

Student Handbook 2019-2020



North Park Secondary School

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OUR MISSION, OUR VISION, OUR VALUES

Mission

North Park is committed to developing insightful, respectful, and responsible learners and citizens. Our school community creates a positive environment of equity and inclusion to ensure student success.

Vision

At our school we endeavour to create a learning community of acceptance, respect and responsibility to ensure student success through educational pursuits. Learning as a community, we come together to develop students who are insightful, self-reliant and responsible global citizens.

Values

- North Park students and staff will demonstrate respect and responsibility regarding equity and inclusion at all times.
- North Park students and staff be mindful of the well-being of everyone in the building, and encourage open conversations on mental health and wellness
- North Park will maintain high expectations for all students and staff.
- North Park will support a variety of program pathways to reach a wide range of student needs.

North Park values student and staff safety and will work in partnership with community members to maintain a safe environment for all.

Collective Commitments Staff

Commitments

- will identify, respect and respond to individual needs and learning styles.
- will align staff professional development with the principles of collaborative inquiry and professional learning teams.
- will communicate regularly with parents about their students' progress in school.

Student Commitments

- adhere to the principles of the North Park Creed.
- attend school regularly and arrive at class on time.
- follow the school's code of conduct and classroom rules.
- complete homework and assignments on time.
- be polite and co-operative at all times, with all members of our school community.

Parent Commitments

- will attend school information sessions and parent-teacher meetings.
- will learn about what is expected in our children's classrooms.
- will communicate questions and concerns to teachers in a polite, respectful manner.

CLASS SCHEDULE

North Park SS employs a tumbling Day 1 (odd dates) Day 2 (even dates) schedule unless otherwise indicated. On a day 1, students should attend P1, P2, P3, P4 in sequence. On a day 2, students should attend P2, P1, P4, P3. This information is reflected in a student's timetable.

Regular Day Schedule	
Period 1	8:35 am – 9:50 am
Period 2	9:53 am – 11:08 am
Lunch	11:08 am – 12:03 pm
Period 3	12:03 pm – 1:18 pm
Period 4	1:21 pm – 2:36 pm

Early Release Day Schedule	
Period 1	8:30 am – 9:15 am
Period 2	9:15 – 9:55 am
Period 3	9:55 am – 10:35 am
Period 4	10:35 am – 11:10 am

Professional Learning Days for Teachers (No classes for students)

- October 11th, 2019
- November 15th, 2019
- February 7th, 2020

Early Release Days (students are dismissed early)

- September 20st, 2019
- December 13th, 2019
- March 27nd, 2020
- April 24th, 2020

INFORMATION/COMMUNICATION WITH SCHOOL

Email Updates

Parents can visit the school website at northparkss.ca and click on subscribe to sign up for weekly email notifications regarding upcoming events.

Mobile App Updates

Students and Parent/Guardian(s) are encouraged to download the North Park SS Announcement App. Downloading this app will give access to our school calendar and important announcements. Additionally, one may use the app to organize course information and connect with club/team members.

1. Download the app from the Google Play Store or the App Store (<https://myschoolday.app/download/>)
2. Select North Park SS

Attendance

There are occasions when a student is unable to attend class due to illness, doctor's appointments or other reasons. Any absences need to be communicated to the school by a voice message from parents or guardians (905-456-1906 x400) or by providing a note to the main office on the student's return. Unauthorized absences are subject to consequences from teachers and the administration. The school has a call home system that informs the home of lates and absences on a daily basis. Parents/guardians are encouraged to monitor the attendance of their teen and may wish to register on Parent Web.

Parent/Guardian Web Access

Attitudes toward school attendance, education and involvement in the school makes a strong and lasting impression on children. As a parent/guardian, use our school website to access upto-date information on:

Attendance, Diploma Status, Credit History, and Options Chosen

All information and instructions can be found at NorthParkSS.ca under the Parents tab in *ParentConnect*

Signing Out

When a student becomes ill or has an appointment and must leave the school prior to the end of the school day, they must report to the main office to sign out. In order to leave, they will need a note from a parent or guardian or in case of illness; a phone call will be made by the office to contact a parent or guardian regardless of the student's age.

Extended Absences/Vacations

As a school we do not encourage extended absences/vacations during the school year because of the impact any absences have on student performance. All absences should be scheduled outside the school year, in cases where it is absolutely necessary to be absent for a period of up to 15 school days, students must complete an Extended Absence Form and have each teacher sign the form. Additionally, the parent or guardian must sign the completed form and submit it

to the student's Vice-Principal prior to the departure from school. Students planning absences of more than 15 days may be withdrawn.

Change of Personal Information

Each year, current information is collected about home, work and emergency phone contacts for students at the school. It is important to have updated information so that parents and guardians can be contacted during the day in case of an accident. Please inform the office of any changes in address, or phone contacts (proper documentation will be required).

Communication with Adult Students (age 18 and older)

Peel District School Board staff, including teachers and administrators, will communicate with the parent(s)/guardian(s) of an adult student (age 18 or older) regarding educational matters unless and until that adult student provides direction in writing that all further communication by school staff regarding education matters must be with the student only. If you have questions regarding this practice or if you wish to provide written direction to the school, please speak to your Vice-Principal or the Principal.

School Closing - Weather Conditions

In case of poor weather conditions, announcements are made on major radio stations that schools are closed. Information will also be available through the North Park SS Announcement App, Twitter (@NorthParkSSca) and the school website (NorthParkSS.ca). When school buses are cancelled, schools are open for students and staff to attend.

Parents/Guardians Night

Each semester a parent/guardian night is scheduled to allow for teachers and parents/guardians to discuss the progress of students within the school. These nights are an opportunity to meet and share information.

School Council

The School Council is composed of parents, guardians, community members, staff and student representatives. It meets four times during the year. Parents and guardians are encouraged to attend School Council meetings and share information. If interested please, contact the school.

Prom

The Prom should be a positive and enjoyable experience for everyone, in order to attend the Prom students must:

- demonstrate academic achievement and be in a position to graduate at the end of the school year by having a minimum of 29 credits
- have completed their community involvement
- demonstrate appropriate attendance, punctuality, and behaviour
- have paid their student fees
- not have incurred a suspension during that school year

RESPECT FOR OUR SCHOOL, OUR PEERS, AND OURSELVES

Assemblies

Assemblies are planned to celebrate student achievement and showcase talents. They are also used to share information about the school and our community. We invite guests to share their perspectives and experiences. As an audience, students should listen quietly during performances. Students should sit in the designated areas, often in the cafetorium or the gym as arranged for the assembly. As a respectful audience member you will also ensure that all cell phones and other electronic devices are turned off and out of sight.

Cafetorium

The cafetorium is available for student use at lunch and for quiet study during other periods of the day.

To have a positive climate, all students must:

- Clean Up after Yourself
- Keep Servery Area Clear
- Stay off the Stage
- Keep the Stairways Clear
- Recycle Cans & Bottles
- Keep Aisles Clear

Directions

Any adult within the building may direct students at the school. The adults within the school include teachers, administrators, custodians, community workers, servery, office assistants and support staff. Examples of adult directions include requests to move within a classroom, to go to the office or to comply with a school rule. Students should demonstrate respect and follow the directions given. This contributes to a safe, orderly, and respectful environment.

Environment

As part of our school and community, students need to respect their environment within the school and the surrounding school grounds. This means students should use garbage and recycling containers for waste materials. Food waste should be placed in the garbage cans and school paper waste should be added to the re-cycling boxes found in classrooms. There are also waste containers located outside of the building.

Field Trips

Students frequently have the opportunity to extend their learning through fieldtrips, excursions, guest speakers, presentations, assemblies or co-curricular activities. These events are considered part of the school routine and students are expected to maintain respectful and courteous behaviour for the duration of these activities.

Identification

Any adult within the building may ask students at the school their name. Students are expected to respect the adults and respond with their full name, first and last. This contributes to a safe and orderly environment. The adults within the school include teachers, administrators, custodians, servery, office assistants and support staff.

Lockers

All Students are provided with the use of a locker for their personal belongings. School lockers are loaned for the school year. There are limited gym lockers available through the Physical Education Department for students involved in athletics. Personal items left unattended are not secure and students are advised to leave valuables at home. The school may revoke locker privileges and take disciplinary action if lockers are misused. Lockers are the property of the school and can be searched at any time at the discretion of the administration.

Lost and Found

Any items found at school should be brought to the main office for the lost and found container. If students lose items, they should check with the main office to see if items have been located. Personal items left unattended are not secure. Students are advised to leave valuables at home.

Parking

Senior students may park their cars in either one of the two available parking lots. Please do not park in the visitors parking area at the front of the school. Parking privileges may be removed at the discretion of the administration.

Scent

The school board has a no scent policy to respect the needs of people who are allergic to scented products. Please make personal choices to use un-scented products.

Servery

Within the servery, students may purchase food for lunch. The servery has oneway traffic entering from the hall and exiting into the cafetorium. Only a few students may enter at a time to ensure efficient service.

Spectators

Students are permitted at home games and, at times, students may be asked to present their student card for admission to events. There is no food or drink allowed within the gym. Spectators at away games are only allowed with appropriate supervision. Students are expected to respect the athletes and cheer positively for our teams. Spectators are expected to follow the school rules as outlined.

Textbooks

Textbooks and curriculum resources are loaned to students to assist their learning and should use the materials in a manner that allows continued use by others. Students are responsible to pay for any lost or damaged materials.

Visitors/ Trespassers

Parents/guardians/guests who arrive should report to the main office to identify themselves and the nature of their visit. Students should report any trespassers on the school property to the main office in order to ensure a safe, orderly and uninterrupted learning environment.

Washrooms

Teacher permission is required to leave a class and use the washroom. Students are expected to use a washroom nearest to their classroom and not travel to other areas of the school while on a washroom break. Gender neutral washrooms are available on both the first and second floors.

CODE OF CONDUCT

OUR COMMITMENT

North Park Secondary School recognizes that students achieve their best when they feel safe, nurtured, welcomed, respected and included. We are committed to providing a healthy learning and working environment to support student success by promoting responsibility, respect, civility, academic excellence and good citizenship. For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions as well as physical violence in any form.

At North Park Secondary School, we expect all our staff and students to know and model the **North Park Creed**:

Respect, Achievement, Diversity, Citizenship, Responsibility

We believe that parents, the school and community must all work together to help students learn to become responsible members of society, being sensitive to the diversity, cultural and special needs of individual students. We must clearly demonstrate respect for social justice and human rights, and promote the values needed to develop responsible members of a democratic society.

OUR CODE OF CONDUCT

The North Park Secondary School Code of Conduct **applies to** all members of the school community including students, parents, guardians, volunteers, visitors and school staff, whether they are on school property, on school buses, at school-authorized events or activities, or in any other situation that may impact the school climate.

All members of the school community have a responsibility to respect and honour the school Code of Conduct, to demonstrate age and appropriate social behaviour and to take responsibility for their own actions.

STUDENT RESPONSIBILITIES

- demonstrating a commitment to learning through punctual and regular attendance, being prepared and ready to learn
- practicing honesty and integrity including, but not limited to, not participating in or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity
- following school rules and taking responsibility for his/her own actions
- refraining from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others
- showing proper care and respect for school and community property,
- only visiting other schools for school-related and authorized activities when approved by the North Park Administration

USE OF TECHNOLOGY

Students are going to live and work in a world where people use their electronic devices 24/7. They need to learn to use technology effectively and respectfully. Digital responsibility is an important part of what we help students learn in school, and appropriate use will continue to be an expectation in our Code of Conduct.

At North Park Secondary School, we recognize the value of using electronic devices to enhance 21st Century learning to support curriculum delivery. As such, we embrace the use of electronic devices in a respectful and responsible manner, in keeping with the school's Code of Conduct and the Peel District School Board's [Digital Citizenship Policy](#).

The Code of Conduct and academic integrity apply to the use of technology whether students are accessing information from school, home or from electronic devices.

Students are able to use Board technology and their own equipment for educational purposes in classrooms, libraries, cafeterias/lunchrooms and other areas students gather to do their work, as outlined in the expectations below:

- Electronic technology in the classroom and the school library is to be used solely for purposes related to classroom instruction and learning. Personal texts, tweets, posts, phone calls, etc should be reserved for the cafeteria, commons or outside.
- may be used in the classroom only with permission of a teacher or other staff member.
- may be used outside the classroom as long as these devices do not distract from school activities.
- As a result of bandwidth limitations, downloading or streaming of video content for noneducational purposes is not permitted.
- Students need to be diligent about safely storing their electronic devices. North Park Secondary School is not responsible for lost, stolen and/or damaged.
- Keep personal information private (e.g. age, address, phone numbers, usernames, passwords) unless approved by a teacher and/or a parent.
- Use good judgment in accessing material on the Internet, and report suspicious concerns to a teacher immediately.
- Create, display, use and store messages, images and videos appropriately while demonstrating respect, e.g. no cyber-bullying or using others' passwords.
- may not be used for any communication or for taking photographs/video unless permission is granted by a teacher or other staff member.
- Posting photographs and/or images on the Internet (including social network sites) without teacher and/or parent permission violates the Code of Conduct.
- With respect to Board technology, never download or install any software without the permission of your teacher.
- Do not use Board technology resources to store materials not relevant to educational purposes.
- Users should not expect privacy with respect to any of their activities when using the Board's technology resources.

We have clear expectations around the appropriate, respectful use of technology. Inappropriate use of Board technology and/or personal electronic device may result in discipline or having the use of these services suspended or removed.

Students will demonstrate appropriate online conduct and manners and refrain from improper/unethical use of technology, including computer hacking and cyber-bullying. The internet must not be used for any purpose that is contrary to the intent of the North Park Secondary School Code of Conduct. This applies to school, work and home internet use.

Cell phones may not be used for taking photographs unless permission is granted by a school official.

Posting photographs or images on the internet (including social network sites) without parents/guardian permission violates the North Park Secondary School's Code of Conduct.

Dos ...

- Never give out names, phone numbers or addresses to on-line strangers
- Inform teachers or guardians when you come across questionable material
- Never respond to messages that are unkind or make you feel uncomfortable
- Never agree to meet with or send a picture to a person you have met on-line without first checking with your teacher or your parents
- Make every effort to safeguard the security of your account by not sharing passwords or distributing private login information
- Avoid plagiarism by citing sources and attributing material to its proper owner
- Use downloaded software and files in the manner stated by the original owner or creator of the material
- Use Peel telecommunications resources for educational, schoolwork-related purposes.

... and Don'ts

- Send offensive messages or pictures
- Use obscene or racist language in private or public messages
- Harass, stalk, insult or attack others
- Damage computers, computer systems, computer networks, peripherals or software - either mechanically or by using viruses
- Violate copyright laws
- Use another's password
- Trespass in another's files or folders
- Intentionally waste limited resources
- Employ the network for commercial purposes
- Use the network to access or to distribute illegal or illicit material
- Attempt to access information or system levels for which you are not authorized.

DRESS CODE

The standards for school dress code at North Park Secondary are based on sensibility and intended to support the comfort, safety and inclusivity of all students. Staff and students must consider the 4C's when selecting their attire: **Clean, Comfortable, Covering and Considerate.**

Statement of Principles

School dress codes shall require that students wear appropriate dress that promotes a safe, respectful and inclusive, learning and teaching environment that is free from discrimination and that permits self-expression. School dress codes must be consistent with the Human Rights Code, which prohibits discriminatory conduct on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, marital status, family status or disability. Discrimination may be intersectional when it occurs based on two or more grounds, which may produce a unique experience of discrimination or harassment for the individual experiencing it. Requests for accommodation based on prohibited grounds may be made to the school administration.

Specific expectations regarding inappropriate apparel

Inappropriate Apparel includes, but is not restricted to, logos, sayings and pictures that address/display sexual content, substance abuse, including alcohol, illegal, controlled or restricted drugs, violence, profanity, inappropriate references to nationality, race or gender or any other grounds protected under the Ontario Human Rights Code, and/or dress or logos that demean or threaten an identifiable individual or group, (e.g. items with indigenous mascots, symbols or images).

Requirements for student compliance: The student dress code is enforceable as a component of the school's Code of Conduct. A progressive discipline approach will apply. Seeking to understand dress choice through student and/or parent/guardian voices is an expectation of monitoring and compliance. In the event that a student breaches the school's dress code, the administrator will arrange a meeting with the student to review their choice of dress. Parents and/or guardians of students who are under 18 years old may be invited to attend. School administrators are encouraged to take a proactive, positive and constructive approach to dress code infractions that both reinforces the requirements of the dress code and is respectful and understanding that dress is a means of self-expression. Requests for accommodation must be accepted in good faith and fully considered by administrators.

Explanation of Terms

The **Human Rights Code** is legislation that requires equal treatment in the provision of educational and other services without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, marital status, family status or disability. Discrimination may be intersectional when it occurs based on two or more grounds, which may produce a unique experience of discrimination or harassment for the individual experiencing it. In order to fully address the impact of harassment or discrimination, intersectionality must be recognized and addressed.

Inappropriate Apparel includes, but is not restricted to, logos, sayings and pictures that address/display:

- a. sexual content
- b. substance abuse, including alcohol, illegal, controlled or restricted drugs
- c. violence
- d. profanity
- e. inappropriate references to nationality, race, or gender, or any other grounds protected under the Ontario Human Rights Code, and/or
- f. dress or logos that demean or threaten an identifiable individual or group

Student Dress Code is the standard of student dress established in consultation with the school council, staff and students, consistent with this Peel District School Board Operating Procedure, the Education Act and Regulations.

1. The Student Dress Code shall be reviewed annually by the Administration.
2. The Student Dress Code shall be published and distributed to students and parents or guardians at the beginning of each school year.

BULLYING PREVENTION AND INTERVENTION

We are teaching students to identify bullying behaviour and giving them strategies to deal with, and stop it from happening.

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, 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.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be dealt with using a progressive discipline approach.

PROGRESSIVE DISCIPLINE

North Park Secondary School encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include: oral reminders, review of expectations, contact with parent(s)/guardian(s), written reflection, volunteer services to the school community, conflict mediation and resolution, peer mentoring, and/or referral for support services.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual Education Plan and his/her demonstrated abilities.

Suspension and expulsion

North Park Secondary School also supports the use of suspension and expulsion for serious incidents as outlined in the Peel District School Board's Safe Schools Policy.

Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal must consider mitigating and other factors.

The behaviours for which a principal may consider suspending a student include:

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying
- uttering a threat to inflict serious bodily harm on another person
- committing an act of vandalism that causes extensive damage to school property
- possessing alcohol or restricted drugs
- being under the influence of alcohol
- committing any act, considered by the principal to:
 - have a negative impact on the moral tone of the school
 - have a negative impact on the physical or mental well-being of one or more school community members
 - be contrary to the school or Peel Board Code of Conduct

Incidents for which a principal will consider recommending to the Board's Discipline Committee that a student be expelled include:

- physically assaulting another person causing bodily harm that requires medical treatment
- possessing a weapon or using a weapon to cause or to threaten bodily harm to another person
- trafficking in restricted drugs or weapons
- giving alcohol to a minor
- committing robbery
- committing sexual assault
- behaviour that:
 - is significantly detrimental to the school climate and/or to the physical or mental well-being of others
 - causes extensive damage to school property
 - causes his/her continued presence at the school to pose an unacceptable risk to other members of the school community
 - is a pattern of behaviour so inappropriate that the student's continued presence is detrimental to the effective learning or working environment of others

- demonstrates a persistent resistance to changes in behaviour that would enable him/her to be successful
- is a serious violation of the school or Peel Board Code of Conduct

Students who are suspended or expelled will be given an opportunity to continue their education through educational programs offered by the school board.

DRUGS & SMOKING & VAPING

It is the policy of the Peel District School Board to create and maintain a school and work environment totally free of smoke. The vaping, smoking or holding of lighted tobacco, lighted herbal material (e.g. shisha), or any other combustible material; and the use or holding of electronic smoking devices (e.g. e-cigarettes and hookah pens) are also **prohibited on Board property and the surrounding 20 meters of the school's grounds.**

At North Park Secondary School, we recognize and support the benefits of a smoke-free environment for all persons.

By law, smoking is not permitted at North Park Secondary School, on any other board property, on school buses or while attending any school-related event or activity. School property includes cars that are on school grounds and all property within 20 meters of the school grounds. The ***no smoking*** rule will be enforced within these areas.

Providing tobacco products to anyone under 19 years of age is illegal.

Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol is not permitted at North Park Secondary School, on Peel Board property or at any school-related event or activity at any time. Drug-related paraphernalia that can be used for substance abuse are not permitted on school property.

WEAPONS

Possessing or displaying weapons of any kind, real, toy or replica, and all other objects that could inflict or threaten bodily harm is not permitted at North Park Secondary School, on any Peel Board property, or at any school-related event or activity at any time.

BUS TRAVEL

Students are expected to follow the standards of behaviour outlined in the Code of Conduct while they are on the school bus.

SAFETY PROCEDURES

Fire Alarm

On hearing the fire alarm all staff and students are to proceed in a safe manner to the designated exit. Signs are posted throughout the school in hallways and classrooms to direct students and staff to the appropriate fire exit. Once outside of the building all driveways should be kept clear to allow emergency vehicles to travel through. Finally, there is no re-entry to the building until directed by staff, and typically signalled by the school bell.

Lockdown

Lockdown procedures are defined by the Peel Regional Police as the restriction of movement during the time of a potentially serious violent incident. This is a procedure jointly agreed upon by the Peel District School Board and the Peel Regional Police.

Once a lockdown has been initiated by the Principal or the Police, and while the Police will work in co-operation with the Principal, the police will take control of the situation and the Principal and all staff will take direction. Students must remain in their lockdown locations until formally released by Peel Regional Police, failure to do so may result in suspension. Practice drills for the lockdown procedure will be scheduled during the school year.

ASSESSMENT AND EVALUATION POLICY

Deadlines and Late and Missed Assignments

Students are responsible for meeting established deadlines for assignments. Some deadlines are absolute, while others may be negotiated at the teacher's discretion. If students are unable to meet a deadline, they are responsible for making alternative arrangements with the teacher well in advance of the due date. Major unit assignments that are not completed on either a negotiated or an absolute deadline may not be evaluated and may remain as incomplete. Multiple assignments that are not completed may result in the loss of the credit if expectations of the course have not been met.

Why are deadlines set for assigned work?

Deadlines are realistic in the normal working life outside of the school setting. Deadlines are also set as a reasonable management strategy for teachers so that workloads can be varied and balanced. Deadlines are also set as a way of bringing closure of one unit of work and moving ahead to another. Some deadlines are negotiated, some are absolute. Students who miss a final summative will need to meet and consult with a member of the administration team (Vice Principal) and provide documentation prior to the final summative deadline.

What are the student's responsibilities?

Students are responsible for providing evidence of their achievement of the course overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. If the student is having challenges, it is the student's responsibility to ask questions, seek assistance, or negotiate an alternative deadline **BEFORE** the due date. Students who know ahead of time that they will miss an assessment must discuss the situation with the teacher **BEFORE** the due date so that an alternative date may be assigned. Students must demonstrate **self-advocacy** with a gradual release of responsibility from grade 9-12.

Assignments and Tests

Students who know ahead of time that they will miss a test or performance assessment because of field trips, doctor's appointments, illness, family responsibility or other valid reasons must notify and provide parental documentation to the subject teacher as soon as possible.

Once a student returns from an absence, it is the student's responsibility to make arrangements with the teacher to make up the missed test or performance assessment. If arrangements are not made by the student to complete any missed test or assignment, an incomplete will be assigned.

Personal Learning Skills

Teachers will report on the quality of learning skills demonstrated by all students, in each of the following categories: Works Independently, Teamwork, Organization, Work Habits, and Initiative. Teachers will provide numerous and varied opportunities for students to demonstrate achievement of personal learning skills within the context of regular classroom learning activities. Feedback should be provided frequently and may be documented through the use of rubrics, tracking sheets, anecdotal notes, checklists and ratings scales.

Determining Grades

Students will be evaluated on their **most consistent and more recent** level of achievement throughout the course. In some disciplines, teachers may find that the skills taught in one unit may not carry into the next unit of study. Therefore, it is necessary to evaluate a student's most consistent level of achievement at the end of each skill-based unit rather than at the end of the course.

At the conclusion of a term or semester, any specific evaluations that remain incomplete will convert to a zero, and will be factored into a student's final grade accordingly. The decision about granting a credit will be based on their more recent, most consistent levels of achievement.

Academic Honesty

Plagiarism and cheating includes electronic theft and misrepresentation of original work, theft of evaluation instruments; use of unauthorized aids or electronic devices; and false representation of identity. "As demonstrated by our Character Attributes, we expect all of those in our learning community to act in an honest manner. When a student plagiarises or cheats, the student does not provide evidence of achievement. Based on the consideration of **mitigating factors**, school teams and teachers will choose from a variety of possible responses. Some resolutions include assigning of a zero and/or the opportunity to complete a similar evaluation" (Peel Policy 14, 9).

Final Evaluations

Final evaluations (i.e. exams, performance tasks, ISU, presentations etc.) will constitute 30% of each course mark and must be completed during the final weeks of the course.

Final evaluations must be completed by the deadline set by the school or written on the specified date. If a student has missed an exam for medical reasons, a medical certificate must be submitted to the school clearly indicating that the student was too ill to write an exam. The doctor must also acknowledge the fact that the student is missing a final exam. The student will have an opportunity to write the exam at another time as determined by the school. If students do not

observe the absolute deadline for a final evaluation, then they may be assigned a mark of zero and their credit may not be granted.

Vacations and other unauthorized absences will not be considered grounds for rewriting a missed final evaluation; students are expected to be in class and they and their family must plan for this accordingly.

If there are serious medical reasons or compassionate grounds for an incomplete final evaluation, the administration will attempt to find a fair resolution.

Achievement

Assessment and evaluation are based on the provincial expectations and achievement levels outlined in the provincial curriculum document for each subject in secondary school. A wide range of assessment and evaluation opportunities allows students to demonstrate their learning in a variety of ways. This information provides the basis for reporting student grades on the Provincial Report Card.

Achievement Levels:

Percentage Grade Range	Achievement Level	Summary Description
80-100%	Level 4	A very high to outstanding level of achievement. Achievement is above the provincial standard.
70-79%	Level 3	A high level of achievement. Achievement is at the provincial standard.
60-69%	Level 2	A moderate level of Achievement. Achievement is below, but approaching, the provincial standard.
50-59%	Level 1	A passable level of achievement. Achievement is below the provincial standard.
Below 50%		Insufficient achievement of curriculum expectations. A credit will not be granted.

PREPARING FOR EXAMS – STUDY SKILLS

(adapted from Billmeyer, Rachel and Barton, Mary Lee, Teaching Reading in the Content Areas, Colorado, McREL, 1998)

Attitude and Wellness

- Think positively.
- Stay calm. Try relaxation exercises.
- Get plenty of sleep
- Sugary foods will give you a short, higher energy level, but then a dip. Time it carefully. Eat protein.

Schedule

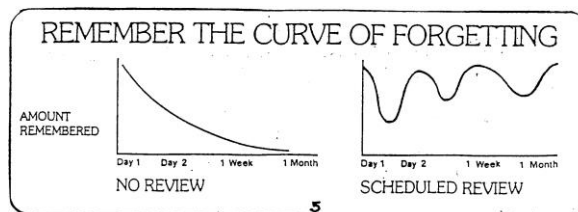
- Check your exam schedule and note all dates, times and locations of all your exams
 - Make a schedule that is sensible and do-able.
- Know what time of day you study best.
- Schedule regular review/study time in your agenda, and stick to your schedule.
- Ask a friend or family member to help you keep on task. Agree with those around you about study time. Don't let others distract you.
- Study difficult subjects first while your mind is fresh.
- Take planned breaks, especially before meals and bed.

Location

- Find a regular study area.
- Libraries are designed for learning with excellent lighting and low noise levels. Most people get more done in a shorter time in a library.
- Don't study where you sleep. You will get too comfortable.
- Hang a "Do Not Disturb" sign on your door.
- Avoid noise distractions such as the T.V. or radio.
- Stay off the phone and internet!

Information Gathering

- Don't miss classes before exams. Your teachers will be giving you review work, information about the exam and tips for writing the exam.
- Ask your teacher about the types of questions that will be on the test. ➤ Make a detailed list of every topic you need to know for your exam.
- Ask for help if there are any questions you didn't understand in class.
- Review previous exams or tests. Be familiar with test/exam vocabulary.



STUDENT SUPPORTS AND SERVICES

There are several supports and services available for students to help with school coursework, with choices of future programs or plans after completion of secondary school. They include:

- Administration
- Counselling · Social Work · Psychology Services
- Counting on You
- Alternative Programs
- Library
- Police Liaison
- Special Education
- ELL – English Language Learner Support
- Student Services

Administration

At North Park S.S., all administrators are interested in student well-being, safety and academic progress. Specific responsibilities for students are assigned alphabetically by Vice-Principal.

Dr. Bellini	A - L
Mr. Chawla	M- Z

Vice-Principals will monitor academic progress, attendance and behaviour. They will consult with parents and guardians and arrange for family meetings as required. The Administration will assist students and staff to resolve timetable or exam schedule concerns, conflicts, and make recommendations about programs within the school.

Counselling – Social work – Psychology Services

The Peel District School Board supports the needs of individual students through the services of a social worker and a psychologist. Each of these people work within the school, and may be accessed through administration or the counselling department.

Counting On You

A program supported through the Peel District School Board that has school teachers providing structured support to increase literacy and numeracy skills. The program is delivered in after school settings on Tuesdays and Thursdays. Students must register by completing a program form and having signed permission from parent or guardian. There is no cost for this program and students may begin the program at any time. Students must make a commitment to the program once started.

POLICE LIAISON OFFICER/COMMUNITY POLICE UNIT

Community liaison officers from the Peel Regional Police Services are assigned to support the students and staff of the school. The police and staff work together to ensure a safe and positive learning environment for everyone in the North Park S.S. community.

SPECIAL EDUCATION

The individual needs of exceptional students can be met by effective programming.

Learning Strategies

Learning Strategies courses are designed for exceptional students who need support between grades 9-12. These courses are designed to provide extra time for course work and to establish appropriate student skills for secondary school. The GLE credit is available for exceptional students. Students may earn up to 4 GLE credits. The GLS course provides a similar program and is open to all students. Students may earn up to 2 credits in this area.

Contact Program

Provides support to students with attendance or behavioural needs. Students are referred for service through an in-school review committee or by administration. Educational resource facilitators work with the students to provide support.

STUDENT SERVICES / GUIDANCE AND CAREER EDUCATION

This program provides opportunities for students to acquire the skills, knowledge and attitudes to:

- know and appreciate themselves
- relate effectively to others
- develop appropriate educational plans
- explore career alternatives

Guidance Program Structure

All students are given the opportunity to attend workshops, seminars and group activities focused on the necessary tools for academic success and career / post-secondary school planning. Individual counselling helps students plan, monitor and manage their own learning, personal problem solving and career development. Response Services and Personal Counselling are available to respond to students' individual needs regarding educational and personal concerns.

Useful websites for Students

www.peelschools.org/makingmyway

www.myblueprint.ca/peel

www.careercruising.com

www.schoolfinder.com

www.electronicinfo.ca

www.ocas.on.ca

www.osap.ca

Apprenticeship – What is it and how does it work?

Apprenticeship is a hands-on training program for people who want to work in skilled trades or occupations. About 90 per cent of apprenticeship involves on-the-job training by sponsors of training or employers. The remainder involves related theoretical training, usually obtained at a college of applied arts and technology or another approved training delivery agency. Training agreements between apprentices and their training sponsor or employer are prepared by training consultants of the Ministry of Training, Colleges and Universities. In accordance with legislation, each training agreement is an individualized contract or training plan between a person who wants to learn a skilled trade and a training sponsor or an employer. Apprentices and training sponsors or employers benefit from apprenticeship training. Apprentices learn to become qualified trades people or "journeypersons" while training sponsors or employers gain highly skilled employees with up-to-date knowledge and work techniques. Jobs in skilled trades provide challenging work and good careers.

Apprenticeship Websites

www.skillsontario.com

www.oyap.com

<http://skillswork.com>

<http://careersintrades.ca>

POST SECONDARY INFORMATION

Post – secondary websites

Ontario Universities Guide www.ouac.on.ca

www.electronicinfo.ca

Ontario Colleges Guide

www.ontariocolleges.ca

Financial Assistance & Scholarships

www.studentawards.com

Ontario Youth Apprenticeship Program

www.oyap.com

College and university planning?

Not sure what to choose? Plan with the End in Mind!

- Determine what universities or colleges you are thinking of pursuing;
- Check out programs via the internet for each of post-secondary institution (you can now find electronic calendars and program information for all post-secondary institutions online);
- Once you have found the particular faculty (in the above case, you would be applying to Faculty of Science at university and at college), determine the courses you need to take in high school in order to get into the specific program you are looking at.

For University information go to www.ouac.on.ca