are posted in all classrooms and offices. • Lockdown practice will be held twice a year. • Safety all of staff and students is of utmost importance. • Parent contact. • Suspension and/or Expulsion. • Involvement of the Hamilton-Wentworth Regional Police.
<p>SMOKING</p> <p>Expected Behaviour</p> <p>Reasons For Expected Behaviour</p> <p>Progressive Discipline</p>	<ul style="list-style-type: none"> • No one will smoke anywhere on school property. • At all times, students will adhere to The Smoke-Free Ontario Act . By law officers may ticket students for smoking on school property. • Bill 199 bans smoking on school property anywhere, by anyone, at any time. • Smoking causes irreparable damage to personal health and the environment adversely affects attendance and punctuality and creates a negative stereotype of the user. • Warning and Community Service and/or detentions. • Suspension. • Fine, issued by law officers.

<p>POSSESSION OR UNDER THE INFLUENCE OF ALCOHOL AND/OR ILLEGAL DRUGS</p> <p>REASONS FOR EXPECTED BEHAVIOUR</p> <p>PROGRESSIVE DISCIPLINE</p>	<p>As per the Suspension and Expulsion Policy, no student shall be in possession or under the influence of alcohol and/or illegal drugs.</p> <p>It impairs judgment and places one self and others at risk; both health and safety.</p> <ul style="list-style-type: none"> • Parent Contact • Suspension and/or Expulsion • Possible involvement of the Hamilton-Wentworth Regional Police. • Suspension of all school functions/activities (dances, proms) until parents and the student met with administration.
<p>RESPECT FOR THE LAW</p> <p>Expected Behaviour</p> <p>Reasons For Expected Behaviour</p> <p>Progressive Discipline</p>	<ul style="list-style-type: none"> • Students will follow the laws of the municipality, the province and the country. • All societies have a set of laws which its members must follow. • Attending school does not exempt students from the laws of the land. • Those who break the law, e.g. involvement in theft, improper use of fire alarms, arson, vehicle misuse, etc. will be dealt with by the police department. <ul style="list-style-type: none"> • Parent contact. • Suspension and/or Expulsion.

	<ul style="list-style-type: none"> • Involvement of the Hamilton-Wentworth Regional Police.
FORGERY Expected Behaviour Reasons For Expected Behaviour Progressive Discipline	<ul style="list-style-type: none"> • Students will not falsely or fraudulently make or alter any document, signature, or note in an effort to deceive or pass it off as genuine. • Under the Criminal Code, Section 403, anyone who fraudulently impersonates any person with the intent to gain advantage for himself or another person is guilty of an offence. • Warning • Parental contact • Suspension • Involvement of the Hamilton-Wentworth Regional Police.
BULLYING Expected Behaviour Reasons for Expected Behaviour Definition of Bullying Progressive	<p>Bullying will not be tolerated on Hamilton Wentworth District School Board property, at school related activities, on school buses, or in any other circumstances where engaging in bullying behaviour will have a negative impact on the school climate.</p> <p>Bullying behaviour negatively impacts not only the learning environment of a school but can lead to more serious violence, as well as long-term social and emotional problems not only for those powerless individuals who are the victims of repeated aggression, but for those who perpetrate it and also for those who see it happening.</p> <ul style="list-style-type: none"> • Students who bully are learning to use power and aggression to control and distress others • Students who are victimized become increasingly powerless and find themselves trapped in relationships in which they are being abused • Students use power in many ways: size, strength, intelligence, age; social status; economic status; knowledge of another person's vulnerability; membership in a dominant group.

Discipline	<ul style="list-style-type: none"> • Restorative practice • Parent contact • Warning • Suspension • Possible intervention of the Hamilton-Wentworth Regional Police • Referral for Social Skills Program
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ACCESS TO SCHOOL PREMISES

The following persons are permitted access any day or time:

- pupil enrolled in the school
- parent or guardian of such pupil
- person employed or retained by Board
- person on premises for lawful purpose

These rights to access do not entitle the person to have access to all areas of the school.

Conditional Access

- person invited to attend an event, class or meeting
- person invited by the Principal, Vice-Principal or someone else_authorized by board policy to be in the school for a specific purpose

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.

ORCHARD PARK SECONDARY SCHOOL DRESS CODE

A Dress Code is an excellent way to encourage respect, responsibility, and safety in our school. The Dress Code at Orchard Park strikes a balance

between individual expression and the expectation of the Orchard Park community to wear appropriate attire in a shared workplace. The Orchard Park Dress Code is the result of a consultative process with student, parent, and staff representatives, and is in accordance with the Hamilton-Wentworth District School Board's *Commitment to Community* document.

- It is the responsibility of the student to dress in a manner that **projects a positive image** of the individual, and should be appropriate to a school setting.
- **Overly revealing clothing:** for example, transparent, displaying undergarments, back-less, skimpy, bare stomachs, (tops must overlap pants) etc. - are inappropriate modes of dress for a school setting.
- **Gang-related, hate-related, racist, sexist, or homophobic statements, symbols, images and/or clothing** or overtones are not permitted on clothing or as other accessories, including jewellery, bandanas, do-rags, chains (other than those normally defined as jewellery).
- Also, **clothing with sexual content, substance abuse, violence, profanity, or other inappropriate images or references to nationality, race, or gender** is not permitted.
- **Hats and other non-religious head-coverings**, including hoods which impede student identification, are to be removed immediately upon entering the school.
- As a matter of safety within the school environment, **footwear must be worn at all times.**

More specific dress restrictions may also be applied to specific classes and/or subject disciplines as directed by other departments, such as, Science, Technical Studies, Arts, and Physical Education Departments.

Students who do not meet the Dress Code standards may be asked by a teacher or school administrator to remove or reverse offensive items. Failure to comply to the request or persistent opposition to the Dress Code regulations will be subject to disciplinary action.

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.
- **Textbooks, and other school material are the responsibility of the student.** When a textbook or other school property is lost or damaged, the

parent, guardian, or student (where he/she is an adult) will be asked to make restitution.

- **Student Lockers.** Students are assigned individual lockers that are to be kept throughout their entire stay at Orchard Park Secondary School, and must be accompanied with a combination lock; other types of locks will be removed. **Lockers, combination locks, and locker combinations are not to be switched or shared for any reason.**
- Students must register their **locker number, serial number, and combination lock with Mrs. Filice in the school office**; failure to do so by the end of September could result in a loss of locker privileges.
- It is advised that students NOT share their lockers or their combination lock codes with friends.
- **Lockers are the property of the school but are the responsibility of the registered student.** As such, lockers must be kept clean and free of objectionable materials, objects, pictures, etc. Cost of major cleaning or repairs may be at the expense of the student. Students wishing to relinquish responsibility of an assigned locker MUST NOTIFY Mrs. Filice in the office.
- **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, and as responsible citizens, students are promoted to reduce, reuse, and recycle whenever possible.
- **Lunch Hour** - Students are asked to exhibit pride for our school and our environment by placing all garbage in the containers provided both inside and outside school.

Note: Second Floor of the school, stairwells and gyms are out-of-bounds during the lunch period.

Detention Room - Students assigned by administration to detention need to report by 11:30 a.m. with appropriate work. No food, drink or Personal Electronic Devices are allowed in the detention room. If necessary, study hall time may be assigned after school by the administration.

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.

Morning Announcements - All movement and talking must stop during the National Anthem and the morning announcements.

Food and drink - No food or drink (other than water in plastic containers) may be consumed in classes. Exceptions are permitted for special events and in Family Studies classes.

Skateboards - No skateboards, roller blades or bikes are to be used in the school.

National Anthem - All movement and talking in halls must stop during the National Anthem, during the morning announcements, and during "Stop, Drop & Read".

HWDSB Personal Electronic Device Policy and Policy Directive (PEDs Policy)

The HWDSB has approved the Personal Electronic Devices Policy and Policy Directives, which acknowledges the importance of technology in our schools, and also outlines expectations for staff and students regarding the use of PEDs. The full policy is available at www.hwdsb.on.ca, or from your local school.

For quick reference, the information below outlines the use of PEDs in the teaching/learning environment, and the responsibility for these devices.

Learning and Teaching Environments in Schools:

The use of some technology has also brought challenges related to safety, privacy, and disruption in our schools. The Board recognizes that unacceptable use of technology can be disruptive and intrusive in the classroom instruction and interfere in the day-to-day operations of the school. As well, academic integrity can be compromised through the inappropriate use of technology.

The HWDSB expects that all persons in school can support a positive teaching and learning environment by adhering to the following expectations:

- Personal electronic devices must be in silent mode in instructional areas during the instructional periods, and are not to be used in the classroom setting by students or staff
- Teachers may, however, allow music (eg. MP3) to be used to accommodate learning styles of students
- Personal electronic devices are not allowed in examination rooms or areas
- The use of personal electronic devices should reflect expectations in

HWDSB policies: eg. Code of Conduct, Respectful Working and Learning Environments, Bullying Prevention and Intervention, Equity Policy, Harassment Policy

- The use of personal electronic devices in the school setting should reflect the Board's core commitments of respect, integrity, and accountability
- Teachers may confiscate, and securely store, personal electronic devices until the end of the school day if the devices are being used inappropriately. If inappropriate use continues, then the school's Code of Conduct applies.

Responsibility for Personal Electronic Devices:

- Anyone carrying a personal electronic device on to Board premises, including school buses, or at Board sponsored events, will comply with all of the requirements of this policy and associated procedures
- The secure storage of these devices is the sole responsibility of the owner/user;
- The HWDSB does not accept responsibility for lost or stolen personal electronic devices; students bring the devices to school at their own risk
- During the school day the use of cell phones, text messaging, and electronic devices is restricted in instructional areas.
- During classroom instruction, all cell phones and electronic devices must be in silent mode and secured out of sight.
- Students and staff must have their phones in silent mode at all times in the instructional times/areas.
- Cell phones may not be used by staff for personal use while on supervision duties.
- Cell phones may only be used outside of classroom time in designated areas (eg. foyer) as defined by the Principal.
- Staff whose cell phones are related to their work, eg. custodial staff, managers, etc, may have the cell phones on if they are not in the instructional setting.
- Volunteers may have a cell phone on in silent mode however, they must step outside the classroom to answer/return calls.
- Staff in the classroom who are required to have a cell phone to facilitate emergency outgoing calls should verify daily that their phones work in these classrooms.
- Teachers may give permission for these devices to be used by students within the school setting for school-related events.
- The electronic transmission, or posting of photographic images of a person, or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the Principal or designate, and where the student is below the age of 18 years, the consent of the parent/guardian.

- Personal electronic devices may not be taken into examination rooms.
- The Principal may authorize use of these devices on certain occasions, eg. to photograph or video a graduation.

COMPUTER AND INTERNET USE AT ORCHARD PARK

Use of the Hamilton-Wentworth District School Board's computers and connections to the Internet shall be for the exchange of information to support the user's education and research. The use of computers and the Internet is a privilege. Inappropriate use will result in cancellation of these privileges, and the potential for additional consequences.

FirstClass

First Class is a collaborative communication system made available to students by the H.W.D.S.B. Students receive not only their own e-mail address to send and receive messages, assignments and homework, but they also have the ability to manage detailed calendars, create a home page and share information by positing messages or documents in a common student area. Students access FirstClass through Desk Tools on their computer desktop using their original computer User I.D. and password.

User I.D. and Password

A User I.D. and password are given to students at the beginning of the school year. These will provide access to computers and FirstClass. **DO NOT** lose this information. If a student changes the computer password, the FirstClass account does NOT change automatically. Therefore, students must keep their original password in a safe place for future reference.

How to Change Your School Connect and FirstClass Passwords

To Change Your SchoolConnect Password....

1. Log in to SchoolConnect using the User I.D. and the password provided to you.
2. Once your desk top appears, press the Ctrl, Alt and Delete keys simultaneously.
3. Click the "Change Password" button, follow the directions and log off of the computer. Log on again using your new password.

To Change Your FirstClass Password....

1. Log in to SchoolConnect and double click Desk Tools - then, double click HWDSB FirstClass.
2. Input the User I.D. and the password provided to you originally. If you cannot log in, click the "Set up" button on the FirstClass log in box. Add

the following to the server line: fc2.hwdsb.on.ca and click Save and log in again.

3. On theFirstClass desktop, click “Collaborate” on the top tool bar - then, click “Change Password” and follow the directions.

To Find Your E-mail and Web Address....

1. Log in to FirstClass and double click the “Using FirstClass” icon on the desk top.
2. Double click the “User Account Management Items”.
3. Double click the “[@E-mail/Web](#) ID Info” icon to find your e-mail and web address.

To Access FirstClass from Home....

1. Go to the H.W.D.S.B. FirstClass Home Page at <http://fcinternet.hwdsb.on.ca>
2. Follow the instructions on this page to
 - a) read or print the Getting Started Brochure for FirstClass.
 - b) log in to FirstClass via your internet browser.
 - c) complete FirstClass client downloads to your home computer for Windows or Mac.

Network Guidelines

- The use of unauthorized software is NOT permitted.
- Students MUST use teacher-approved USER ID, and will be responsible for any activity that occurs through the use of that ID.
- Users will NOT post, publish, or display any inflammatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive, sexist or illegal material.
- Users will NOT send or receive offensive messages or pictures from any source.
- Users will NOT transmit, download, or print information or software violating copyright laws.
- Posting messages and attributing them to another user is unacceptable behaviour.

Vandalism

- Transmission of any software for the purpose of damaging computer systems or files (e.g., computer viruses) is prohibited. All software and files downloaded will be systematically checked for viruses before they are used on the Board’s system.
- Any malicious attempt to harm or destroy data of any person, computer, or network is prohibited.

Security

- Users may NOT share their passwords or accounts with others and must make every effort to safeguard this information from unauthorized users.
- Users may NOT give out personal information such as their home address, telephone number, or credit card numbers. Users may use the school's address instead, but may NOT publish the school's telephone number.

For more information on the HWDSB's Computer and Internet policies, and other Board policies, please go to the Board's web-site at:

www.hwdsb.on.ca

Attendance

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 over the age of 18 with a signed permission form on record at the main office) are to contact the school each day a student is absent. Telephone calls should be made to the school **PRIOR to 8:30 a.m.** at **573-3550 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.

Those students who do not have a Period 1 class must bring their note to the Attendance Secretary upon their return to school.

After an absence a student will not be admitted without a note from home or a telephone call from a parent or guardian and may be subject to disciplinary action.

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

UNEXPLAINED ABSENCES (UA)

# of UA	STEPS
1 - 5	Detention issued by VP for each UA Teacher counsels student Teacher calls home V.P. counsels student
6 - 9	Detention issued by VP for each UA Teacher and V.P. call home Parent-Teacher-Student-V.P. Conference Letter mailed home
10+	Detention issued for each UA Teacher and V.P. call home Student referred to social worker Possible suspension

Signing - In

Opening exercises begin at 8:30am; students **arriving before 8:50am** will be marked late by the teacher.

A student who arrives at school **after 8:50am** must sign-in with the attendance secretary in the main office and receive an **“Admit Slip”** before proceeding to class.

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.

STUDENTS WHO ARE ILL MUST REPORT TO THE MAIN OFFICE TO OBTAIN PERMISSION TO SIGN OUT. The washrooms are not intended as health rooms. A phone call home will be made to ensure the ill student can be picked up.
FAILURE TO SIGN OUT WILL BE TREATED AS A TRUANCY.

Dismissal from Class

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.** Teachers are to contact the office when dismissing a student from class. This regulation also applies to other disciplinary situations that occur within the school.

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 5:00 p.m. to 10:00 p.m. 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 & parents with the adults students 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.” Should a student utilize this privilege to absent himself/herself from a test/presentation without prior consultation with the subject teacher or administration, he/she will be considered truant resulting in mark of “zero”.

Truancy

Section 21 of the Education Act states:

A child is excused from attendance at school only if the child is unable to attend school by reason of sickness or other unavoidable cause.

Students with unexplained absences will be considered truant. Truancy will result in disciplinary action. A student is truant if he/she:

- a) does not sign in or out at the attendance office;
- b) returns to school without signing in;
- c) is absent from school without prior permission of a parent/guardian;
- d) becomes ill and stays in any room of the school instead of reporting to the attendance office;
- e) does not attend a scheduled class, school function, and/or assembly;
- f) receives permission to go to a certain place and does not report there.

Orchard Park does not condone absences resulting from days arbitrarily declared “recreational” by students or parents. Students are expected to attend school on all designated instructional days.

Truancy is a serious breach of school policy and the Education Act and students will be dealt with in the following manner:

- detentions and/or community service
- conference with parent/guardian
- suspension
- withdrawal from Orchard Park Secondary School

SCHOOL RESOURCES

Guidance Counsellors

On request, the Guidance Office provides counselling assistance to students. The counselling may deal with personal, career and/or academic concerns. All services of the Department are confidential and are available by appointment or on a drop-in basis. Counsellors are assigned alphabetically by last name.

Co-operative Education

In order to meet the ever-changing needs of our society, Orchard Park offers an alternative form of learning - Co-operative Education. Students can earn credits in a variety of subject areas along with the appropriate in-school

component, through on-the-job placements. Placement training stations are available in a host of local businesses, schools, and industries to provide practical experience in the world of work. For details on specific Co-op courses offered, make an appointment with the Co-op facilitators.

Important Information:

Coop students CANNOT attend coop on statutory holidays and school holidays!

The coop student is responsible for their own transportation to and from the coop placement.

Coop students MUST NOT drive company vehicles (forklifts, golf carts, cars etc....)

Coop students can only attend their coop during the registered work hours.

In case of injury it is the student's responsibility to report any personal injuries to their coop placement employer and teacher immediately. It is recommended that students purchase extra insurance through the school board. Forms can be picked up at the school.

Students will report absences from coop promptly to the coop employer, the coop teacher and the OP attendance secretary.

1. OP Attendance 573-3550 ext 300
2. Coop extensions - 341 or 359
3. Employer Phone #:

E-mail: Students must use first class to access coop folders, which will include assignments and important information.

Important Websites:

www.passporttosafety.com

www.future1234.ca

www.whmistest.com

www.labour.gov.on.ca

Special Education

The Resource staff at Orchard Park responds to the many needs of students, assisting them and challenging them whether they have learning exceptionalities or are gifted learners. Personalized assistance is offered to improve study skills, as well as literacy and numeracy skills. We are also a resource to teachers, helping them to develop programs for the special needs

of students in their classes. Our aim is to challenge all resource students to achieve their full academic and social potentials.

Alternative Education:

Orchard Park is fortunate to have on and off site programs to help meet the needs of students who need an alternative. Students work on various courses to

improve their academic standing and they have the opportunity to be involved in “experiential learning”, e.g. co-op, work placements, job shadowing. The program is designed to help students form a transition back to a regular classroom or to the world of work. If you would like more information about alternative programs contact your guidance counsellor or vice-principal.

Stop, Drop and Read Program at Orchard Park

This is a school-wide initiative to improve literacy skills and foster an appreciation for reading. All members in the school will be able to read any appropriate material of their choosing (a magazine, newspaper, novel, comic book, etc.) for 20 minutes of silent, uninterrupted reading. Students on spare are expected to be in the library or cafeteria. Scheduled days are noted in the school calendar that follows in this booklet.

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 (905) 522-TIPS

School Nurse

Public Health Nurses help support schools in addressing the health needs of the school community. This may include a variety of strategies such as individual counseling, assessment and referral, consultation with staff or parents, classroom sessions on health related topics, providing resources or inservices to staff and partnering with the school to plan health events and initiatives

Alternatives For Youth

Alternatives for Youth (AY) provides community treatment services to youth, ages 13-22 years, and their families, who are experiencing difficulties related to the use of tobacco, alcohol and other drugs. These services include drug and alcohol education, assessments, individual, group and family counselling. AY

is governed under the “Child and Family Services Act”, which identifies 12 years of age as the age of consent for treatment. Youth attending AY services therefore consent for their own treatment by referring themselves. Parents and professionals can support a youth to self-refer, understanding that the intake will only be completed with the youth’s consent and initiation. Similarly, consent for release of information lies with the youth. AY encourages youth to involve parents and other key persons in their treatment, but it is not a requirement to receive service. Exceptions to confidentiality are defined by other legal statutes pertaining to harm to self or others; youth under the age of 16 being in need of protection and court orders. If you have any questions regarding AY services please call 905 527-4469 ext 231 or contact the school administration.

COMMUNITY RESOURCES

Public Health & Community Services Department

Ontario works/Income Support 1.877.869.8452
 Sexual Health Info Line..... 905.528.5894
 Child & Adolescent Services..... 905.570.8888
 Community 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 905.525.4162
 Suicide Prevention Crisis Ligne 905.522.1477
 COAST 905.972.8338

Counselling Services

Children’s Aid Society 905.522.1121
 Family Services of Hamilton-Wentworth 905.523.5640
 Alternatives for Youth 905.527.4469
 CONTACT Hamilton 905.570.888

Immigration

Immigration Inquiries 905.572.2787

Shelters, Crisis Lines

Inasmuch House crisis 905.529.8600/905.529.8149
 Interval House crisis 905.387.8881/905.387.9959
 Martha House crisis..... 905.523.6277/905.523.8895
 Notre Dame Youth Hostel 905.308.8090

Other Services

Centre for Addiction and Mental Health 905.525.1250

Legal Services

Legal Aid..... 905.528.0134

Community Information in and Around Hamilton

Hamilton-Wentworth Community Info..... 905.528.0104

English as a Second Language Resources

Resources for members of our E.S.L. community may be found at:
www.s150-ham.org . “The Newcomers” Guides to Education in Ontario is a series of handouts in 18 languages on key school topics. The guides provide information and suggestions to help parents support their son and daughter in school. Call 905.667.7476

MENTAL HEALTH

**ONTARIO SECONDARY SCHOOL
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

+ 7 Optional Credits

CERTIFICATE OF ACCOMPLISHMENT

- Student does not meet OSSD or OSSC requirements
- Recognizes achievement of student
- Accompanied by Ontario Student Transcript
- May be issued only once

CREDIT INFORMATION

In order to earn an Ontario Secondary School Diploma (OSSD), a student must earn a minimum of 30 credits, as outlined below, successfully complete the Grade 10 Ontario Literacy Test (or equivalent), and complete 40 hours of community service.

Ontario University Fair

September 25-27, 2009
Metro Toronto Convention Centre, www.ouf.ca

Ontario College Information Fair

October 27, 2009
Direct Energy Centre, Exhibition Place, Toronto, www.collegefair.ca

Deadline for Ontario Secondary School students to submit completed applications to

- OUAC (University), January 13, 2010
- OCAS (College), February 10, 2010

Orchard Park strongly recommends that all applications be submitted by mid December.

University and College Presentations

(All presentation held in the Library at 11:10 a.m.)

- November 2 McMaster University
- November 5 Brock University
- November 10 Mohawk College
- November 11 Niagara College

MINISTRY OF EDUCATION REQUIREMENTS

Compulsory credits - 18 credits
Elective credits - 12 credits

English.....	4
Math.....	3
Canadian Geography.....	1
Arts.....	1
Civics.....	0.5
Science or Technical.....	1
French.....	1
Coop/Science or Technological Studies.....	2
Can. History.....	1
Physical Ed.....	1
Career Studies.....	0.5
Coop / Business or additional Art or Phys Ed.....	1
Coop / 3 rd language / Canadian and World Studies / Social Science/guidance and Career Education or additional English.....	1

Community Service Program

All students at Orchard Park must complete 40 hours of community service as mandated by the Ministry of Education. Students must complete their “Community Involvement” forms and submit them to student services to demonstrate completion of this graduation requirement.

Student Transcript (O. S. T.)

The Student transcript is part of the Ontario Student Record which is kept in the Guidance Office.

The OST will include:

- full disclosure for grade 11 and 12;
- highest achievement in successfully completed grade 9 & 10 courses;
- all courses taken or attempted, and credits earned for Grade 11 & 12 courses.

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

ACADEMIC POLICIES

Assessment and Evaluation

Orchard Park is committed to using the best assessment practices to improve student learning and the best-known evaluation strategies and tools to ensure that student achievement is monitored and reported fairly.

New Ministry of Education policies have driven significant changes in classroom assessment and evaluation practices. Evidence of students’ learning is gathered and judged against criteria that are outlined in “*The Ontario Ministry of*

Education and Training Curriculum Document.”

All students will receive an Evaluation Statement with each course that describes how the student’s final evaluation is determined.

ORCHARD PARK STUDENT CULTURE OF RESPONSIBILITY

In the classroom, like in the workplace, there are times when taking longer to complete a particular task or assignment is not a problem. Usually this occurs when one person’s work does not impact on the work of others, and when extensions have been negotiated *prior* to the due date. However, there are other times when responsibilities *must* be completed on time because it impacts on other activities occurring in the classroom. A “culture of responsibility” must take into account what is reasonable and fair under the circumstances.

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.”

PLAGIARISM AND DOCUMENTATION POLICY

The Definition

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 a test or an exam or who have plagiarized an assignment (or part), or who have allowed their work to be plagiarized will receive a mark of ZERO. Their names will be given to the school administration and their parents/guardians will be informed immediately.***

ORCHARD PARK SECONDARY SCHOOL 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. When an examination day has been cancelled the exams will be made up on the make-up exam day - ie. if exams are cancelled on day 2 the day 2 exams will be written on the make up exam day.
3. Books and notes brought to school must be left in your locker before the examination.
4. Students will be given the opportunity to leave the exam room at the 60 , 90 or 120 minute mark.
5. Bring appropriate materials and resources to the exam.
6. Academic dishonesty will be taken very seriously during the exam period.
7. Travel in all corridors is not permitted.
8. No electronic devices will be permitted in the exam room. This includes: cell phones, Blackberries, pagers, MP3 players, cameras, all recording devices and other recreational devices.
9. The NO HAT rule still applies at exam time.
10. The Library will be closed during examinations.
11. School bus transportation will be running on its' regular schedule during exams.
12. All exam information and schedules will be posted in the school and on the school website.
13. Remove all items and clean-out your locker at the end of your last exam. Leave the door open and hang your lock (locked) from the door's clasp.

SAFETY RULES IN THE SCIENCE LAB

Science presents special safety concerns and it is essential that you follow these rules:

Always be prepared to do the lab before you start:

- o Listen to all prelab instructions.
- o Read your lab instructions carefully.
- o Be familiar with any special safety concerns for each particular lab.
- o Clear your work area of books, bags, purses, etc.
- o Tie back long hair and tuck in loose clothing to keep it away from flames



- o and chemicals.
- o Wear your safety goggles, and any other protective equipment, at all times. This will keep you from being injured.
- & Always act sensibly in the laboratory. This will prevent tripping, falling, spillages and breakages.
- & Report all accidents and breakages at once. Report any injury, no matter how minor. This will prevent any further damage or injury.
- & Always keep your laboratory work area clean and tidy and put things away. This will prevent accidents to you and others.
- & Never eat or drink in the laboratory. This will prevent infections and poisoning. Many chemicals are poisonous.
- & Use the gas, electricity and water for experiments only. This will prevent damage to yourself, your classmates and to the equipment through fire and electric shock.
- & Do not put any object, other than a plug, into the electrical outlets.
- & Always stand up while doing laboratory work. You will be able to move out of the way more quickly in the event of an accident.
- & If any chemical gets on your hands, or on any other part of your body, wash it off immediately. This will prevent personal injury and/or damage to clothing.
- & Never do any unauthorized experiments.
- & Keep your work area free of water, spilled chemicals and broken glass.
- & Always put broken glass in the broken glass containers; never in the regular garbage containers.
- & DO NOT eat or drink in the lab.
- & DO NOT place anything in your mouth while in the lab.
- & DO NOT leave your experiment or equipment unattended.
- & DO NOT leave Bunsen burners on and unattended.
- & Always follow the directions of your teacher when disposing of chemicals.
- & Wash your hands before leaving the lab.

Accidents happen to the unprepared. Always be prepared!
Failure to follow the lab safety rules will result in loss of marks and possible removal of all lab privileges.

I have read this safety policy and I will follow the rules set out in this policy. I understand the consequences involved if I fail to obey the rules.

Student Signature

Parent Signature

THE LIBRARY/INFORMATION CENTRE

The Library/Information Centre is a classroom like any other at Orchard Park. Therefore, students who visit the Library before school, at lunch,

during a study/spare period, after school or with their teachers are expected to work quietly on school related activities. Eating or drinking in the Library or participating in any behaviour that impedes the work and the learning of others will result in the loss of Library privileges.

A Student/Library card is issued to every student and it must be presented each time items are borrowed. Allowing another student to use one's Library card is prohibited and the borrowing of items for another student is strongly discouraged, since the cardholder is financially responsible for all fines and for all materials borrowed under his/her name. A \$0.10 fine is levied for each day an item is overdue and if an item is lost or returned damaged, the cardholder is charged the replacement cost of the item and is unable to borrow other items until all charges are cleared. In the event a student loses his/her Library card, a generic one is available for \$2.00.

Students are encouraged to use the Library/Information Centre's 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 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 will result in the loss of computer privileges for both students. Also, using the lab's computers for playing games, "chat", e-mail (with the exception of FirstClass) or activities not related to course curriculum is prohibited and may result in the suspension of computer passwords. In the event a student loses or forgets his/her computer password a \$1.00 fine is assessed in order to create a new one.

Printing and photocopying also are available to students for nominal fees.

TEXTBOOKS, LIBRARY MATERIALS AND OTHER SCHOOL ITEMS

Students who borrow textbooks, Library materials 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. If textbooks, Library materials and other school items are not returned or are returned damaged, students (where the student is 18 years of age or older), parents or guardians are responsible for providing Orchard Park with the replacement cost for each item. If reimbursement for the items is not forthcoming, students will be referred to the school administration.

WHAT? (Hamilton-Wentworth-Ask a Teacher)

At home access: www.what.ilc.org

password: student's OEN# (found on report card)

Offers Grades 7-9 students math homework assistance, 5:30pm to 9:30pm, Sundays to Thursdays. Features real-time tutoring with Ontario teachers; also includes interactive tools, tutorials and other resources.

onMATH

At home access: <http://breeze.hwdsb.on.ca/onMATH>

Offers students extra help with Grade 9 Math. Available Monday to Thursday, 8:30am to 5:00pm and Friday, 9:00am to 11:30am and 1:00pm to 3:00pm.

FirstClass

FirstClass is a collaborative on-line communication system made available to students by the H.W.D.S.B.. Students receive not only their own e-mail address to send and receive messages, assignments and homework, but they also have the ability to manage detailed calendars, create a home page, access homework and assignments and share information by posting messages or documents in a common student area. Students access FirstClass through Desk Tools on their computer desktop using their original computer User I.D. and password.

HOW TO CHANGE YOUR SCHOOL CONNECT AND FIRSTCLASS PASSWORDS

Once students receive their School Connect and FirstClass User I.D. and passwords they are encouraged to change the passwords to ones that they are better able to recall. Remember, in the event students forget or lose their passwords a \$1.00 fine is assessed in order to create a new one.

To Change Your SchoolConnect Password

1. Log in to SchoolConnect using the User I.D. and password provided to you.
2. Once your desk top appears, press the Ctrl, Alt and Delete keys simultaneously.
3. Click the “Change Password” button, follow the directions and log off of the computer. Log on again using your new password.

To Change Your FirstClass Password

1. Log in to SchoolConnect and double click Desk Tools - then, double click HWDSB FirstClass.
2. Input the User I.D. and the password provided to you. If you cannot log in, click the “Advanced” button (lower left of the FirstClass log in box). Then click the “Set up” button. Add the following to the server line: fc2.hwdsb.on.ca and click Save. Log in again.
3. On the FirstClass desktop, click “Collaborate” on the top tool bar - then, click “Change Password” and follow the directions.

To Find Your E-mail and Web Address

1. Log in to FirstClass and double click the “Using FirstClass” icon on the desk top.
2. Double click the “User Account Management Items”.
3. Double click the “@ E-mail/Web ID Info” icon to find your e-mail and web address.

To Access FirstClass From Home ...

1. Go to the H.W.D.S.B. FirstClass Home Page at <http://fcinternet.hwdsb.on.ca>
2. Follow the instructions on this page to:
 - a) read or print the Getting Started Brochure for FirstClass.
 - b) log in to FirstClass via your internet browser.
 - c) complete FirstClass client downloads to your home computer.

