



# PARENT BULLETIN

Tel: (905)-294-1886  
Email: [markham.dhs@yrdsb.ca](mailto:markham.dhs@yrdsb.ca)  
Website:  
<http://www.markhamdistrict.hs.yrdsb.ca>



## Week of November 6-10, 2017



Peer Tutoring is available to all Grade 9 students on Tuesdays and Thursdays  
during Period 3 in the Library. Come join us!



Monday, Nov. 6th	<ul style="list-style-type: none"><li>Beaver Computing Challenge to Nov. 17</li></ul>
Tuesday, Nov. 7th	<ul style="list-style-type: none"><li>Peer tutoring for all Grade 9 students during lunch (period 3) in the Library</li><li>Boys Hockey team hosts St. Robert CHS @ Markham Village Arena: game time 2:30 pm—Mr. Gasteiger</li></ul>
Wednesday, Nov. 8th	<ul style="list-style-type: none"><li>Grade 10 Literacy Activity during Period 1</li><li>University Information Session #2 with PIN distribution in the cafetorium during Period 1</li><li>Girls Hockey team to Aurora FLC, leaving 1:30 pm, game vs. St. Maximilian CHS @ 3 pm—Mr. Howard</li><li>DECA Membership Meeting, 3:00 pm - Mrs. Webber</li></ul>
Thursday, Nov. 9th	<ul style="list-style-type: none"><li>SHSM to Skills Trade College, leaving 8:00 am—Mr. Weinstein</li><li>Family Studies to Royal Winter Fair, leaving 8:30 am—Mrs. More</li><li>Grade 10 Civics/Careers Turnaround Day</li><li>SAC Spirit Day - Periods 3 &amp; 4 in the Blue Zone —Camp Marauder Day!</li><li>Peer tutoring for all Grade 9 students during lunch (period 3) in the Library</li><li>Mock Trial Club meeting, 3:00 pm in Room 226</li></ul>
Friday, Nov. 10th	<ul style="list-style-type: none"><li><b>Remembrance Day</b> Assemblies (Parents/Guardians welcome) Period 1: 8:10-9:50 (Grade 11 &amp; 12 classes, followed by grade 10 classes) Period 2: 9:55-11:05 (Grade 9 students) Period 3: 11:10-12:20 Period 4: 12:25-1:35 Period 5: 1:40-2:50</li><li>York Region Public Health Immunization Clinic in the Library - 8:00 am—3:00 pm</li></ul>



## Upcoming Events: November 13-19, 2017



Monday, Nov. 13th	<ul style="list-style-type: none"><li>DECA Entrepreneur Workshop @ Seneca College—Mrs. Webber</li></ul>
Tuesday, Nov. 14th	<ul style="list-style-type: none"><li>English group to Bassett Theatre, Macbeth Show, leaving 8:15 am, leaving location 1:30 pm</li><li>Funny Money Assembly period 1 in the Cafeteria—Mrs. Lovell</li><li>Peer tutoring for all Grade 9 students during lunch (period 3) in the Library</li><li>Boys Hockey team hosts Markville SS @ Markham Village Arena: game time 2:30 pm—Mr. Gasteiger</li><li>LEAD group to Willowgrove Outdoor Centre, leaving @ 3:15 pm, leaving location @ 8:30 pm—Ms. Ho</li><li>Math League in Room 224 @ 3 pm</li></ul>
Wednesday, Nov. 15th	<ul style="list-style-type: none"><li>Grade 10 Literacy Activity during period 3</li><li>SHSM group to Metro Hall, leaving 8:00 am, leaving location 1:30 pm—Mr. Weinstein</li><li>MDHS hosts the YRAA Girls Basketball Finals in gymnasium @ 3:00 pm—Teams TBA</li></ul>
Thursday, Nov. 16th	<ul style="list-style-type: none"><li>Mid-Term Report Cards distributed in homeroom. Students with lunch or Study Hall first period should pick up their report card in the main office</li><li>Special Education group to the Crime Stoppers Symposium, leaving 8:15 am, leaving location 2:30 pm</li><li>SHSM group to the Markham-Stouffville Hospital P.A.R.T.Y. program—Mr. Weinstein</li><li>Peer tutoring for all Grade 9 students during lunch (period 3) in the Library.</li><li>Mock Trial Club meeting, 3:00 pm in Room 226</li></ul>
Friday Nov. 17th	<ul style="list-style-type: none"><li>Wilderness Club to Bill Fisch Forest, leaving 1:30 pm, leaving location 4:30 pm – Mrs. Sebastian</li><li>Latin to ROM &amp; Astoria, leaving MDHS 3:00 pm, leaving ROM 6:00pm, leaving Astoria 8:45 pm—Mr. McLaren</li></ul>
Saturday Nov. 18th	<ul style="list-style-type: none"><li>Annual Music Rehearse-A-Thon-Mr. Caswell—8:30 am to 4:00 pm</li></ul>
Sunday Nov. 19th	<ul style="list-style-type: none"><li>DECA York Region Competition @ Ryerson—Mrs. Webber</li></ul>



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## ATTENDANCE REMINDER



Parents/Guardians are reminded to report all late or absent notices to the Attendance Office by calling 905-294-1886, option 1 or emailing [markham.dhs@yrdsb.ca](mailto:markham.dhs@yrdsb.ca).

**Should your student be absent for more than 3 days, an extended absence form must be signed by each subject teacher, parent/guardian and the Vice-Principal prior to leaving on**

## *Messages from Guidance*

The Guidance office is open for appointments. If your child chooses to change a course for second semester, please have them make an appointment via TeachAssist to speak with their guidance counsellor.

### Save the Date:

**November 8: University Information Session #2: "How to Apply & PIN Distribution"**

**December 6: College Information Session #2: "Applying to College"**

**December 14: Grade 8 Open House**

### Upcoming SHSM Events include:

**November 9: Skilled Trades College**

\*Offered to students in the Construction Sector with limited space available for students in the Transportation Sector.

**November 16: Markham Stouffville Hospital P.A.R.T.Y. Program**

\*Space available for student in the Non-Profit and Health & Wellness sectors (this is a mandatory trip but will be offered again in Semester 2).

**November 29: Second City**

\*Open to all SHSM students to earn certificates in Customer Service and Communication skills.

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## *Message from Regional Municipality of York*

Please see attached brochure on pages 11-12 regarding safe walking to school.

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## *Message from By-Law Enforcement & Licensing Division /City of Markham*

Please refer to the attached Letter to Schools Regarding Parking Issues and Parking Regulations Pages 8-10.



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## *Messages from Special Education Department*

Please see page 4 for information regarding Individual Education Plans-Christine Cairns (Special Education Department Head).

Students with SEA technology please see the flyer on page 5 regarding the Ignite Technology Grant. More information can be found on [www.yrdsb.ca/ignite](http://www.yrdsb.ca/ignite)

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## *Message from DECA*

All DECA members have completed the mandatory online multiple choice Competency Test, the first stage of competition. Training sessions have been planned throughout the first part of November to prepare members for the Presentation to the judge.

**The York Regional Competition for individual and team decision making events, is scheduled for Sunday, November 19 at Ryerson University, and involves about 30 members in those categories.** There will also be workshops that members can participate in while at Ryerson University. A Permission Form/Information Letter is being sent home at our next Membership Meeting scheduled for Wednesday, November 8.  
-Colleen Webber, DECA Staff Advisor

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## *Ski & Snowboard Club*

Ski & Snowboard Advisors are working to put together a student package for the 2017/8 season. Students will be invited to an Information Session to be held in November, once dates are confirmed. Let it snow, let it snow, let it snow.....  
Mrs. Webber, Ms. Flowers and Mr. More, Ski & Snowboard Club Coordinators

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## *Message from Computer Studies*

Computer Science Club meets every Thursday in room 155 after school. Students develop their skills in Java and get the opportunity to compete in competitions such as the Canadian Computing Competition run by the University of Waterloo. Students will also get to compete against other York Region schools in the ECOO competition. - Mr. M Berry

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## *Messages from Business Studies*

November is financial literacy month. Markham High School will be hosting the Funny Money Assembly for all senior students on Tuesday November 14, 2017 during period 1. The assembly which is approximately 50 minutes long, is a comedy show that is both interactive and provides a platform to learn about "financial literacy and real-world money management". - Mrs. Lovell

The Business department is starting a Mock Trial Club which will be held every Thursday at 3 pm, Room 226. The students will learn about the Canadian Court system and can sharpen their public speaking skills. – S. Sharma

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## *Message from the Co-op department*

Please see the attached poster on page 13 regarding MDHS's Co-op website.

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## *Message from York Region Public Health*

Flu Season is on its way. Are you Ready? See flyer on page 14.



# MARKHAM DISTRICT HIGH SCHOOL

89 Church Street  
Markham, ON L3P 2M3

Tel: 905.294.1886  
Fax: 905.294.8141

Dear Parent/Guardian:

A copy of your student's I.E.P. (Individual Education Plan) for this year is now complete and has been given to your student. The complete IEP is for your records. After reviewing the IEP with your student, please complete the Consultation Form. This form is your opportunity to be consulted in the development of their IEP and comment on their strengths and needs. The IEP is a working document and can be changed at any point in the school year. Please return the Consultation Form to the school. It can be dropped off at the main office, your student can give it to their Special Education Resource Teacher (SERT) in room 112, or you can email directly to the SERT named on page one of the IEP.

A copy of their accommodations has already been made available electronically to their teachers. It is important that your student know and understand their IEP. If they have any questions, please have them speak to their SERT.

If you have any questions or concerns about your student's progress in their courses, please contact the classroom teacher. Most teachers provide time for extra help during lunch or afterschool. Please have your student speak directly to their subject teacher for specific dates and times. Encourage your student to seek help when required.

To help your student be successful this school year, encourage them to spend time each night reviewing their class notes, doing homework, organizing their notebook, working on assignments or reading their text book. These are all homework strategies that will make a difference in their achievement. Many teachers use Moodles or Google classroom where notes and assignments are posted. Ask your student for instructions to access these sites. Also, student marks are updated regularly on *teachassist*.

Accommodations are provided to students that will be writing the grade 9 math EQAO and the grade 10 OSSLT – Literacy Test. Please refer to the "Accommodations" page at the bottom which lists the accommodations allowed specifically by EQAO.

Thank you,

Special Education Department



# IGNITE TECHNOLOGY GRANT

FOR STUDENTS WITH SEA TECHNOLOGY



The Ignite Technology Grant is designed to create **leadership opportunities**, hone **communication skills**, and increase **self-esteem** for students with SEA equipment within their school community.

The goal is to bring **awareness** to the effective and successful use of technology in our Modern Learning environment.

**Ignite your school and community now!**  
Go to [www.yrdsb.ca/ignite](http://www.yrdsb.ca/ignite) now to learn how!

IGNITE TECHNOLOGY GRANT IS PROVIDED IN PARTNERSHIP WITH LEARNSTYLE LTD.



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## Markham District H.S. is accepting online payments through School Cash ONLINE!

School Cash Online provides the following benefits:

- A convenient fee payment option that saves time
- Reduces paper
- No more need to send cash or cheques to school
- A quick way to register. It takes less than 5 minutes to register.

Parents that opt to participate will receive notification via email of student fees owed (both required and optional), and can make secure online payments by credit card or Interac and receive a receipt.

To view a presentation about the program, go to <http://www.kevsoftware.com/movies/ParentRegEnglish/>.

## Follow the easy steps on the next page to register and get started!



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**School Cash ONLINE**  
[www.schoolcashionline.com](http://www.schoolcashionline.com)



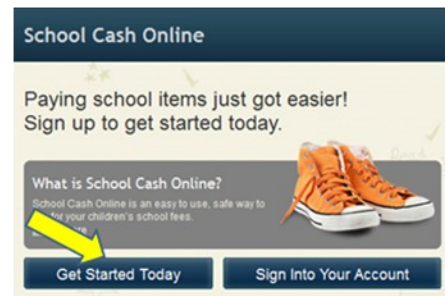
[Disclaimer](#)

## Step 1: Register

Click on the School Cash Online button on our school's website  
<http://MarkhamDistrict.HS.yrdsb.ca/>  
and select the **"Get Started Today"** button.

Complete each of the three Registration Steps

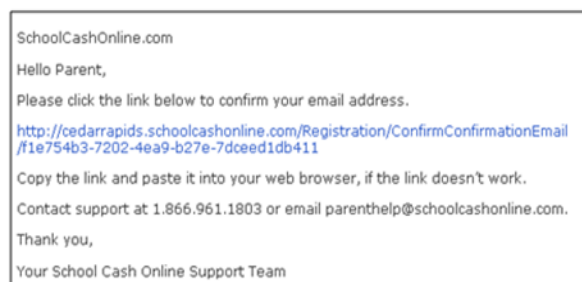
**\*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.**



at

## Step 2: Confirmation Email

A registration confirmation email will be automatically forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



## Step 3: Find Student

**NOTE: A STUDENT NUMBER IS REQUIRED**

*This step will connect your children to your account.*

Enter the School Board Name

Enter the School Name

Enter Your Child's Student # and Last Name

Select **Continue**

On the next page confirm that you are related to the child, check in the Agree box and select **Continue**  
Your child has been added to your account

## Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select **"View Items For Students"** option. A listing of available items for purchase will be displayed.

## NEED HELP?

If you require assistance, select the **GET HELP** option in the top right hand corner of the screen or contact School Cash Online – Parent Help Desk at 1-866-961-1803 or [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com).





To Whom It May Concern,

**Welcome back!**

Children's safety is an important priority for the City of Markham. We are reaching out to all Markham schools to bring their attention to the significant number of complaints the City receives each year regarding parking and unsafe vehicular traffic in school zones throughout our municipality.

In October 2015, the City implemented the Administrative Monetary Penalty System (AMPS). Under AMPS, the City's Parking Enforcement Officer are permitted to issue a Penalty Notice for failing to comply with the **Parking Control Bylaw 2005-188**, and can serve it using a variety of methods. **Please note**, officers may conduct enforcement at school zones by recording license plates, without stepping out of their vehicle and mail Penalty Notices to the registered owners of improperly parked vehicles.

To start, we would like to ask for your assistance this year, as in past years, to share the information provided in this document with the parents of your students, as well as students and staff, who drive to school and to remind them of the requirement to **park in the permitted areas of your school only**.

Enclosed you will find a list of common parking violations and general parking information, which is intended to ensure that Markham's school zones are safe for all students, staff and residents.

We kindly remind you that complaints regarding "moving violations" i.e. U-turns, speeding, aggressive driving etc. should be directed to the police.

**School staff** who are interested in feedback regarding signage, education, school parking lot and the Amps Parking Bylaw please contact Trudy Jay at 905 477 7000 ext. 4262 or [tjay@markham.ca](mailto:tjay@markham.ca) directly.

If your school requires additional parking for **special events** (i.e. graduation, fun fair) please contact the City of Markham administration office at [parkingadmin@markham.ca](mailto:parkingadmin@markham.ca).

General inquiries and parking complaints, including on street parking, from concerned **residents/parents** should be directed to the Contact Centre at 905 477 7000 ext. 2050.

For all, general information regarding parking please feel free to visit the City of Markham website at [www.markham.ca](http://www.markham.ca).

Sincerely,

Trudy Jay  
Parking Coordinator  
City of Markham



## Common Parking Violation Education

Many schools send out parking regulation reminders to parents/caregivers/students via email or school newsletters. In addition, students who drive to school may benefit from reminders during school announcements and assemblies. For primary and elementary schools, teachers can plan a “field trip” to show students the signs and explain their associated meaning. Students that are made aware of parking signage at an early age are more likely to relay this information to their parents, grandparents and caregivers.

Drivers should be reminded park in **permitted** areas only, which may include:

1. The school parking lot in accordance with signs posted; or,  
Streets that do not have **prohibited parking** or **prohibited stopping** signs posted.

In addition to the most common parking violations listed below, drivers should ensure that they are not stopped or parked so as to block a fire hydrant, intersection, bus stop, private driveway or sidewalk.

### Fire Route



These signs are posted to alert drivers that the area is a **Fire Route**. Fire Routes are the roads, laneways, or driveways that provide access to a building and may also include areas within a parking lot. A driver is **in violation** of this parking regulation if he/she is stopped or parked in a Fire Route even if their engine is running, hazard lights are flashing, or there is someone in the car.

When this sign is displayed, drivers are permitted to immediately drop off/pick up individuals – **there cannot be a delay**. For example, when a parent is dropping off their child to school, the child should get out of the vehicle and the parent should immediately drive away. Similarly, when a parent is engaged in picking up their child, the child should already be waiting at the curb for their parent. After the child gets into the vehicle, the parent must then immediately drive away.

When this sign is displayed, drivers are not permitted to:

1. Sit and wait in the car for their child (even for a few minutes); or  
Leave their vehicle (even to quickly drop off their child’s lunch).

### Prohibited Parking



These signs are posted to alert drivers that **parking is prohibited**. A driver is **in violation** of this parking regulation if he/she has stopped the vehicle but the engine is running, hazard lights are flashing, or there is someone in the car.

When this sign is displayed, drivers are permitted to immediately drop off/pick up individuals – **there cannot be a delay**. For example, when a parent is dropping off their child to school, the child should get out of the vehicle and the parent should immediately drive away. Similarly, when a parent is engaged in picking up their child, the child should already be waiting at the curb for their parent. After the child gets into the vehicle, the parent must then immediately drive away.

When this sign is displayed, drivers are not permitted to:

1. Sit and wait in the car for their child (even for a few minutes); or,  
Leave their vehicle (even to quickly drop off their child’s lunch).

### Accessible Parking



These signs are posted to alert drivers that a **parking spot is reserved for individuals with Accessible Parking Permits only**. Drivers are not permitted to park or stop their vehicle in these spots unless the driver has a **valid** Accessible Parking Permit and it is properly displayed. The permit **must** also be used by the person it was issued to.

## Prohibited Stopping



These signs are posted to alert drivers that **stopping is prohibited**. They are often posted on surrounding streets from schools and may indicate the times of day that a driver is not permitted to stop their vehicle - drivers must continue to drive with the flow of traffic.

When this sign is displayed, drivers are not permitted to:

1. **Stop** their vehicle to let people in or out of their vehicle; or  
**Sit** and **wait** for their child to get into the vehicle.

## Frequently Asked Questions

### How close to the curb should drivers park?

Drivers should park within 6 inches or 15 cm away from a curb; however, the City's Parking Enforcement Officers exercise discretion and will typically only issue a Penalty Notice to a vehicle that is parked more than 12 inches or 30 cm away from a curb.

### How close to an intersection can drivers park?

Drivers shall not park a motor vehicle: on a highway within 9 m (30ft) of any intersection; on a highway within 15m (49 ft) of any signalized intersection

### How far should drivers park away from a fire hydrant?

When parking their vehicle near a fire hydrant, drivers should maintain a distance of 10 feet or 3 metres away from the fire hydrant.

## Common Parking Definitions

Below you will find some of our common definitions from the City's Parking Control By-law # 2005-188. The complete [Parking Control By-law](#) can be found online at the City's website.

**“Fire Route”** means any roadway, driveway, lane, ramp or other means of vehicular access to or from a designated building which is designated as a fire access route by the City's Fire Department and shall include any part of a parking lot set aside by visible markings or markers for the purpose of vehicular movement.

**“Park”** or **“Parking”** means the halting of a vehicle, **whether occupied or not**, except when halting temporarily for the purpose of and while **actually engaged** in loading or unloading goods or passengers.

**“Stop”** or **“Stopping”** means the halting or leaving of a motor vehicle, even momentarily, **whether occupied or not**, except when necessary to avoid conflict or in compliance with the directions of a police officer or of a traffic control sign or signal.

# Choose to walk, bike, bus or park and walk a block ... or two!



## Heading to School?

Be part of the solution! Children benefit from active, safe school travel each day!

Here are some useful  
websites to check out:

- [www.saferoutestoschool.ca](http://www.saferoutestoschool.ca)
- [www.schoolbuscity.com](http://www.schoolbuscity.com)
- [www.yrp.ca](http://www.yrp.ca)

And don't forget these too:

- [www.yrdsb.ca](http://www.yrdsb.ca)
- [www.yrdsb.ca](http://www.yrdsb.ca)

Walk Safe.  
Drive Safe.  
Be Safe!

If you live within walking or biking distance to a school, it is recommended that families choose an active travel mode, such as walking or biking, to get to and from school. If you are outside the walking and biking distance, consider having your child take the bus. On occasion, if you decide to drive, parents are encouraged to park legally close to school and walk the last block or two with their child.

### How Can You Help Improve Traffic Conditions Around Schools?

An increasing number of schools throughout York Region are encouraging students and their families to use active travel to school, such as walking or biking instead of driving.

Active and Safe Routes to School programs promote increased physical activity, reduced traffic congestion, better air quality and great opportunities to get to know your community and neighbours better!

Physically active children are healthier, able to maintain a healthy body weight, stay focused and learn better at school.

Schools are areas with multiple distractions for both drivers and pedestrians. By driving children to school, drivers may be contributing to heavy traffic volumes and creating unfavourable conditions for pedestrians.

The Regional Municipality of York  
17250 Yonge Street  
Newmarket, Ontario  
L3Y 6Z1

Telephone: 905-895-1231  
Toll Free: 1-877-464-9675

[www.york.ca](http://www.york.ca)







## WALK Safe

Parents can be great role models for their children. Teach children about pedestrian safety as soon as you start walking with them.

In order to safely cross a street on their own, children need three important skills:

1. Be able to decide on a safe crossing route
2. Realistically assess a vehicle's speed
3. Judge safe gaps in traffic in order to cross the street

These skills are usually not developed until children are between age nine and 11. Supervise children who have not yet mastered these skills. (Source: Parachute Canada 2013, National Injury Prevention Organization.)



## Teach Your Child to Cross the Road Safely

- Stand well back on the sidewalk until ready to cross the street
- Use crosswalks and intersections with crossing guards if available
- Make sure vehicles travelling in all directions have come to a complete stop and the road has no visible moving traffic before crossing
- Always make eye contact with the driver
- Walk, do not run
- Walk beside bikes or scooters; do not ride while crossing the road
- Do not wear earphones or text while walking

For older children walking to school, encourage them to walk with a walking buddy. More pedestrians actually heightens driver awareness, which can result in slower speeds and increase safety.

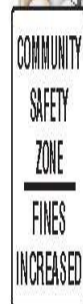


## DRIVE Safe

The real penalty for not obeying traffic regulations is you may risk the safety of children!

BYLAWS AND FINES VARY BY MUNICIPALITY. CONTACT YOUR LOCAL MUNICIPALITY FOR MORE INFORMATION.

### Signage commonly seen near York Region Schools



Drivers must observe signage and watch for reduced speed limits. Fines may be doubled.



Supervised Crossing. Cross the street here. Obey the crossing guard.



No Parking allowed at the specified times.



School Zone - observe speed limit.



No Parking in Fire Routes. These need to be clear for emergency vehicles. Fines range from \$100 to \$200.



No Stopping sign means no stopping at all the times specified; except to obey police or danger on the road.



Prepare to stop for a school bus at any time. Fines range from \$400 to \$2,000 with six demerit points for a first offence.

Drivers please be alert whenever driving in a school community. Here are some drive safe recommendations:

- Observe all road signage
- Follow posted speed limits; school zones usually have reduced speeds so drivers can safely stop to allow children to cross the street
- Avoid U-turns, backing up or making three point turns
- Watch for vehicles, pedestrians, bikes, scooters and stopped school buses
- Observe placement of crosswalks, traffic lights and road signage
- Seek out legal parking areas near school for days when you plan to park and walk a block



Booster seats are required by law until your child is 4' 9", eight years old or 80 lbs.





Test drive a career!

**MDHSCO-OP.COM**





## Flu Season is on its way – are you ready?



Flu season is nearly here. Be prepared by getting the flu shot as early as possible.

The first and best step to preventing influenza (the flu), is to get the flu shot every year. Influenza spreads quickly and easily from an infected person to others.

Everyone six months of age and older can get the flu shot.

Flu shots are available at:

- Health care provider's offices for people six months of age and older
- Participating pharmacies, for people five years of age and older

Visit [ontario.ca/flu](https://ontario.ca/flu) to find where you can get the flu shot.

How can the flu be avoided?

- Get the flu shot!
- [Wash your hands](#) well and often with soap and warm water. If soap and water are unavailable, use an alcohol-based [hand sanitizer](#)
- Cover your mouth and nose with a tissue when you cough or sneeze and throw the tissue out immediately. Wash your hands afterward. Cough into your upper sleeve if you don't have a tissue.
- Avoid touching your eyes, nose and mouth
- Avoid large crowds and stay home when you are sick
- Keep common surfaces and items clean and disinfected

To learn more about flu and the flu vaccine visit [york.ca/flu](https://york.ca/flu)

**Community and Health Services**  
Public Health



From the list below, select what you need help with in order to find or secure sustainable employment:

- ☐ Finding and using information
- ☐ Communicating ideas and information
- ☐ Understanding and using numbers (math)
- ☐ Using digital technology (computer skills)
- ☐ Managing your learning (goal setting and action plans)
- ☐ Engaging with others ("soft skills" such as customer-service)

The iWIN Program is offered at no cost to eligible learners by the York Region District School Board, with support from the Ministry of Training, Colleges and Universities.

Book your assessment today!

Date: \_\_\_\_\_ Time: \_\_\_\_\_

www.yrdsb.ca  
@YRDSB  
YRDSBMedia

EMPLOYMENT  
ONTARIO

York  
Region  
DISTRICT SCHOOL BOARD  
Inspire Learning!



DESIGN YOUR PATH  
TO SUCCESS



This program is right for you if you are a resident of Ontario (19+) and need to:

- Enhance your employability skills
- Gain or upgrade computer skills for the workplace
- Prepare for college, university or apprenticeship programs
- Prepare for a High School Credit program or GED
- Gain confidence in life, work and studies

Our iWIN Program will help you reach your goals faster! Get individualized support from a highly qualified and experienced instructor and create a class schedule that works for you.

Select the program(s) you'd like to learn:

Basic Computer Skills

Minimum time commitment - 8 classes

- ☐ Getting to Know a Computer
  - Terminology
  - Hardware and software
  - Mouse skills
  - Keyboarding
- ☐ File Management
  - Saving files to a hard drive or USB
  - Creating folders
  - Moving files
- ☐ Getting Started with Email
  - Setting up a new address
  - Sending/receiving email
  - Attaching a document (résumé, picture, etc.)
- ☐ Basic Text and Image Skills (in MS Word)
  - Working with documents
  - Moving text
  - Inserting pictures, clip art, shapes
  - Formatting images and shapes
  - Creating a basic chart/table
  - Using spell-check
  - Inserting, editing and removing a header/footer
- ☐ Internet Searches
  - Conducting searches
  - Making searches more effective
  - Choosing reliable sites

Digital Technology for Effective Job Searches and Online Applications

Minimum time commitment - 8 classes

- ☐ Email for Employment
  - Subject line
  - Address: to, cc, bcc
  - Reply, reply all, and forward
  - Body of email
  - How to attach a file
  - Formal/informal tone
  - Purpose of email
- ☐ Résumés and Cover Letters
  - How to format
  - Salutations and closings
  - Purpose of letter
  - Appropriate language and tone
  - Inserting, editing and removing a header/footer
  - Applying to positions online

Soft Skills and Successful Oral Communication

Once a week

- ☐ Conversation Group
  - Weekly topics for discussion
  - Appropriate language and tone
- Workplace culture and etiquette
  - Body language
  - Enhanced pronunciation
  - Confidence building

High School Credit or GED Preparation

- ☐ Get individualized support and instruction while preparing for your high school credit program or GED (high school equivalency). All subjects are offered.

Computer Skills for Employment and Further Education

Blended learning using training software and instructional support  
Minimum time commitment - 8 classes

- ☐ Microsoft Office Skills Introduction
  - Word: creating and editing original documents, using proofing tools, templates, setting page layout
  - Excel: entering data, formatting worksheets, setting worksheet layout, creating formulas, exercises
  - PowerPoint: creating simple presentations
  - Publisher: creating basic publications, formatting objects, duplicating an existing tri-fold brochure
  - Outlook: making contacts, using the calendar
  - Access: creating relational database tables, field properties
- ☐ Microsoft Office Skills Intermediate to Advanced
  - Word: working with tabs, bullets and numbering, drawing objects, using building blocks, tables, mail merge, macros. Creating flyers using WordArt, images and tables
  - Excel: conditional formatting, sorting and filtering data, pivot tables and charts, security features, larger orders and charts
  - PowerPoint: slide show view, animations, inserting sound, charts, tables and objects. Creating presentations using animation and sound. Delivering presentations to a group.
  - Publisher: using master pages, customizing schemes, page set-up and layout. Creating an original tri-fold brochure and other business stationary such as gift certificate and flyers
  - Outlook: tasks, folders, mailbox options
  - Access: queries, creating forms, form and report controls, macros
- ☐ Google at Work
  - Once a Week
    - Gmail
      - Sharing documents
    - Calendar
      - Hangouts
    - Drive
- ☐ Increasing Keyboarding Speed

Employment and Academic Skills Upgrading

- ☐ Math
  - Minimum time commitment - 8 classes
  - Basic arithmetic
  - Money math
  - Time (time sheets, calendars)
  - Math for college
- ☐ English Language Skills
  - Minimum time commitment - 8 classes
  - Grammar: parts of speech, word order, parts of a sentence
  - Mechanics: punctuation, capitalization, spelling
  - Writing complete sentences
  - Verb tenses, agreement