



WE International Academy Student and Parent Handbook 2018 - 2019

WE International Academy
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PRINCIPAL'S WELCOME

Dear Students and Parents,

It is indeed an honour to welcome students to our online learning community!

Together with our administrative and guidance team, WEIA offers a selection of Ontario secondary school credit courses that will match student interests and that will prepare them well for your future studies – whether at the high school or university level. You will find our online teachers to be kind, patient, knowledgeable and helpful. In turn, we trust that students will devote a sincere effort to each online course as they would to a course that is part of a regular day school.

I look forward to meeting our online learners virtually through video-conferencing and/or in-person for those students who are also registered at WSS. Please know that I am here to answer your questions, address your concerns and to support you every step of the way. I wish our students every success in their online course(s), and on behalf of everyone at WEIA, welcome!

Warmest regards,

Angela Phillips

Principal

Westfield Education International Academy



SCHOOL ORGANIZATION

School Members

President: Mr. Henry Liu
 CEO: Ms. Patty Yin
 Educational Director: Mr. Frank Marchini
 Principal: Ms. Angela Phillips
 Office Administrator: Gail Sousa
 Recruiters: Lynn Pho, Pengfei Zhang, Ceci Du
 Student Services: Ceci Du and Kiki Zhang
 Admissions: Kiki Zhang

Academic Schedule

Westfield Secondary School has three semesters:

- Semester 1: Sept. 4, 2018 – Dec. 17, 2018
- Semester 2: Jan. 7, 2019 – Apr. 29, 2019
- Semester 3: May 2, 2018 – June 25, 2019

Office hours: 8:15 a.m. – 5:15 p.m.

Daily Class Schedule – Semester 1 & 2		Daily Class Schedule – Semester 3	
Period 1	8:55a.m. – 10:25a.m.	Period 1 – Part 1	8:55a.m. – 10:25a.m.
Break & Travel Time	10:25 a.m. – 10:35 a.m.	Break	10:25 a.m. – 10:35 a.m.
Period 2	10:35 a.m. – 12:10 p.m.	Period 1 – Part 2	10:35 a.m. – 12:10pm
Lunch	12:10 p.m. – 12:50 p.m.	Lunch	12:10 p.m. – 12:50 p.m.
Period 3	12:50pm – 2:25 p.m.	Period 2 – Part 1	12:50 p.m. – 2:25 p.m.
Break & Travel Time	2:25 p.m. – 2:35 p.m.	Break	2:25 p.m. – 2:35 p.m.
Period 4	2:35 p.m. – 4:10 p.m.	Period 2 – Part 2	2:35 p.m. – 4:10 p.m.



School Year Calendar



Ministry of Education

School Year Calendar 2018 - 2019

Legend ► **H** - Statutory Holiday Schedule **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2018						1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
September 2018	18	1	0	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
October 2018	22	0	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
November 2018	21	1	0				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
December 2018	9	0	2	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
January 2019	19	1	0		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
February 2019	18	0	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	
March 2019	16	0	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
April 2019	17	0	2	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May 2019	21	0	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June 2019	14	0	2	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
July 2019				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
TOTAL	175	3	6																									

September 1, 2018 and June 30, 2019. The school year designated as professional activity days with respect to Ontario 151 and up to four extra days may be instructional days. The boards may

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POLICIES AND PROCEDURES

School Attendance and Achievement

Students are expected to adhere to the attendance policy outlined herein and any expectations determined by the administration team. Regular attendance at school is critical for the student's learning and achievement of course expectations. Students who habitually miss the class may suffer in the assessment process because their achievement cannot be fully assessed.

Attendance will be taken at the beginning of each class. Students who arrive after the start of class and up until 40 minutes into the period, will be marked late. Students that are more than 40 minutes late will be recorded as absent at the teacher's discretion.

Truancies are unacceptable and will be monitored and dealt with accordingly.

All absences should be both valid and authorized. Examples of valid reasons are: illness, bereavement, medical appointment, court appearance, or visa renewal. Students who have excused absences due to



field trips, academic competitions, or other valid school activities, will be considered to be “in attendance” at school although they may not be physically in the building.

Students are encouraged to make personal appointments outside regular school hours. Students who are absent, or plan to be absent, must fill in the absence form on Westfield’s website (www.westfieldsecondary.com). Unless informed, Westfield’s staff will notify parents each time a student is absent.

Impact on Academics

Westfield Secondary School will not grant credits to students who have missed more than 10 classes without reason. Only 5 absences will be excused due to illness substantiated by appropriate documentation.

Letters will be handed out to students and/or to parents the day after their third and fifth absence as a warning that the student’s credit will be in jeopardy if unexplainable absences continue. A final warning will ensue the day after the seventh absence as a final warning. No other warnings will be provided. At 10 absences, a formal letter of reprimand will be sent to the student and parents/guardians (unless student is of age and has not signed the Age of Majority form), to notify all parties that the student has forfeited their credit regardless of their current standing and achievement. Formal letters of reprimand will be sent to the student and parents/guardians and may also be placed in the student’s OSR.

Where, in the principal’s judgment, a student is jeopardizing his or her successful completion of a course due to frequent absences from school, the principal and appropriate personnel may meet with the student and the parents to explain the potential consequences of the absences, (including failure to gain credits), and discuss steps that could be taken to improve attendance. The principal may allow students to make-up lost hours under strict supervision of a teacher. This is a privilege, not a right, and students or their parents will need to pay for such a service as a teacher will need to be hired for the supervision. This privilege will not apply to students who have missed more than 20 classes.

Extended Absences

Students who plan to be absent for more than five consecutive days must personally inform the principal prior to making any travel plans. The principal will determine whether the absences may be recorded “with reason” and will inform the student and parent of his/her decision.

Student Responsibility

If absent, the student must mitigate the effects of lost instructional time by connecting with his/her teacher(s) who will be able to provide the appropriate instruction and/or resources. Students are responsible for completing all homework, assignments, assessments, and other products of learning missed due to an absence. If a student knows of an impending absence, s/he should coordinate with the teacher(s) affected. Any missed assessments for, as, and of learning, including, but not limited to,



homework, assignments, projects, presentations, self-assessments, tests, and quizzes, must be taken on the first day the student returns to school.

Summary of Responsibilities from all Stakeholders

Students are responsible for:

- Attending all schedule classes on time;
- Being prepared for classes and participating fully in the planned learning activities; and
- Covering the material missed because of absences.

Teachers are responsible for:

- Receiving and processing attendance-related reports;
- Maintain a daily attendance record as per the Education Act of Ontario
- Inform administration of students with chronic absences

Parents are responsible for:

- Actively monitoring their child's progress – including their attendance;
- Communicating with the school if they are aware of their child's present or forthcoming late or absence; and
- Support the school's initiative and attendance policy by encouraging their child to maintain regular attendance.

Administrators are responsible for:

- Promoting a culture of respect, initiative and responsibility – reflected in regular student attendance;
- Monitoring class and school attendance;
- Following up with attendance referrals; and
- Accessing additional supports for student success

Office staff are responsible for:

- Collecting daily attendance sheets from teachers during each period and recording the attendance into Maplewood, Westfield's Student Information System (SIS).

Policy for Delayed Entrants

1. All students will write an English assessment test to ascertain their level of English proficiency upon arrival.
2. Students who have missed more than ten (10) classes will not be put in ENG2D, ENG3U or ENG4U. They may, however, qualify to enter ESL courses (that are running and possibly as non-credit).
3. Students entering math and sciences classes may be required to write unit tests to determine their ability and knowledge prior to enrolment, and whether they successfully meet the overall and specific expectations.
4. The teacher and/or principal will determine the point of entry within the course.
5. The teacher and/or principal will identify areas where additional tutoring may be required to expedite the student's learning curve.
6. Student can be assigned work to do outside of tutoring sessions.



Note: All students **must** submit their academic records from previous institutions for evaluation. The principal will grant students equivalencies according to the policies set out by the Ontario Ministry of Education.

Age of Majority – Consent for Information Sharing

Once a student reaches the age of majority (18), all communications regarding their school matters (e.g. absences, report cards, etc ...) will cease to go to the parents or guardians as the student is deemed an adult for the purposes of the Education Act [S.1(2)]. A student may complete the Consent for Information Sharing – Students at the Age of Majority Form, to provide express approval for the school to contact parents(s)/guardians(s). The form is available in the Guidance Department.

Communication

Parents and guardians are our most important partners in educating children. Effective communication between home and school is a high priority for members of the Westfield community. We use a variety of methods to communicate with you throughout the year such as email, parent-teacher interviews, website updates, and WeChat notifications.

Orientation

Westfield Secondary School will offer an annual orientation at the beginning of the school year to welcome new and returning students. Students are expected to be in Canada during the last week of August and participate in all orientation activities. Details will follow in the proceeding weeks

Language

Westfield Secondary School welcomes students from around the world. In our multicultural community we celebrate diversity and encourage students to recognize the importance of, and share, their culture and cultural traditions. These values are also reflected in our curriculum.

When it comes to in-class work, the language of instruction is in English. Although it may be initially challenging, we encourage students to only speak English in class. Through participation in class discussions we believe students will become more proficient and confident English language speakers.

Graduation

Graduating students will be provided with specifics about their graduation ceremony and will be given an opportunity to select their valedictorian in the spring.

Visa Student Health Insurance Program (VHIP)

The Visa Students Health Insurance Plan (VHIP) is a provincial health insurance replacement plan designed especially for international visa students pursuing their education in Canada. Without proper insurance coverage, medical and hospital charges can be expensive.



The VHIP program is underwritten by Industrial Alliance insurance and Financial Services Inc. with offices in Quebec, Vancouver, and Toronto. Excel Insurance Agency Inc. is the sole agency provider of the VHIP health insurance coverage and currently covering thousands foreign students every year in both private and public high schools.

Homestay inspections

Homestay inspections will be conducted by counsellor to determine the condition of each homestay. Any concerns will be addressed with the students, and students are expected to immediately comply with counsellor requests.

Accident at School

All injuries must be reported to the person supervising the class activity and to the main office. An Accident Injury Report form must be filled out by both student and teacher and be signed by the principal.

Allergies/Medical Conditions

If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.

Emergency Information

Inform the main office as soon as possible if any of the following information changes:

- address, or home numbers, or other contact information;
- emergency contacts and telephone numbers;
- changes in custody agreements;
- medical alert or changes in health condition (e.g. allergies, medications).

Emergency Procedures for School Evacuation

If an emergency situation occurs, students will be required to follow the emergency procedures, and teachers' instructions. Students must meet and stay with their classroom teacher; those on spare periods will meet with an administrator. Attendance will be taken at this time. Students/staff must not leave the school property during the emergency and are not to get into any vehicles during a school evacuation.

Excursions

From time to time educational opportunities are provided to students that require travel off-campus. It is the expectation of Westfield that:

- Students must adhere to all school policies either on property or on a school related field trip.
- Students are expected to communicate with their teachers about upcoming school trips or competitions to make alternative arrangements to cover the missed classwork.



Smoking

A provincial law called the Smoke-Free Ontario Act governs the board's response to smoking on school property. Smoking is prohibited on school property.

Smoking or holding lit tobacco is prohibited by all persons inside a school and outside on school grounds including parking lots and inside cars. Fines range from \$305 CDN to \$5,000 CDN.

Tobacco control officers with York Region Public Health make random checks at schools and issue fines on the spot. In addition to the above fines persons found smoking on board property may face other consequences at school.

Withdrawal

Students who leave school for any reason during the school year must complete the necessary forms available from the Guidance Department. Students must also ensure that all textbooks and school materials are returned.

CODE OF CONDUCT

Westfield Secondary promotes responsibilities, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe and to feel safe in our school. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others and oneself.

Guiding Principles

Students, parents or guardians, teachers and other staff members are expected to adhere to the Code of Conduct at Westfield Secondary School that incorporates the information here within and related subsections, whether they are on school property, on school buses, or at school-authorized events or activities.

All members of the school community at Westfield Secondary School are to be treated with respect and dignity, especially persons in positions of authority. Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. At Westfield Secondary School, we all have a responsibility to maintain an environment where conflicts and differences can be addressed in a manner characterized by respect and civility. Physically aggressive behaviour is unacceptable.

Westfield Secondary School has also adopted a zero-tolerance policy towards members of the school community who are in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The possession, use, or threatened use, of any object to injure another person is strictly forbidden and will result in immediate expulsion.



Listed below are further details that clearly delineates acceptable behaviour and students' responsibilities, which in turns protects each student's school experience.

Behaviour

All members of the school community are expected to maintain the following standards of behaviour:

- respect and comply with all applicable federal, provincial and municipal laws;
- if a student is living with a host family, the student must respect and adhere to all reasonably established rules by the host family;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is a disagreement (disagreements are dealt with in a mature fashion through discussion and compromise);
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, gender, gender identity, family or marital status, sexual orientation, creed (faith), socio-economic status, same sex partnership status, 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;
- respect persons who are in a position of authority (i.e. administration team, office staff, and teachers);
- display acceptable hall and classroom behavior;
- respect the need of others to work in an environment of learning and teaching;
- follow the components of Westfield's Safe School Policy.

Threats, remarks, abuse, or harassment, by any individual which impairs the health and welfare of any student or staff member, are not permitted and are to be reported to the principal immediately. Refractory behavior will result in documentation placed in the student's record and may remain in place as part of the permanent file. Failure to comply with any or all of these expectations may include suspension from school and/or be grounds for dismissal.

Bullying, Cyberbullying, or Intimidation

Westfield Secondary School will not tolerate any form of physical, sexual, emotional, verbal, psychological abuse nor any form of neglect or harassment whether in person or through any use of technology.

Cyberbullying is misconduct carried out over the internet and may be subject to school discipline whether carried out at school, at home, or elsewhere if it affects the school climate.

A student found in the company of a student or group of students who engaged in an illegal act may be subject to the same civil, criminal and school consequences.



In the case that a student finds him/herself being bullied, s/he is encouraged to speak to his/her parents, or the guidance counsellor, or the principal. It is to the discretion of the principal if local authorities are contacted, particularly when there is severe violence or threat of harm.

Progressive Discipline

If a student breaches the code of conduct, progressive discipline techniques will be applied that shift the focus from being solely punitive to being corrective and supportive. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate actions. Learning opportunities reinforce positive behaviour and help students make better choices. Members of the administration and/or guidance team will assist the student through their challenges. Intervention may include:

- Time out
- Discussion with a teacher, member of the support staff, guidance counsellor, or principal
- Attendance / performance/ behaviour contracts
- Reflection sheet
- Parental contact and involvement in applying an appropriate remedy
- Loss of privilege to participate in specified school activities
- Peer mediation
- Individual or group counseling
- Written or oral apology
- Detention
- Restitution for damage or stolen property
- Community service
- Restorative justice practices
- Suspension
- Police involvement
- Expulsion

Reasons for Suspension

The behaviours for which the Principal may consider suspension of a student include:

- a) *Uttering a threat to inflict serious bodily harm on another person by stating a willingness to cause death or serious bodily harm to a person. The term "threat" does not apply to situations in which no real threat was intended.
- b) Possessing alcohol or illegal drugs.
- c) *Being under the influence of alcohol or illegal drugs.
- d) Swearing in a non-educational context.
- e) *Committing an act of vandalism that causes extensive damage to school property or to property located on the premises.
- f) Bullying: is typically a form of repeated, persistent and aggressive behaviour that is 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 the context where there is a real or perceived power imbalance.
- g) Use of tobacco on school grounds.
- h) Theft.
- i) *Aid / incite harmful behaviour.



- j)** Physical assault is the intentional application of force directly or indirectly in any degree at all, to a person without the person's consent.
- k)** *Sexual harassment occurs when a person receives unwelcome sexual attention from another person, whose comments or conduct is known or should reasonably be known to be offensive, inappropriate, intimidating, hostile and unwelcome. It also includes an environment in which sexist or homophobic jokes and materials are allowed. Harassment is often, but not always, persistent, ongoing conduct or communication in any form, of attitudes, beliefs, or actions towards an individual or group which might reasonably be known to be unwelcome. A single act or expression can constitute harassment, for example, if it is a serious violation. Harassment may be either subtle or blunt.
- l)** **Racial harassment means engaging in a course of vexatious comments or conduct pertaining to a person's race which is known, or is reasonably known, to be offensive, inappropriate, intimidating, hostile and unwelcome. Race refers to a group of people of common ancestry, distinguished from others by physical characteristics, such as colour of skin, shape of eyes, hair texture or facial features. The term is also used, at present, to designate social categories into which societies divide people according to such characteristics.
- m)** Fighting.
- n)** *Possession or misuse of any harmful substance.
- o)** **Hate-motivated violence. Hate material includes literature, leaflets, posters, graffiti distributed (or sent by electronic means) to incite violence or animosity against an identifiable group and/or their property. The incitement of hatred or bias-motivated incidents against an identifiable group may include persons distinguished by their race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or other similar factors.
- p)** **Extortion issuing threats, accusations or violence or threats of violence to induce any person to do anything or cause anything to be done.
- q)** **Distribution of hate material.
- r)** *Inappropriate use of electronic communications/media is the intentional use of an electronic device or communication medium, such as, but not limited to, all features of a phone, a cell phone, digital camera, blackberry, e-mails, school hotlines, web-based communication sites and print material, such as flyers, school newspapers and brochures, that negatively affect the well-being of another person and/or the learning environment in accordance with the definition of harassment (as set out above) and/or
- s)** An act considered by the Principal to be a breach of the School's Code of Conduct.

The behaviours for which the Principal may expel a student include:

- a)** ** Possessing a weapon, including a firearm means anything used, designed to be used or intended for use in causing death or injury to any person, or to threaten or intimidate any person. It can include objects which can be used as weapons. Objects such as a pen, or a screwdriver, if displayed to threaten or intimidate, become weapons under this definition. Weapon includes a firearm and any device that is designed or intended to exactly resemble or to resemble with near precision, a firearm, any barrelled weapon from which any shot, bullet or other projectile can be discharged and that is capable to causing serious bodily injury or death.
- b)** ** Using a weapon to cause or to threaten bodily harm to another person.
- c)** ** Physically assaulting another person that causes bodily harm requiring treatment by a medical practitioner. Bodily harm refers to any hurt or injury that lasts and is not slight which interferes with the health or comfort of the person, and includes (but is not limited to) injuries that receive medical attention. Any cut that requires stitches or any broken or fractured bone should be considered a serious injury. Serious injury could also include multiple minor injuries.



- d) **** Committing a sexual assault. A sexual assault occurs where a person, without consent, intentionally applies force to another person in circumstances of a sexual nature such as to violate the sexual integrity of the victim.
- e) **** Trafficking in weapons or in illegal drugs means to sell, administer, transfer, transport, send or deliver any harmful substance, illicit drug or narcotic as set out in the Controlled Drugs and Substances Act.
- f) **** Committing robbery. A robbery occurs where a person uses violence or threats of violence to steal money or other property from a victim.
- g)** Giving alcohol to a minor.
- h)** Possession of explosive substance includes anything capable of causing the sudden release of potentially harmful force and/or
- i)** An act deemed by the Principal to be a serious breach of the Code of Conduct.

(* Principal may call police; ** Principal must call police)

Cellular phones and electronic devices

While students are allowed to have cell phones in the program, they may not use cell phones, nor have them turned on during class periods, during meetings, or educational programs. Faculty or staff may collect student cell phones and other electronic devices that may be a distraction at the beginning of a class or event and return them at the end of class.

Laptops and calculators may be used in class for educational purposes including researching and completing homework and assignments as per the instructions of the classroom teacher that abides by school policy.

School Dress Code

Westfield is proud to offer our students a uniform that identifies them as young men and women of character and distinguishes our students in our local community. We believe that a school uniform promotes a student focused learning environment, safety, equality, school pride, and the development of school community. As such, our uniform has been carefully curated to uphold our ideals and provide the utmost comfort for our students. This agreement highlights a student's responsibility to abide by Westfield's dress code policy.

Students attending Westfield classes must be in school uniform during the day, evening or weekend when classes are in full effect. It is the student's responsibility to maintain and wear their uniform in a clean and presentable manner that is odor free. Students are required to purchase all uniform clothing/items from Westfield's designated vendor. Items purchased from other vendors will not be allowed. Students must purchase their own black dress shoes and bottoms as they are not provided with the uniform and are not available for purchase through the vendor.

Students who are out of uniform will be referred to administration and parents will be contacted. Consequences may range from warnings to school suspension. If the student arrives without the appropriate uniform, s/he may be required to change into any available clothing from the school's



inventory. Please note, that the student may incur additional incidental fees for the extra articles of clothing given to them as clothing is not subject to any returns or refunds.

Westfield Secondary School students are responsible for following the uniform dress code:

Standard Uniform for Boys

- white long-sleeve formal dress shirt, or white polo shirt
- black crested cardigan
- grey dress pants
- black dress shoes

Standard Uniform for Girls

- white long-sleeve formal dress shirt, or white polo shirt
- black crested cardigan
- grey dress slacks
- black dress shoes



STUDENT ACADEMIC RESPONSIBILITIES

Expectations

All students are expected to adhere to the following responsibilities:

1. Students are expected to be punctual and maintain regular attendance.
2. Full-time students are expected to earn 7-10 credits per academic year.
3. Students are expected to achieve a minimum of 60% in all their coursework.
4. Students are expected to demonstrate honesty and integrity;
5. Students are expected to complete their course work, including, but not limited to, homework, assignments, projects, presentations, tests, quizzes, and exams, to the best of their skills and abilities.
6. Come to class prepared by bringing required materials.
7. Students are expected to seek assistance when required.
8. Students must participate in school activities and clubs.
9. Students must inform the office if they move.
10. Students must respect and adhere to the classroom policies and procedures of each teacher, and all school policies.

Homework

At Westfield, we believe that classroom instruction is invaluable as is the experience and knowledge of the instructor. Students learn best through feedback by their teachers and peers engaged in stimulating learning opportunities. It is for this reason, that students engage in the learning process at school. However, there may be times teachers will require students to extend their learning beyond the classroom environment. Homework is a viable option for teachers to provide students with the opportunity to slow down and concentrate and practice on the material covered in class, re-evaluate their efforts and output, make corrections, discover new questions to explore, research new ideas, and prepare for subsequent planned learning. Further, students may use homework time to complete unfinished classwork or prepare for an assessment.

Deadlines: Late and Missed Assignments

One of the most crucial skills that educators are tasked to teach, is time management. Our staff will work with students to effectively plan and execute all products of learning so that students develop effective time management skills. If a student misses a deadline, a penalty of 10% will be deducted off of their assessment. Our goal is not to be punitive, but rather discourage students from avoiding their work and being inundated by subsequently assigned work. Should a student be able to provide a note from a medical practitioner excusing the missed deadline, the teacher will take this into consideration and decide if an extension will be granted without penalty until an agreed upon revised deadline. Late and missed assignments will be noted on the report card representing a student's development of learning skills and work habits. As per the Growing Success document, the penalties awarded for late assignments will not result in a percentage mark that, in the professional judgement of the teacher, misrepresents the student's actual achievement.



Academic Integrity

Academic integrity is being truthful in one's schooling. Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment of learning (i.e. tests, exams, etc...), cheating is defined as the deviation from the behavior expected in an assessment of learning situation.

Some examples are:

- copying another student's homework
- using another student's work on any assessment of learning
- bringing unauthorized notes or notations into an assessment of learning
- asking for or giving someone an answer during an assessment of learning
- unauthorized use of electronic media during an assessment of learning
- presenting assessment of learning that have been completed by someone else as one's own.

There are severe and potentially permanent consequences for a lack of academic integrity:

- loss of credibility (reputation);
- mark penalty up to 100% (awarded zero) on the assessment in question;
- other staff members are alerted;
- parents/guardians are informed.

Plagiarism

Plagiarism is the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work (Growing Success, 2010, p.151). It can take many forms, including:

- submitting an assessment of learning written by someone else, e.g., buying an essay, downloading an essay, someone else completing the assessment of learning, copying or using work or homework done by another;
- piecing together material from one or several sources and adding only linking words or sentences;
- quoting or paraphrasing material without citing the source, including, books, magazines, journals, websites, newspapers, television programs, radio programs, movies, videos, photographs, and drawings in print or electronic form;
- copying and pasting from the internet or other electronic sites without citing the source;
- omitting quotation marks for direct quotations even if the sources have been cited.

There are severe and potentially permanent consequences for a lack of academic integrity:

- loss of credibility (reputation);
- mark penalty up to 100% (awarded zero) on the assessment in question;
- other staff members are alerted;
- parents/guardians are informed.



GENERAL SCHOOL GUIDELINES

Assemblies

Assemblies are held periodically to present topics of interest or concern to the student body. All designated students are expected to attend. No food, drinks, listening or entertainment devices are permitted. You are expected to arrive punctually, quickly take a seat in the assigned row with your teacher and wait quietly for the start of the presentation. During the assembly, listen carefully and respectfully. You are not permitted to leave the assembly except under extenuating circumstances. Students are not permitted in the halls during the assembly. Students who misbehave will be escorted to the office by staff.

Lunch Room

Students are welcome to use the student lunch room during breaks and lunch time. It is expected that everyone will make an effort to take care of our lunch room by disposing of their own garbage in the proper containers and using recycling bins when appropriate.

Food

Students are encouraged to eat their lunch or snack in the lunch room. Should a student have food in a classroom, s/he must ensure that their desk and the surrounding area is free from all debris. Students are encouraged to drink water throughout the day using a reusable water bottle.

Gambling

Gambling is prohibited on or adjacent to school property.

Stairwells

Stairwells must remain clear in compliance with fire regulations. Students may not congregate or smoke in the stairwells.

Laser Pointers

Laser pointers are not allowed on school property as they pose a safety risk in that their use may result in physical damage to one's eyesight. Thus, the use of laser pens on school property will result in the confiscation of the laser pen, parental contact, and potentially suspension.

Lockers

Students may be issued a locker for the year that will be shared with a fellow student. Students are expected to:

- take responsible care of it;
- not share their combination with any other students;
- maintain it in an orderly fashion;
- keep it locked when not in use.



Lost and Found

Found articles should be turned into the front desk and may be claimed there. Westfield is not responsible for any lost/stolen/damaged personal property.

Out of Bound Areas

The administrative office area is out of bounds to students unless they have an appointment with Student Services.

Printing

Students will be able to print to the school printer for a set fee. The receptionist will assist the student with their request. Students are not allowed to photocopy or print of their own accord without supervision.

Personal Property

Students are responsible for their personal property. All personal property such as knapsacks, coats and electronic/digital devices should remain in lockers during class time unless required. Students should use discretion in bringing money or valuable personal property to school. The school will not be responsible for lost or stolen articles on school property.

Textbooks

Westfield supplies textbooks on a loan basis. Students are responsible for returning them at the end of the semester, or upon withdrawal from a course or school. If the textbook or other materials are not returned, financial restitution must be made. This applies to damaged textbooks or materials. Textbooks must be returned directly to the subject teacher, so that the textbook number can be cross-referenced with the original distribution list. Do not leave textbooks on a desk, in a room, or ask a friend to return your book.

ASSESSMENT, EVALUATION, & REPORTING

All assessment and evaluation are based upon the following Ministry of Education documents:

- Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010
- Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011
- Subject specific Ministry curriculum documents

Assessment is based on, but not limited to, a combination of class work, regular class tests, assignments, and examinations. Examinations are written at the end of each semester and is the final evaluation for all courses comprising 30% of the total grade. The remaining 70% is for summative assessment and evaluations conducted throughout the course.



Assessment and evaluation is based on the provincial expectations and achievement levels, using the achievement chart as a framework as outlined in provincial curriculum documents. 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.

The achievement chart includes the following four categories:

1. **Knowledge and Understanding:** Subject-specific content acquired in each grade/course (knowledge), and the comprehension of its meaning and significance (understanding)
2. **Thinking:** The use of critical and creative thinking skills and/or processes
3. **Communication:** The conveying of meaning through various forms
4. **Application:** The use of knowledge and skills to make connections within and between various contexts (Growing Success, 2010)

The four categories should be considered as interrelated, reflecting the wholeness and interconnectedness of learning.

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, but not beyond grade level.
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.



Final Course Grade for Grades 9 - 12

A final grade is determined as follows:

- 70% of the grade is based on assessments of learning conducted throughout the course (conversation- observation- or product-based - the most recent and consistent assessments will be used for the final evaluation.);
- 30% of the grade is based on a final assessment of learning that must be completed towards the end of the course. It will be consistent with the assessment experienced throughout the course.

Report Cards

Westfield will issue three reports during each semester: a progress report, mid-term report, and final report card. Copies of the reports are retained in the Ontario Student Record (OSR) folder and the originals are given to the students. We believe that reports are not the sole means of alerting parents to concerns about a student's performance or behavior. Teachers are encouraged to contact parents directly, or, with the assistance of the principal and office staff, and regularly.

The progress report will indicate the number of absences the student has accumulated in each course. The teacher for each subject will provide anecdotal comments as to the student's strengths, opportunities, and next steps as well as report the student's achievement of the learning skills and work habits.

The mid-term and final report card will reflect the student's achievement of the curriculum expectations through the designated course as well as their development of the learning skills and work habits. The final report card will include the achievement recorded on the previous report and will reflect the result of the examination the final grade in order to provide parents with an overview of the student's achievement in each course.

THE GUIDANCE DEPARTMENT

The Guidance Program

Guidance is a vital and integral part of the high school program at Westfield Secondary School. The school provides the following services:

- **Counseling:** Counselling is arranged on a one-to-one basis, with counsellors available to assist the students in planning and working toward their educational and career goals, and to help them resolve personal and social difficulties. Matters of a personal nature are kept confidential unless the student's or anyone else's safety is at risk.
- **University planning and applications:** The guidance department has a plethora of information pertaining to the different colleges and universities in Ontario. If a student is interested in studying outside of Ontario, the guidance department will assist the student to acquire the necessary information to make an informed decision. Throughout the first term, students will



meet their guidance counsellor to receive the necessary assistance in successfully completing the university application form.

- Monitoring of student achievement: From time to time, the guidance department may assist the teachers and the administration team in monitoring student progress. Students are expected to cooperate with the guidance counsellor who may ask to see their work and set goals for the student to complete.

Student Services

Westfield Secondary School assists international students in a variety of areas outside of the academic program including:

- Extra-curricular activities
- Opening a bank accounts
- Application for transit ticket
- Counseling for Personal Problems
- Student Residence
- Visa Renewal

Course Changes and Withdrawals

Course changes are allowed up to two weeks after the beginning of the semester. Extenuating circumstances will be reviewed and considered.

Students who wish to withdraw from a course, must do so within 5 days after they receive their mid-term report card. This withdrawal will not appear on their transcript. Any grade 11 or 12 course withdrawn after the 5th day will be recorded on the student's transcript, with the mark given at the withdrawal time.

Students may be withdrawn by the principal due to irregular attendance. Please refer to the attendance policy in this manual.

University Applications

Students must apply through OUAC (<http://www.ouac.on.ca>) to all Ontario universities. The Application process begins in October/November when students receive an Access Code. Once the student has an Access Code, s/he can begin their online application. The student will use their online application to review and change their application. (Reference: <http://www.ouac.on.ca/ouac-101/>)

Student who meet all of the following requirements must complete the 101 online application:

- taking courses during the day at an Ontario high school (this includes students returning for second semester and graduated students returning to upgrade 1 or more courses).
- has not, at some point, been out of high school for more than seven consecutive months.
- has received or expect to receive their Ontario Secondary School Diploma (OSSD) with six 4U/M courses at the end of the current year.
- has not attended a postsecondary institution (college/university/career college).



WE International Academy

- is applying to the first year of an undergraduate degree program or diploma program at an Ontario university.