



## BAYVIEW SECONDARY SCHOOL



### School Start-Up Package 2017-2018

10077 Bayview Avenue, Richmond Hill, ON L4C 2L4

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**Inspire** Learning!



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# BAYVIEW SECONDARY SCHOOL

10077 Bayview Avenue, Richmond Hill, Ontario, L4C 2L4

Tel: 905.884.4453  
www.bayview.ss.yrdsb.ca

Dear Parents/Guardians,

Welcome to all our new and returning families. I hope you had a wonderful, relaxing summer and are looking forward to the new school year.

This package includes important information about our school, including forms you need to complete and the Guide to the 2017-2018 School Year. There are a few upcoming dates I would like to highlight, including:

Date	Event
Thursday, September 7	Grade Assemblies ( <i>Gr. 10-12</i> )
Friday, September 8	Photo Day
Thursday, September 14	Club Fair ( <i>after school</i> )
Monday, September 18	Grade 9 Conference ( <i>Camp Green Acres</i> )
Tuesday, September 19	Grade 9 Curriculum Night
September 22 – 24	Ontario Universities; Fair ( <i>Metro Toronto Convention Centre</i> )
Tuesday, September 26	School Council Meeting ( <i>Elections will be held &amp; parents are invited to attend</i> )
October 24-25	Ontario College Fair ( <i>EnerCare Centre-Hall B Exhibition Place</i> )

We have a dedicated staff with a strong commitment to student well-being and achievement, and to promoting positive, inclusive and supportive relationships with students, families, staff and community members. We are committed to providing a learning environment where everyone feels safe, welcome and respected.

We look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to speak with you.

There are many ways to stay connected with what's happening in our school. Visit our school website for up-to-date information about events in our weekly E-bulletin.

<http://www.yrdsb.ca/schools/bayview.ss/NewsEvents/Pages/eBulletin.aspx>

I wish you all a happy, safe and successful school year.

Sincerely,



Brian Schouten  
Principal  
Bayview Secondary School





## Information Package and Form Checklist

The package includes important information about the school, and a number of forms that you need to complete for each child.

**Return the completed forms to your child's homeroom teacher by Monday, September 11<sup>th</sup>.**

### Required Forms

These forms must be completed.

- School Start-Up Permissions Form
- Policy Agreement

### Additional Forms

These programs or opportunities are optional. These forms must be completed **only** if you or your child wish to participate.

- Faith Request for Curriculum Accommodations Form
- School Council Nomination Form
- Student Accident Insurance Enrolment Form
- Volunteers in Our Schools



## Our School

### School Day Schedule:

Period	Times
Period 1	8:45 – 10:00
Period 2	10:05 – 11:20
Period 3	11:25 – 12:40
Period 4	12:45 – 2:00
Period 5	2:05 – 3:20

**Office hours:** 8:00 a.m. to 4:30 p.m.

### Administration

Principal	Mr. B. Schouten	
Vice-Principal	Ms. A. Higgins Wright	A – J
Vice-Principal	Mr. L. Lim	K – R
Vice-Principal	Ms. V. Essebag	S – Z

### Accident at the School

All injuries must be reported to the person supervising the class activity **and** to the Main Office.

### Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts, dairy and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction. To help create an allergen-safe environment:

- Students are only permitted to eat food in designated areas (e.g. cafeteria, lunch rooms) - **students may not eat or drink (water excepted) in the hallways.**
- If your child has a serious or life-threatening allergy or medical condition, inform the school immediately and speak to the school office about completing the appropriate forms.
- If your child has been prescribed an epinephrine auto-injector, it is imperative that the epinephrine auto-injector be carried by them at all times. It is highly recommended that a second epinephrine auto-injector be provided to the Main Office with a completed “**Administration of Medication Form**”.

### Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements.

# Bayview Secondary School

## Arrivals and Departures

**Parents/guardians** who drive their children to school, **must not park or stop** at the front of the school. This is a fire route and where school busses drop off and pick up students. Do not pull in to the specified parking spots at the front of the school. Students must be dropped off and picked up at the south end of the school in a way that will not obstruct traffic around the school.

**Students** who drive to school must have a valid parking pass that can be obtained in the Main Office. Student parking is ONLY along the fence on the EAST SIDE of the stop sign and the parking pass must be visible. For students who take the bus to school, information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com). Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Must wear a helmet
- Must walk while on school property
- Should lock bicycles on the bike racks
- Must store rollerblades, skateboards or scooters in their locker or backpack

The items listed above are **not** allowed for use on school property and the school is not responsible for any lost or damaged personal items.

## Assessment, Evaluation and Communication Policy

The Assessment, Evaluation and Communication Policy at Bayview Secondary School is consistent with Ministry of Education and York Region District School Board policies and documents.

### Principles of Assessment

Teachers will use a variety of assessment tools throughout the semester to determine a student's grade. These may include assessments for, as, and of learning. It is critical that students complete all of these assessments in order to receive feedback and support that improves and enhances achievement.

### Students' Responsibilities:

- Attend all classes to provide evidence of achievement of the course expectations within established timelines;
- Present written documentation which indicates that parents/guardians are aware of the missed in-class assessment;
- Indicate any difficulty with assignments *in advance of due date*;
- Inform teachers of any expected authorized absences *in advance of due dates* (e.g. medical appointments, field trips, athletic events);
- Produce and submit their own work; and
- Complete work assigned and evaluated during any absences.

## Bayview Secondary School

### Parents'/Guardians' Responsibilities:

- Be informed about course requirements, assessment/evaluation due dates and school calendar;
- Communicate with teachers (i.e. note, e-mail, phone call) to indicate awareness that a student has been absent on a day of an evaluation;
- Ask students questions about progress throughout the semester;
- Ask teachers/administrators for assistance with accessing information or discussing concerns; and
- Know the dates that report cards are sent home and the dates of examinations.

### Timely Completion and Submission of Assignments for Evaluation

- Students will take responsibility for informing teachers if an assignment cannot be submitted on an agreed upon date well *in advance of the due date*;
- Students are expected to be present in class on the day of any scheduled in-class evaluation.

### Consequences if a Student Does Not Submit an Assignment in a Timely Manner:

- If a student has not submitted an assignment on the agreed upon due date, the teacher will determine the appropriate next steps. These may include all or some of the following:
  - Negotiate a mutually acceptable timeline for the completion and submission of the late/missed assignment (or alternate assignment)
  - Inform parents/guardians of new agreed upon new date and next steps
  - Deducting marks for late assignments as appropriate – 2% per day, up to 10% total (maximum)
  - Student may earn a mark of zero if the assignment is not been submitted.

### Consequences if a Student is Truant for a Test or In-Class Evaluation:

- An invalid absence on an evaluation day may result in a mark of zero.

### Academic Honesty

Students who plagiarize or cheat are being academically dishonest. Teachers are experts in evaluating the work of their students as they are most familiar with their writing styles and are recognized as authorities in identifying plagiarism. Therefore, when a situation arises of suspected plagiarism:

- It is the responsibility of the student to demonstrate the work to be his or her own - students are encouraged to keep all research notes and developmental drafts of the submitted work.
- A score of zero may be awarded to all parties for suspected cases of plagiarism (in all or part of the submitted work).

**Plagiarism** refers to representing someone else's ideas, writing or intellectual property as one's own. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.

**Cheating** is the attempt to gain an unfair advantage in an academic evaluation which may represent the demonstration of a student's learning or the learning of others.



## Bayview Secondary School

### Attendance & Punctuality

Regular attendance and punctuality contribute to student success and achievement. Both are linked to learning skills such as responsibility, initiative and self-regulation and developing character traits such as respect, responsibility and integrity. The less class time students miss, the more likely they will succeed academically.

#### Attendance Procedures

##### Age

- Students 18 and over may validate absences by themselves by calling or speaking to the Attendance Secretary
- Students under 18 require adults who are their parents or legal guardians to validate the absences - older siblings, relatives or family friends are not considered legal guardians unless proper documentation has been received by the school.

##### Expected Absences

- These may include planned medical appointments or religious observances
- Parents/guardians and students (18+) must provide a validation note to the Attendance Secretary before the absence.
- If there is a **scheduled evaluation** (test or submission of an assignment) the student must inform the teacher *prior to* being absent.
- Absences as a result of **significant faith days / religious observances** (please refer to the York Region District School Board Significant Faith Days calendar), and **school-sponsored activities** such as field trips, sports events, school sponsored conference etc. will not be included in the total absences from a class.

##### Unexpected Absences

- These may include illness or emergencies
- Parents/guardians and students (18+) should, **on the day of the absence**, speak with the Attendance Secretary at (905) 884-4453 ext. 401 or leave a clear message at ext. 670.
- If there is a **scheduled evaluation** on the day of absence, it is the responsibility of the adult to contact the teacher during the day indicating the nature of the absence and acknowledge that an evaluation has been missed.
- A medical note may be requested by the school to validate an absence due to illness. Students should be prepared to write and/or participate in the evaluation activity on the day they return.

##### Extended Absences

- If the student is expected to be **absent for more than 3 days**, the student is expected to complete the **“Notification of Expected Return to School Form”** 10 days prior to leaving. The form is available from the Attendance Office.

## Bayview Secondary School

### Signing In/Out

- Students who leave or arrive to school during the school day must sign out or in using a validation note with the Attendance Secretary.
- The school must receive authorization from the parent/guardian before students are allowed to leave the school unexpectedly during the day.
- When supply teachers are present, students are expected to attend classes.

### Late

- Students who are **less** than 15 minutes late for class must go directly to class.
- Students who are **more** than 15 minutes late for class must go to attendance office to sign in.

### Consequences & Interventions

Failure to follow these attendance procedures will result in assigned consequences and/or interventions which may include:

- Communication with student and/or parent
- Detention
- Referral to an Attendance Counsellor
- Withdrawal from extra-curricular activities
- Removal from a course

When absences have been validated or consequences assigned for truancies/unexplained absences, the student will receive an admit slip to return to classes.

### Cafeteria/Lunch Rooms

Cafeteria hours are from 8:00 a.m. to 2:00 p.m. Each person is responsible for disposing of garbage in the bins provided in the cafeteria and designated lunch rooms.

### Clubs and Teams

Students are encouraged to get involved in a variety of activities to enrich their high school experience. A multitude of opportunities is available for active membership in the Bayview S.S. community. To participate in or organize an activity/club, a teacher advisor and a payment of the Engagement Fee are mandatory.

### Code of Student Conduct

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our community on school property and during Board or school-sponsored events and activities as outlined below.



## Bayview Secondary School

Consequences for behavior that is not aligned with the Code of Student Conduct may include:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Alternative Learning Environments</li> <li>• Change of clothing</li> <li>• Cleaning</li> <li>• Counselling</li> <li>• Detention</li> </ul> | <ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Loss of Privileges</li> <li>• Parent/Guardian contact</li> <li>• Referral to YRDSB Personnel or Outside Agencies</li> </ul> | <ul style="list-style-type: none"> <li>• Reimbursement/Restitution</li> <li>• Restorative practices*</li> <li>• Removal from a Course(s)</li> <li>• Suspension</li> <li>• Warning</li> </ul> |
|---|---|--|

**\*Restorative Practices:**

- address causes of conflicts
- foster human development and understanding
- create and maintain an inclusive community
- resolve issues
- restore relationships and devise alternative solutions to problems

Student Expectations & Responsibilities	Proactive Actions	Positive Outcomes
<b>Well-Being</b>		
<p><b>Demonstrate respect for...</b></p> <ul style="list-style-type: none"> <li>• others' right to an education</li> <li>• our environment</li> <li>• persons in authority</li> <li>• use of language</li> <li>• dress/clothing</li> <li>• the dignity of others</li> <li>• respect for others' right to physical and emotional safety</li> </ul>	<p><b>By...</b></p> <ul style="list-style-type: none"> <li>• being courteous in classrooms, cafeteria hallways, library and assemblies</li> <li>• self-regulating behavior</li> <li>• maintaining property (<i>e.g. lockers, texts, cafeteria, desks classrooms, equipment, murals/posters</i>)</li> <li>• acknowledging and responding appropriately to staff instructions</li> <li>• having conversations without swearing and/or language that discredits others</li> <li>• following class and school expectations</li> <li>• accepting responsibility for personal actions, words and gestures</li> <li>• abiding by the dress code</li> </ul>	<p><b>To support a(n)...</b></p> <ul style="list-style-type: none"> <li>• learning environment where students can focus on listening, learning and meeting expectations</li> <li>• clean and inviting space that demonstrates student pride and ownership of the building</li> <li>• responsibility among students to and for each other</li> <li>• inclusive and supportive environment</li> <li>• safe and welcoming environment where students and staff feel comfortable every day</li> <li>• self-confidence and a sense of belonging</li> </ul>

## Bayview Secondary School

	<ul style="list-style-type: none"> <li>seeking to appreciate differences in origin, race, age, gender, sexual orientation, disability, religion, beliefs, ideas and opinions</li> </ul>	
<b>Work Habits &amp; Learning Skills</b>		
<b>Demonstrate...</b> <ul style="list-style-type: none"> <li>diligence in academics</li> <li>regular and punctual attendance</li> <li>responsibility for self and others</li> <li>preparedness for learning</li> </ul>	<b>By...</b> <ul style="list-style-type: none"> <li>abiding by course expectations, timelines and due dates</li> <li>asking questions and seeking help from staff</li> <li>attending all classes and following school procedures for absences</li> <li>using effective time management skills (<i>e.g. recording homework and due dates</i>)</li> <li>completing all assessments and missed work on time</li> <li>arriving to class with course materials, ready to listen, speak and actively engage in learning</li> <li>communicating with teachers to clarify instructions and expectations</li> <li>asking for and implementing feedback</li> <li>establishing routines and using reliable methods to ensure punctuality (<i>e.g. alarms</i>)</li> <li>informing teachers/coaches prior to expected absences (<i>e.g. appointments, field trips</i>)</li> <li>organizing learning materials (<i>e.g. binder, electronic files</i>)</li> </ul>	<b>To support...</b> <ul style="list-style-type: none"> <li>stress reduction</li> <li>development of effective time management skills</li> <li>enhanced learning environments</li> <li>improved achievement</li> <li>reduction of disruptions and distractions</li> <li>positive relationships and rapport with staff and peers</li> <li>expanded instructional opportunities for all students</li> <li>enjoyment of an atmosphere where thoughts, ideas and opinions are heard</li> </ul>

The Board Code of Student Conduct is part of Policy #668.0, *Caring and Safe Schools*.

### Class Placements

Due to late registrations and enrolments, there may be staffing changes and class reorganizations during the first few weeks of each semester. We do our best to keep these changes to a minimum and to support students during any transitions.

# Bayview Secondary School

## Communication between School and Home

Parents/guardians are our most important partners in educating students. We communicate with you in a variety of ways throughout the year.

### 1. e-bulletin

Weekly communications are available on the Bayview website <http://www.yrdsb.ca/schools/bayview.ss> under “News & Events”.

### 2. e-mail

To improve communication between home and school and reduce paper use, we coordinate an email distribution list which is maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted.

*Please note that Hotmail accounts cannot be used to communicate effectively with the school. If you have one of these accounts registered with the school, please contact the Main Office to provide an updated email address.*

### 3. Blogs, Twitter Feeds

- Individual teachers will provide more information about these platforms used within their courses
- School information can be found on the website <http://www.yrdsb.ca/schools/bayview.ss>, e-mail [bayview.ss@yrdsb.ca](mailto:bayview.ss@yrdsb.ca) and Twitter feeds [@bssnew1](https://twitter.com/bssnew1) and [@BayviewGuidance](https://twitter.com/BayviewGuidance)

### 4. Newsletters

### 5. TeachAssist

- Information about your child’s academic progress in his/her courses is housed on this secure online platform
- Your child will provide you with the access information

### 6. Agenda

Students are encouraged to use an agenda on a daily basis which can have a positive impact on a student’s ability to stay organized. It is an effective tool for students to record homework, important dates and notes. Using a method best suited to personal needs or learning styles, this can be paper or electronic forms.

### 7. School Calendar

- The “Year At a Glance” calendar is attached to this document
- See <http://www.yrdsb.ca/schools/bayview.ss> for access to additional events and activities throughout the year

In addition, you can follow Board news and updates through:

- [www.yrdsb.ca](http://www.yrdsb.ca)
- [Twitter@YRDSB](https://twitter.com/YRDSB)
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile

## Bayview Secondary School

### Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, parents/guardians should visit the school website and, using the link provided, submit a valid email address.

### Consent for Information Sharing – Students at the Age of Majority

Once a student reaches the age of majority (18) all communications regarding their school matters (e.g., attendance, etc.) will cease to go to the parents/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 parent(s)/guardian(s). The form is available at the Attendance Office.

### Course and Credit Requirements

Students are expected to carry a full-time course load AND attend all scheduled classes. Any exceptions require the permission of an Administrator. The following guidelines are used in determining appropriate course loads:

- Grade 9, 10 & 11 students (fewer than 23 credits completed) require a full timetable – **NO SPARES**.
- Students must have 23 credits **completed** to request a spare
- All students require a minimum of three Bayview S.S. courses per semester.
- Graduating students requiring four credits or fewer must take those courses in the first semester.
- Students should ensure that they have the required prerequisites of “C”, “M” and “U” courses for their university and/or college applications.

#### To earn a credit, students must:

- meet the academic expectations of the course;
- meet the required assessment and evaluation standards to provide evidence of learning;
- complete culminating activities, examinations and performance tasks prior to the completion of the course; and
- receive a minimum final grade of 50%.

### Course Changes and Deletions

For any timetable revisions, students must complete a “**Request for Timetable Change Form**” in the Guidance Office. Students:

- should not approach a subject teacher for admission to, or deletion from a class
- must attend all classes until they are officially dropped from the course by Guidance and textbook(s) have been returned - only then can a student attend their new course or begin their period
- cannot, in second semester, retake a course taken in first semester unless space is available

## Bayview Secondary School

Destination changes and/or deletions of courses will be considered where appropriate

The **last days** to make **requests for timetable changes** are:

- Wednesday, September 13<sup>th</sup> (Semester 1)
- Tuesday, February 13<sup>th</sup> (Semester 2)

### Creating Pathways to Success

As we continue to support our students with career and life planning, the following thematic approach by grade will be incorporated.

Grade	Theme	Overview
9	Exploration	Students will explore who they are as learners with an emphasis on the many opportunities and experiences available for them at school and in the community (e.g. clubs, teams, volunteering).
10	Experiential Learning	Students will have experiential learning opportunities through volunteering, job shadowing, guest speakers and will be introduced to various pathways and programs (e.g. SHSM, OYAP, Dual Credit).
11	Research	Students will research and reflect upon current secondary school choices, post-secondary opportunities, program, jobs, careers and labour market trends.
12	Refining Research	Students will refine their research, enhance their understanding of post-secondary programs and/or workplace opportunities and consider complimentary and/or contingency plans for the following year.

For additional information visit:

<http://www.yrdsb.ca/Parents/IPP/Pages/default.aspx>

<http://www.edu.gov.on.ca/eng/document/policy/cps/CreatingPathwaysSuccess.pdf>

### Dress Code

Dressing in an appropriate manner dignifies the student, their family, and their school. Dress that is in contradiction to the Board's Race Relations/Sexual Harassment policy is deemed inappropriate. Each of the aspects of student dress code also assists us in implementing the Board's Caring and Safe Schools Policy.

Dress that is **not permitted** includes:

- headwear (*except for religious reasons*)
- clothing/accessories with inappropriate text or graphics
- tops with thin spaghetti straps
- low-cut, backless or halter style tops;
- bandanas
- bare midriffs (*all tops must meet the bottom clothing*)
- extreme bottoms (*e.g. short shorts or skirts, baggy wide leg or low-seamed pants*)
- long and/or bulky outerwear (*to be kept in a student's locker*)

Students in contravention of the dress code will be directed home to change or provided with appropriate attire.

# Bayview Secondary School

## Emergency Information

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

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

## Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire, two lockdown and one hold and secure drill annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

In a hold and secure situation, York Regional Police will ask that outside doors of a school be locked. Normal school operations will continue inside the building, but no one may enter or leave the building until police indicate it is safe to do so. This will occur regardless of weather.

## Emergency Procedures

If an emergency situation occurs, the alarm will be sounded or an announcement will be made. Students will be required to follow the emergency procedures as described by staff and signage.

### Evacuation

- Students will leave by the "Fire Drill" exits and proceed immediately away from the school to the back field where attendance will be taken
- During a school evacuation, students who were in the building must not leave the school property and are not to enter vehicles.

### Lockdown

- Students are not permitted to use cell phones, must remain quiet and follow the instructions of staff and signage.
- Possible signs that the school is in lockdown include a combination of locked interior doors, covered windows and silence throughout the building.
- If students or parents/guardians enter the building under these conditions, they should leave immediately where it is safe to do so.

Designated **off-site emergency locations** are determined by the first initial of **teachers' last names** as follows:

- Walter Scott Public School (A-H)
- Richmond Rose Public School (I-Q)
- Silver Stream Public School (R-Z)

10077 Bayview Avenue, Richmond Hill, ON L4C 2L4  
905 884 4453, Fax: 905 770 3580, email: [bayview.ss@yrdsb.ca](mailto:bayview.ss@yrdsb.ca)  
Website: <http://www.yrdsb.ca/schools/bayview.ss>



## Bayview Secondary School

### Examinations

All exams must be written at the scheduled time and place. Please note that:

- Students missing an examination due to illness, bereavement or a court appearance must notify the school immediately and provide verification by the appropriate authority (i.e. illness requires a doctor's note indicating that the student is not able to write the exam on the respective day).
- Within 48 hours a medical certificate to a school administrator stating that the student cannot physically be present for the examination must be submitted.
- Vacation time, employment and appointments must not be planned during the scheduled exam period - students who are **not** legitimately absent for an examination will be given a mark of zero for the exam portion of the course and this will impact the final grade.
- Cheating on any evaluation is considered a serious offense - a student found cheating may receive a mark of zero in addition to other school consequences.
- All texts and library materials must be returned prior to writing the final examination.
- Cheating on any evaluation is considered a serious offense - a student found cheating may receive a mark of zero in addition to other school consequences.
- All texts and library materials must be returned prior to writing the final examination.

### Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips.

### Field Trips and Extra-Curricular Activities

Students are:

- required to communicate with their teachers about any upcoming school trips or competitions in order to make arrangements to ensure their learning expectations have been met;
- not to be penalized for absences due to teacher supervised field trips or sports events when they are part of that activity - students are always responsible for missed work;
- expected to accompany their class or team on school arranged transportation to and from the school activity.

### Guidance

The aim of the Guidance Department is to assist students with personal, education and career decisions which may include selecting a suitable program, planning their future, dealing with personal or family difficulties, acquiring better study skills and developing job search techniques. Appointments can be made through the secretary in Guidance. Please visit the Guidance website for information regarding pathways.

# Bayview Secondary School

## Guilty by Association

A student found in the company of a student or group of students who have committed an inappropriate or illegal act may be subjected to the same civil, criminal and/or school consequences.

## Hallways

Students must not eat or drink (except water) in hallways as there are a number of students with life-threatening allergies and anaphylaxis. Students must not linger or sit in the hallways to respect the classes that are being conducted and avoid fire code and safety hazards.

## Homework

The Ministry of Education defines homework as “work that students do at home to practice skills, consolidate knowledge and skills, and /or prepare for the next class.”

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and Board Policy and Procedure #320.0, Homework.

## Lockers

Students will be assigned a locker and provided with a lock if they requested one. All Grade 9s have been given lockers. Students are reminded **not to give their combination to others**.

- Lockers are school property **on loan** to students and the school has the right to enter lockers them without notice to, or permission of any person.
- Police may, where necessary, be permitted onto school property to conduct their own searches which may also be done without notice or permission from any member of the school community.
- Students are to use only their assigned locker.
- Students must report any problems with their locker to the Main Office immediately.

The school does not assume responsibility for lost or stolen items from lockers.

## Personal Property

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. Where assigned, students are to use their locker to store their own property.

## Questionnaires and Petitions

All questionnaires and petitions, including those arising from classroom instruction, must receive prior approval from the school administration.

## Bayview Secondary School

### Requests for Religious Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations form** available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students. For more information, see Board Procedure #261.8, Equity and Inclusivity: Religious Accommodation.

### School Council

Getting involved with the School Council is an opportunity for parents/guardians to be engaged in their child's learning both at home and school. Contact Main Office staff for more information and the due date for School Council nomination forms. Elections will be held on Tuesday, September 26<sup>th</sup>.

### Student Card

Each student will receive a student card on Photo Day. Participation in sports, clubs, dances, and many other events requires a student card as does eligibility for a public transit fare and a parking pass.

### Student Council

Student Council is made up of students who are duly elected by the students of Bayview Secondary School. The Council is composed of the following positions:

- President
- Vice-President
- Secretary
- Treasurer
- Public Affairs Officer
- External Affairs Officer
- Social Conveyor
- Grade Representatives

Their role is to represent and serve the students by organizing events that inform, educate, entertain, and thereby enrich the high school experience. The council distributes funds from the Engagement Fee to school clubs and teams.

### Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you.

Please see the section on **Student Personal Information** in the **Guide to the School Year** booklet for a list of examples for when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this information.

If you have any questions about your child's privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 ext.2015.

## Bayview Secondary School

### Textbooks & Resources

The Board supplies textbooks on a loan basis and students are responsible for them while signed out. At the end of the semester, or upon withdrawal from the course or school, it is a student's responsibility to ensure that any loaned textbooks or other materials are returned to subject teachers. If resources are not returned, students will be held financially responsible for them.

### Tobacco/Alcohol/Drug-Free Environment

The use of tobacco, and/or student possession of alcohol/illicit drugs are prohibited on school property. This also applies during Board or school-sponsored events and activities.

### Trespassing

Schools are private property of the Board.

- If a student brings or encourages a trespasser (i.e. any person who is not enrolled in the school) to come onto the property of Bayview S.S., they will face consequences for contributing to trespassing and/or any unacceptable behavior that the person(s) engages in.
- All students who cease to be enrolled during the school year are only allowed on school property with permission from an Administrator.
- If a student goes to another school without permission, they are trespassing on that property.

### Use of Bulletin Boards, Posting of Signs & Social Media

Nothing may be placed on or removed from the walls and bulletin boards except by specific instruction or approval of a member of the school administration. All posted signs must have the approval and signature of an Administrator.

"Individuals who publicly identify or associate themselves with YRDSB through social media (i.e. usernames or profiles) are expected to post content that maintains a professional image and is relevant to the individual's role within the organization. Content of a personal nature or that is unrelated to the individual's role within the organization should be posted using a personal account not associated with the YRDSB." (YRDSB Visual Identity Manual, 2016)

### Use of Non-Board Electronic Devices

- Each school has its own guidelines about electronic devices. Except with the clear permission of the Principal or the classroom teacher, at a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods.
- Discussions will take place in classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity.



## Bayview Secondary School

- Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the principal or teacher. Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.
- There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and laptops. The use of these tools is managed by Board staff.
- At no time may electronic devices be used in washrooms or change rooms.
- Devices may be used in non-classroom areas when they are used with earphones.
- Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.
- Only approved technology will be allowed during an assessment or exam. Students using unapproved technologies may be disciplined for Academic Dishonesty. Any technological device that is capable of communicating information and/or has photo capabilities is not permitted to be used during any assessment and evaluation.

### Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school
- Check in at the Main Office upon arrival

Office staff will deliver important messages and materials to your child.

### Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Policy and Procedure #280.0, Volunteers in Our Schools. If you are interested, please complete the “**Volunteers in Our Schools Form**” and return it to the Main Office.

### For More Information

You can find more information on these and other topics in the **Guide to the School Year** included with this package or on the York Region District School Board website at [www.yrdsb.ca](http://www.yrdsb.ca).



## Bayview Secondary School – School Calendar 2017-2018

	# of days	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September	18					1	4 <sup>H</sup>	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 <sup>PA</sup>	26	27	28	29
October	20	2	3	4	5	6	9 <sup>H</sup>	10	11	12	13	16	17	18	19	20 <sup>PA</sup>	23	24	25	26	27	30	31			
November	21			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24 <sup>PA</sup>	27	28	29	30	
December	16					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 <sup>H</sup>	26 <sup>H</sup>	27 <sup>H</sup>	28 <sup>H</sup>	29 <sup>H</sup>
January	18	1 <sup>H</sup>	2 <sup>H</sup>	3 <sup>H</sup>	4 <sup>H</sup>	5 <sup>H</sup>	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
February	18				1	2 <sup>PA</sup>	5	6	7	8	9	12	13	14	15	16	19 <sup>H</sup>	20	21	22	23	26	27	28		
March	16				1	2	5	6	7	8	9	12 <sup>H</sup>	13 <sup>H</sup>	14 <sup>H</sup>	15 <sup>H</sup>	16 <sup>H</sup>	19	20	21	22	23	26	27	28	29	30 <sup>H</sup>
April	20	2 <sup>H</sup>	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
May	21		1	2	3	4 <sup>PA</sup>	7	8	9	10	11	14	15	16	17	18	21 <sup>H</sup>	22	23	24	25	28	29	30	31	
June	19					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28 <sup>PA</sup>	29 <sup>PA</sup>

### SEMESTER I

September	5	Grade 9 Orientation Day
	6	Grade 10 - 12 First Day of School
	7	Grade Assemblies
	8	Photo Day
	14	Club Fair
	18	Grade 9 Conference
	19	Grade 9 Curriculum Night
	25	P.A. Day
	26	School Council Meeting
October	3	Photo Retake Day
	9	Thanksgiving Day
	12	Interim Reports distributed
	19	Parents' Night
	20	P.A. Day
November	1	Take Our Kids to Work Day <b>AND</b> Grade 8 Visits
	9	Term 1 Ends (Careers/Civics)
	10	Term 2 Begins (Civics/Careers)
	10	Remembrance Day Assembly
	20	Mid-Semester reports distributed
	24	P.A. Day
	27	- Dec 8 Grad Photos
December	25	- Jan 5 Winter Break
January	16	-17 EQAO Math
	23	Grade 8 Parents' Night
	25	- 31 Examinations
February	1	Exam Review Day
	2	P.A. Day

### SEMESTER II

February	5	First day of Semester II
	9	Semester 1 Report Card Distribution
	19	Family Day
March	8	Interim Reports distributed
	12	- 16 Mid-Winter Break
	22	Parents' Night
	30	Good Friday
April	2	Easter Monday
	10	Ontario Secondary School Literacy Test
	17	Term 1 Ends (Careers/Civics)
	18	Term 2 Begins (Civics/Careers)
	26	Mid-Semester reports distributed
April	26	- May 18 IB Exams
May	4	P.A. Day
	21	Victoria Day
June	5	Last Day for Field Trips
	11	-12 EQAO Math
	20	- 26 Examinations
	27	Graduation Ceremony
	27	Exam Review Day
	28 - 29	P.A. Day

**LEGEND**  
**H = HOLIDAY**  
**PA/PT DAY**  
**SIGNIFICANT FAITH DAY**







# Bayview Secondary School

Student (PRINT) \_\_\_\_\_

Teacher (PRINT) \_\_\_\_\_

Grade \_\_\_\_\_

## SCHOOL STARTUP PERMISSIONS FORM - SECONDARY

**Parents/guardians of students under 18, or students over 18, read and initial each item and sign the bottom of the form, acknowledging your understanding of, and willingness to follow school and Board policies.**

**Allergies/Medical Conditions:**

There are students and staff within our school community who have life-threatening allergies. I understand that for this reason students are only permitted to eat food in designated areas (e.g. cafeteria, lunch rooms).

***Inform the school office if your child has a serious or life-threatening allergy or medical condition.***

Initial

**Code of Student Conduct:**

We understand that all students are expected to follow the School Code of Student Conduct, outlined in the School Start-Up Package, on school property and during Board or school-sponsored events and activities.

--

**Lockers:**

We understand that students who are provided with lockers must abide by the guidelines for locker usage. Lockers are board property and may be opened at any time as required.

--

**School Policies:**

We have reviewed the school policies contained within the School Start-Up Package and agree to adhere to them.

--

**Tobacco/Alcohol/Drug-Free Environment:**

We understand that the use of tobacco, and/or student possession of alcohol/illicit drugs are prohibited on school property and that this also applies during Board or school-sponsored events and activities.

--

**Use of Non-Board Electronic Devices:**

We understand the school policy on portable non-board electronic devices outlined in the School Start-Up Package and in the Guide to the School Year and agree to adhere to the policy.

--



# Bayview Secondary School



## SCHOOL STARTUP PERMISSIONS FORM

### Absenteeism

The safety of our students is important to us. Let us know if you are planning an absence for your child during the year (family obligations/vacation/faith day, etc.) by indicating the date and reason below.

Date	Reason

Student Name (PRINT)

Student #

Parent/Guardian Name  
(PRINT)

Parent/Guardian  
Signature

Student Signature  
(if over 18)

Date

*Personal information collected pursuant to the Education Act as amended will be used to provide access to student records as described. Please contact the Information Access and Privacy Office if more information is needed (905-727-0022 ext. 2015).*

**File:** LEG-Consents

March 2015

Retain: 12 months from date signed in the school office.

10077 Bayview Avenue, Richmond Hill, ON L4C 2L4  
905 884 4453, Fax: 905 770 3580, email: [bayview.ss@yrdsb.ca](mailto:bayview.ss@yrdsb.ca)  
Website: <http://www.yrdsb.ca/schools/bayview.ss>



## Bayview Secondary School

Student (PRINT) \_\_\_\_\_

Teacher (PRINT) \_\_\_\_\_

Grade \_\_\_\_\_

### POLICY AGREEMENT

***Parents/guardians and students Grades 4-12, sign the bottom of the form to acknowledge that you/your child understand and will follow these Board policies.***

- Check this box if student is 18 years of age or older. Students over 18 do not need parent/guardian signature.**
- The Caring and Safe Schools Policy  
Summary found in the **Guide to the School Year** under Caring and Safe Schools  
Full policy is available on the Board website <http://www.yrdsb.ca/pdfs/p&p/a/policy/668.pdf>
- The appropriate Information Technology Acceptable Use Agreement (either JK-3 or 4-12)  
Found in the **Guide to the School Year** under Information Technology Acceptable Use Agreement  
Also available on the Board website  
<http://www.yrdsb.ca/Programs/SafeSchools/Documents/InformationTechnology-AUAgreement.pdf>
- The Student Transportation Policy  
Eligibility and other information is found in the **Guide to the School Year** under Busing (Transportation)  
Full policy is available on the Board website  
<http://www.yrdsb.ca/boarddocs/Documents/PP-transportationtoandfromschools 680.pdf>
- The Student Personal Information section  
Found in the **Guide to the School Year** under Student Personal Information

Student Signature:  
(Grade 4-12) \_\_\_\_\_

Parent/Guardian Name  
(PRINT) \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_

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