



BUR OAK SECONDARY SCHOOL

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“Rooted in Diversity; Inspired to Learn”

School Handbook

*Please note this handbook has been updated to align with
COVID 19 protocols*

2021-2022

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Ms. R. Li
Principal

Ms. V. Wonnacott (A-L) Mr. M. Melnyk (M-Z)
Vice-Principals

<p>School Superintendent: Mr. Kien Nam Luu 905-940-7800 kiennam.luu@yrdsb.ca</p>	<p>School Trustee: Mr. Alan Tam 905-642-1759 alan.tam@yrdsb.ca</p>
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Leadership Team – Department and Subject Heads

Subject Head Name	Department
Angela Rodrigo	Alternative Education
Amanda Brinder	Business Studies
Nicholas Fernandes	Computer Studies
Elisa McGann-Golding	English
Emily Walters	English (Assistant)
Owen Norris	ESL
Farrah Parker	Family Studies
Athina Tsatsos	FSL/Classical/International Languages
Michelle Rospo	Geography
Ethan Milberg	Guidance
Aileen MacInnes	History
Susan McCombes	Library
Bhakti Merchant	Math
Stacey Damji	Math (Assistant)
Lyle Corrigan	Music/Drama
Andrew Ebisuzaki	Physical and Health Education
Rosie Baker	Science
Brian Wong	Science (Assistant)
Anthoula DiGennaro	Special Education
Aron Katz	Technological Studies
Michele deVries	Visual Arts

Welcome letter from Principal

Dear Parent(s)/Guardian(s),

I hope you all have had an opportunity during this summer to relax and enjoy the weather. As we prepare for this unique school year, we recognize that things need to be done differently and we must think outside the box to ensure a safe and successful school year. As the Principal, I look forward to seeing every student continue their learning this year either through the adaptive model or virtually.

Bur Oak Secondary School strives to create an inclusive, positive learning environment. We have a dedicated staff with a strong commitment to student well-being and achievement where everyone feels safe, welcome and respected. Our school community promotes collaboration among students, staff, and parents to provide opportunities that support student success and participation in all aspects of school life.

The school handbook includes important information about our school, and the school community. In addition, critical information regarding student schedules, health and safety protocols, and school and board policies will help guide students to navigate this school year with confidence. A calendar has also been included to highlight important dates during the upcoming school year.

We understand that this is an anxious time for both students and parents/guardians. Please do not hesitate to contact the school if you have any questions or concerns. We will do our best to provide answers and support.

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

Sincerely,

Rose Li

Principal

Bur Oak Secondary School

Student Handbook and Information Package

This handbook has been designed to assist students and parents in preparing for an exciting and productive year at BOSS.

It contains a calendar, information about school operations, and expectations of students. All students and parents are encouraged to read the handbook carefully and keep it as a resource for information and planning throughout the year.

A package of important information including forms that need to be completed for each child will be sent home at the start of the school year. Forms will be completed electronically this year.

The schedule for Bur Oak SS for the 2021-2022 school year is:

Approximate bus arrival time:	8:00 a.m.
School begins:	8:15 a.m.
Homeroom (5 min):	8:15 a.m. - 8:20 a.m.
Block One (150 min):	8:20 a.m. - 10:50 a.m.
Travel time (5 min):	10:50 a.m. - 10:55 a.m.
Lunch (50 min):	10:55 a.m. - 11:45 a.m.
Travel time (5 min):	11:45 a.m. - 11:50 a.m.
Block Two (150 min):	11:50 a.m. - 2:20 p.m.
School ends:	2:20 p.m.
Approximate bus departure time:	2:35 p.m.

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/Scent Free Environments

There are students and staff members in our school who have life-threatening allergies to nuts 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, avoid bringing nut products or peanut butter replacements to school. Additionally, BOSS is a scent free environment and we ask all students, staff, parents and visitors to respect this when entering our building.

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.

Appropriate Attire Policy

Bur Oak S.S. is a place where students come each day to learn, work and participate in school life. Appropriate attire formalizes the learning environment and promotes a positive and respectful tone for all members of the school community.

The BOSS Appropriate Attire Policy:

- ALL students are required to wear a **mask** to school everyday and to keep it on while at school
- meets the requirements of the Ministry of Education's Safe Schools Act, regarding appropriate dress for pupils;
- is consistent with the Human Rights Code and the Charter of Rights and Freedoms;
- respects the rights of persons of all cultures, faiths and abilities;
- is designed to address issues of inclusivity, compliance and affordability.

Students are expected to follow the points below when deciding what to wear to school.

APPROPRIATE ATTIRE GUIDELINES	INAPPROPRIATE ATTIRE GUIDELINES
clothes or masks with acceptable logos, prints or pictures	clothes or masks with writing or pictures depicting or promoting alcohol or illegal drugs clothes or masks with writing or pictures depicting and/or promoting violence, cruelty, obscenity, sex, racist, religious or derogatory comments
hats, hoods, bandanas and headdresses can be worn	hats with writing or pictures depicting or promoting alcohol or illegal drugs clothes with writing or pictures depicting and/or promoting violence, cruelty, obscenity, sex, racist, religious or derogatory comments (These shall be stored in locker or backpack.)
pants worn at the hip/waist	pants sagging below the waist to show undergarments
clothing that adequately covers the chest, midriff, and back side providing modest coverage for a professional and positive learning environment tops must meet bottoms and bottoms must meet tops	clothing that does not adequately cover the chest, midriff, and back side providing modest coverage for a professional and positive learning environment
tank tops that adequately cover the body with wide straps	spaghetti straps, tube tops, single-strap tops or tank tops exposing the side of the body
clothes which are clean, odour free and without excessive tears and rips	excessively torn clothes and/or soiled clothes
footwear worn at all times	bare feet
accessories must conform to the Caring and Safe Schools Policy	any jewelry that can cause physical harm (chains, accessories with sharp spikes)

The School Administration will make final decisions regarding appropriate attire. Consequences for students who fail to respect the BOSS

Appropriate Attire Policy may include:

- surrender inappropriate accessories;
- change into other clothing;
- wear substitute clothing items provided by the school (e.g. t-shirt or shorts);
- contact a parent/guardian;
- go home and change into appropriate clothing;
- other consequences such as detentions and suspensions may follow repeated infractions.

Arrivals and Departures

Parents/guardians who **drive their children to school** are reminded to follow the directional signs and use the designated area in the rear of the school for drop off and pick up. Please do not park in the bus / emergency zones and remember that there are no U-turns or 3 point turns allowed in the front driveway. **Do not park in any parking zones.**

Students who drive to school are reminded that the use of the school parking lot is a privilege not a right. Students are expected to drive in accordance with provincial laws. All students are reminded that extreme caution must be used when driving in the school parking lot. Students who drive carelessly or put any other student, staff member or community member at risk will lose their privilege to use the school parking lot. Parents/Guardians will be contacted and York Regional Police may also be notified.

Students may park in **designated areas** only in the south parking lot at the back of the school. Parking is not allowed in the Emergency Vehicles/Bus Route. **To be eligible to use the lot, students must**

- have a valid student card
- **register their car** at the office and obtain a parking permit. NOTE: Registration does not guarantee a parking spot.

Students who fail to comply with the parking regulations may:

- lose their privilege to park on school property
- be towed at a substantial cost to the owner
- face a “drop” fee (once car is hooked to be towed)
- be ticketed (by the Town of Markham).

Students who take the bus to school are advised to remember their bus number and pick-up/drop-off times. More information about bus routes and times can be found at www.schoolbuscity.com.

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

- wear a helmet;
- walk while on school property;
- **lock** bicycles on the bike rack;
- store rollerblades, skateboards or scooters in their locker or backpack.

Bicycle racks are provided for student convenience. Bicycles are not allowed in the school. Students must lock their bicycles to the racks and they are left at the owner’s risk and responsibility.

Assessment, Evaluation and Communication Policy (Revised January 2019)

Bur Oak Secondary School follows the principles of *Growing Success* and York Region District School Board's Guiding Principles of assessment and evaluation. (Policy and Procedures 305.0, 305.1, 305.2)

Assessment is the process of gathering information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. The primary purpose of assessment and evaluation is to improve student learning and to help students assume responsibility for their learning. Working with all education partners (parents, teachers, administration and students), Bur Oak S.S staff are committed to providing clear and ongoing communication as well as demonstrating fair and equitable practices that will be reviewed and refined regularly.

Definitions of Assessment

Assessment **for** Learning is the process of seeking and interpreting evidence about student learning for the purpose of determining where the students are in their learning, where they need to go and how best to get there. The information gathered is used by teachers to provide descriptive feedback and adjust instruction.

Assessment **as** Learning is the process of developing and supporting students in monitoring their own progress towards achieving their learning goals (self-assessment) as well as having them provide feedback to others (peer assessment). This ongoing process helps students learn how to make adjustments in their learning approaches, reflect on their learning, and set individual goals for learning.

Assessment **of** Learning is the process of collecting and interpreting evidence for the purpose of summarizing the learning at a given point in time, to make judgements about the quality of student learning on the basis of established criteria, to assign a value to represent that quality, and to support the communication of information about achievement to students themselves, parents, teachers, and others.

Reporting Achievement

For Grades 9 to 12, a final grade is recorded for every course. A report card grade should reflect the student's most consistent level of achievement, with special consideration given to more recent evidence. To determine a report card grade involves the professional judgement and interpretation of evidence by teachers. The final grade will be determined as follows:

Final 30%

This year there will be no exams in YRDSB. The final 30% will be set by each department.

Students are responsible for:	Staff are responsible for:	Parents/Guardians are responsible for:
<ul style="list-style-type: none"> Completing a summative evaluation administered. Attending all final evaluations (exams, course culminating etc). Informing the school immediately if unable to attend due to illness, bereavement or court appearance. 	<ul style="list-style-type: none"> In consultation with administration, provide a suitable method of evaluation. Administering the final evaluation(s) no earlier than 3-4 weeks before the end of the course. Providing feedback after examinations to support improvement of student learning. 	<ul style="list-style-type: none"> Continuing to be active participants by working with the teacher, child and school to plan for the student's improvement. Planning accordingly: booking vacations, appointments, etc., outside of the examination period.

Learning Skills

Learning Skills and Work Habits (responsibility, organization, independent work, collaboration, initiative, self-regulation) support a high level of success in meeting the course expectations in addition to contributing to the development of positive life and work skills for the future. Teachers will provide ongoing feedback on performance in learning skills at various points in the semester.

Submission of Assessments and Evaluations

Students are responsible for providing evidence of their achievement of the overall expectations, both within the timeframe and format specified by the teacher. Please review the information below for details regarding the responsibilities of students, staff and parents with respect to specific assessment guidelines and policies.

Students are responsible for:	Staff are responsible for:	Parents/Guardians are responsible for:
BEFORE AN ASSESSMENT:		
<ul style="list-style-type: none"> Taking an active role in determining how they would like to demonstrate their learning. In collaboration with the teacher, identify the learning goals and success criteria for assessments. Planning for assignments to be completed in stages and to prepare ahead of time to receive feedback from the teacher about their progress. Notifying their teacher of difficulty in submitting on time at least 48 hours in advance of the due date to discuss resolution strategies. Accessing supports when necessary (peer-tutoring, extra help sessions, Special Education, student success) 	<ul style="list-style-type: none"> Collaborating with students, clearly identifying learning goals and success criteria. Applying a variety of tools to communicate requirements of in-class assessments to students and parents/guardians. Providing a variety of types of assessments that allow students to demonstrate their learning in different ways. Encouraging peer to peer support in the classroom. Communicating with the parents/guardians. 	<ul style="list-style-type: none"> Engaging their child to share what they are learning and what criteria will be used to assess their progress. Remaining informed about the various tools that their child can access learning resources and materials from home (ie. Google Classroom, moodle). Encouraging their child to share their work and explain how they are using the feedback in class to improve their learning and determine next steps. Communicating with the teacher to learn about the student's progress throughout the semester (Parent Interviews, report cards, emails, calls).

DURING AN ASSESSMENT		
<ul style="list-style-type: none"> Seeking support and learning from their peers and/or teachers Pursuing all learning opportunities (peer-editing, conferences, online feedback) leading up to a summative assessment. 	<ul style="list-style-type: none"> Providing specific and timely feedback to help students succeed. Maintaining timely and ongoing communication with students and/or parents about due dates and late assignments. Referring students who regularly have difficulty in completing assignments on time to student services (Student Success, Special Ed, ELL etc). 	<ul style="list-style-type: none"> Engaging their child to share what they are learning and what criteria will be used to assess their progress. Communicating with the teacher Ensuring students plan for major assignments to be completed in stages.
AFTER AN ASSESSMENT & TIMELY SUBMISSION		
<ul style="list-style-type: none"> Submitting assessments/evaluations on the predetermined due date Attending the day of an in-class assessment. Understanding there are consequences if an assessment is missed or is submitted after the due date. Reflecting on their learning and setting individual goals for future success 	<ul style="list-style-type: none"> Ensuring late mark deductions on an assessment/evaluation will not result in a midterm or final percentage mark that misrepresents the student's actual achievement. Possible assigning a zero for a final evaluation that is missed. Recording submissions of late assessments/evaluations in the evaluation of the student's learning skills. 	<ul style="list-style-type: none"> Understanding that there are consequences for not completing assignments for evaluation or for submitting those assignments late Informing the teacher if there are extenuating circumstances inhibiting the submission of assessment on the due date.

Late or Missing Assessments

Late Assessments

In the scenario that student work is submitted late, teachers should:

- discuss with the student and use professional judgment to address extenuating circumstances and the needs of the student.
- deduct 3% per day up to a maximum of 15% if, after discussion with the student, no extenuating circumstances apply.
- consult the appropriate member of the Student Services Team, or an administrator before making any decisions regarding deductions on late submissions for Special Education students and English Language Learners, as some students are entitled to extra time on assessments.

Missed Assessments

In-Class Assessment	
<p>In-class tasks usually occur throughout the unit or at the end of a unit where students demonstrate their learning. These may include:</p> <ul style="list-style-type: none"> performance task, debate, seminar, lab, simulation, demonstration, book talk, test, quest, quiz, etc. 	
Type of Absence	Teacher Actions
<p>Approved Examples of approved absences include:</p> <ul style="list-style-type: none"> verified illness, absences approved by parent/guardian, extenuating circumstances NOTE any student exhibiting COVID 19 related symptoms must stay home 	<p>Possible actions include:</p> <ul style="list-style-type: none"> on an agreed upon date, provide an alternative assessment (i.e. different test) for an extended absence, have student complete the assessment before or after the absence on a case-by-case basis, using professional judgment, determine that the student will take a 'no-mark' for the

	unit assessment and assess the learning in an exam or culminating task
<p>Unapproved Examples of unapproved absences include:</p> <ul style="list-style-type: none"> ● truancy, ● absences not approved by parent/guardian 	<p>In the scenario that a student has missed an assessment as a result of an unapproved absence, teachers are recommended to apply progressive consequences.</p> <p>Possible actions include:</p> <ul style="list-style-type: none"> ● complete assessment at time determined at teacher's discretion ● communicate with parents/guardians regarding next steps and consequences ● refer issue to Student Success, SERT, or ELL Support Teacher ● refer the student to admin if due dates are consistently missed. ● assign a mark deduction or a mark of zero when previous strategies & interventions have been implemented to support completion of assessment
<p>Ongoing Assessments</p> <p>Ongoing tasks occur throughout the course and are often scaffolded in a series of steps that lead to a submission of a final product. These may include:</p> <ul style="list-style-type: none"> ● research essay, fair/expo, problem sets, portfolio, course culminating assignments, etc. 	
Type of Absence	Teacher Actions
<p>Approved Examples of approved absences include:</p> <ul style="list-style-type: none"> ● verified illness, absences approved by parent/guardian, extenuating circumstances ● NOTE any student exhibiting COVID 19 related symptoms must stay home 	<p>Possible actions include:</p> <ul style="list-style-type: none"> ● allow submission on an agreed upon date ● for an extended absence, have student complete the assessment before or after the absence ● using professional judgment, take into account the process work in determining the student's final mark for that assessment.
<p>Unapproved Examples of unapproved absences include:</p> <ul style="list-style-type: none"> ● truancy, ● absences not approved by parent/guardian 	<p>In the scenario that a student has missed an assessment as a result of an unapproved absence, teachers are recommended to apply progressive consequences.</p> <p>Possible actions include:</p> <ul style="list-style-type: none"> ● complete assessment at time determined at teacher's discretion ● communicate with parents/guardians regarding next steps and consequences ● refer issue to Student Success, SERT, or ELL Support Teacher ● refer the student to admin if due dates are consistently missed. ● assign a mark of zero to the final product but not to the entire process (ie. steps or stages that led to the final product) ● assign a mark deduction or a mark of zero if the task has been returned to the class after a reasonable amount of time

Academic Honesty

Bur Oak students are expected to think independently and honestly. It is in the best interest of each student to build habits which contribute to genuine academic, personal and social growth. True learning in an intellectually stimulating environment is enhanced when students consistently demonstrate respect for the intellectual property rights of others. Whether intentional or through ignorance of the rules, acts of academic dishonesty can lead to severe consequences for students.

Cheating vs Plagiarism

Cheating is the attempt to gain an unfair advantage in an academic evaluation, which may misrepresent the demonstration of a student's learning or the learning of others. Forms of cheating include, but are not limited to:

- buying and/or selling of essays or exam or test questions;
- copying from another student or permitting another student to copy material;
- using aids, materials and assistance which are not approved by the teacher;
- submission of the same piece of work in more than one course without the permission of the teacher;
- preparing work with the expectation that it will be submitted by another student for evaluation;
- allowing one's essay or assignment to be copied by someone else;
- unauthorized giving or receiving of information or assistance before or during an examination or a test; e unauthorized talking or gesturing during an evaluation; e changing a grade/percentage mark of an evaluation;
- unauthorized entry into a digital/computer file for the purpose of using, reading, changing or deleting its contents, or the unauthorized transfer of files for academic gain.

Plagiarism refers to representing someone else's ideas, writing or other 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. Plagiarism hinders learning and the development of learning skills and work habits. Forms of plagiarism include, but are not limited to, the use of the following without appropriate reference or citation:

- someone else's ideas, thoughts, theory or opinion;
- direct quotations, or material paraphrased and/or summarized by the student;
- misrepresenting co-authored or collaboratively created work as one's own;
- music, drawings, designs, dance, photography, and other artistic or technical work created by someone else;
- reproduction of tables, graphs or any other graphic element produced by someone else;
- facts or information that are not generally known;
- an unusual or distinctive phrase, specialized term, a computer code, or quantitative data;
- copying from the Internet without giving proper acknowledgment to the source;
- submitting work prepared, in whole or in part, by another person or source and representing that work;
- downloading research papers from the World Wide Web, and submitting the paper as original work as one's own

Students are responsible for:	Staff are responsible for:	Parents/Guardians are responsible for:
<ul style="list-style-type: none"> ● Submitting work that is their own. ● Clarifying expectations with the teacher if needed. ● Familiarizing themselves with definitions and examples of cheating and plagiarism. ● Understanding there are consequences for submitting assessments that are plagiarized or with instances of cheating. ● Taking precautions to avoid accusations of cheating and plagiarism. 	<ul style="list-style-type: none"> ● Clearly communicating expectations regarding cheating, plagiarism and developing a common understanding within the classroom. ● Using strategies within the classroom and assessments to encourage understanding with students and become familiar with the student's work. ● In collaboration with administration, implementing a continuum of behavioural and academic responses and consequences based on various factors. 	<ul style="list-style-type: none"> ● Encouraging their child to share their learning and supporting them in completing work honestly. ● Clarifying with their child and teacher the expectations of the assessment if unclear. ● Understanding there are consequences for submitting assessments that are plagiarized or with instances of cheating.

Avoiding Cheating and Plagiarism:

In order to avoid accusations of cheating or plagiarism keep in mind the following:

- Do not bring unauthorized electronic devices to tests/exams.
- Do not communicate test/exam/final evaluation content to other students.
- Do not talk/gesture to other students during an exam/test/final evaluation.
- Do not copy from another student.
- Do not take pictures of your work, or anyone else's work.
- Acknowledge all secondary sources.
- Provide embedded references for someone else's written work, thoughts, opinions or ideas.
- Always consult your subject teacher to clarify how plagiarism relates to that subject.
- Submit all research notes, outlines, rough notes, and rough copies (even when editing on a computer, you should do periodic "save as" and print these versions).

IN THE INSTANCE OF SUSPECTED CHEATING OR PLAGIARISM:		
Students are responsible for:	Staff are responsible for:	Parents/Guardians are responsible for:
<ul style="list-style-type: none"> • Understanding there are consequences for submitting assessments that are plagiarized or with instances of cheating. • Demonstrating that the work is their own. 	<ul style="list-style-type: none"> • Dealing with incidences of cheating and/or plagiarism on a case-by-case basis. • In collaboration with administration will use professional judgement to use any of the following steps/consequences: <ul style="list-style-type: none"> • the teacher will interview the student regarding the incident; • parents or legal guardians will be contacted; the department head and administrator will be informed; • oral and/or written warning or reprimand; • a make-up assignment or rewrite may be given; • a deduction in marks, a failing grade or mark of zero may be assigned; and/or suspension. 	<ul style="list-style-type: none"> • Understanding there are consequences for submitting assessments that are plagiarized or with instances of cheating.

Attendance Policy

At Bur Oak S.S., we recognize that attendance and punctuality contribute to student success, are related to developing character traits such as respect, responsibility and integrity and are linked to learning skills such as work habits, initiative and self-regulation. Consequently, we expect our students to attend school regularly and to be on time for each class.

Students are required to self screen for COVID 19 each day, **students with COVID19 symptoms cannot attend school** and should seek direction from their physician or the COVID screening centre.

Attendance Procedures

Classes may only be missed for legitimate reasons such as an illness, medical appointments, family emergency, etc. Students are responsible for completing and submitting all work missed during an absence.

Parents/Guardians and/or students must:

- communicate with teachers and the attendance office in person, by phone, email or hand-written note prior to a known absence;
- ensure attendance for assessments/evaluations on the day they are scheduled;
- be aware of and prepare for adverse weather conditions.

When attendance and/or punctuality negatively impacts upon student achievement, a teacher will take the steps necessary to remedy the problem. This may include a review of student expectations, plan for improvement, detention, parent/guardian contact. If attendance and/or punctuality continue to negatively impact student achievement following the teacher's initial attempts to remedy the problem, he/she will refer the matter to a Vice-Principal. The administration, teacher, student and parent/guardian will work together to develop a plan of action to assist the student in improving his/her attendance or punctuality.

Attendance Procedure: Students Under 18 Years of Age

If a student is going to be absent for the day, the school must be informed by a telephone call or email from a parent/guardian before 8:30 a.m. If the school has not been contacted, then a note from a parent/guardian stating an appropriate reason must be submitted to the attendance secretary immediately upon return to school in order to obtain an admit slip. All notes will be kept on file.

Attendance Procedure: Students Over 18 Years of Age

If a student is going to be absent for the day, the school must be informed by a telephone call or email made by the student before 8:30 a.m. If the school has not been contacted, then a note written by the student stating the appropriate reason must be submitted to the attendance secretary immediately upon return to school in order to obtain an admit slip. All notes will be kept on file. Students who miss school without a valid reason will be referred to their Vice-Principal.

Students who are 18 years or older may sign themselves out; however; an abuse of this privilege will result in consultation with their vice-principal and possible progressive discipline.

Reporting an Illness / Signing Out

Students experiencing symptoms of COVID 19 must stay home. If a student tests positive for COVID 19, parents must inform the school immediately. Students who become ill at school must report to the office. Parents/guardians will be contacted and the student will be sent home. School personnel are not allowed to dispense medication (e.g., aspirin). If a long term illness or injury occurs, please contact a Vice-Principal as early as possible.

Lates

If a student is late for class, they are to report directly to their classroom. Students who are **more than 30 minutes late** to class are to report directly to the attendance office to obtain a late slip. Classroom teachers will request this as proof that your late arrival has been accounted for. Students who are consistently late for their class will face consequences from their teacher which may include a phone call home, detention, etc.

Extended Absence / Temporary Withdrawal from Classes

In accordance with the Ministry of Education, a parent/guardian may request a temporary withdrawal from school for 3 or more days. Before making this decision, the student and parents/guardians should consider the impact this will make on academic achievement and well-being. Students and parents/guardians are responsible for completing the *Request For Temporary Withdrawal*, available in the Main Office.

Inclement Weather

Schools are traditionally open on bad weather days with all classes running, although school bus services may be cancelled or delayed. Information will be communicated through radio stations by 6:45 a.m. and on the school bus transportation website at www.schoolbuscity.com. It is the parent/guardian's decision whether or not to send students to school. Please refer to the attendance policy regarding absences

Bullying, Cyberbullying, or Intimidation

Every student has a right to learn in a safe, caring and supportive environment. Our schools are actively engaged in bullying awareness, intervention and prevention.

What is bullying?

Bullying, cyberbullying and intimidation are combinations of power and aggression. They usually occur when a student maliciously oppresses, harasses or intimidates another student verbally, physically or psychologically. Bullying also occurs through the use of technology.

What happens if a student bullies another student?

Instances of bullying, cyberbullying or intimidation are dealt with under Board Policy #668.0, Caring and Safe Schools, and its related procedures. You can find information on this policy in the section on Safety and on the Board website.

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.

Who can I talk to if I am being bullied?

Students are encouraged to talk to a parent/guardian, school staff member or trusted friend about any incident of bullying, harassment or intimidation by other students. If there is severe violence or threat of harm, we recommend students or their parents/guardians contact the local police immediately for assistance.

You can also

- Use the Board's Report It! tool on our website.
- Get in touch with Kids Help Phone at 1-800-668-6868 or www.kidshelpphone.ca.

Code of Conduct/Behaviour

At Bur Oak S.S., our goal is to provide the safest, most effective, and most nurturing environment for individual and collective growth. Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities and valuing individual differences.

We support and develop these attitudes by:

- fostering a belief in a commitment to non-violent conflict resolution;
- valuing actions and behaviors that are positive, supportive and respectful, of the rights and personal freedoms of growth.

The Code of Conduct and the Caring and Safe Schools Policy #668 apply to all students anywhere on school property, on adjacent property and at all school-related events and activities. School property at Bur Oak includes the school building, and all adjacent properties including the park areas, playing fields and parking lots, etc.

Respect and Responsibility

Students and staff are to be treated with respect and dignity. At BOSS we are committed to respecting everyone's right to an education by being courteous in classrooms, hallways, the library and assemblies. Every member of the BOSS school community is expected to engage in conversations and dialogues which include respectful language without the use of profanity or terms that are discriminatory. It is expected that the property of others and our school environment is respected and that proper care is taken to protect our lockers, textbooks, cafeteria, classrooms, library and equipment. Damage to school property will require payment for repair and/or suspension from school.

Respect is demonstrated when students respond and acknowledge persons in authority (administration, teachers, secretaries, caretakers, volunteers, cafeteria staff, bus drivers and board personnel) by identifying themselves when asked.

Safety

All staff and students must respect everyone's right to physical and emotional safety so they can be free of fear or intimidation. The use or possession of harmful and/or illegal substances such as alcohol or drugs, or being under the influence, on school property or at school-authorized events will result in suspension from school and may also result in criminal prosecution. Students are expected to self-monitor their behaviour and accept responsibility for individual actions, words and gestures.

Restorative Practice

Failure to follow Code of Conduct/Behaviour will result in consequences according to the Caring and Safe School Policy #668. Bur Oak uses a progressive discipline model to support the improvement of behavior. The following actions may be taken by the school to help ensure high standards of behavior.

At Bur Oak Secondary School, we are committed to the use of Restorative Approaches when dealing with conflict and solving problems between individuals. This approach is based on the belief that people need to take responsibility for their behaviours, reflect upon the impact of their behaviour on others, and work toward repairing the harm that has come to the relationship. Restorative responses support students' social and emotional learning and development.

A restorative approach to conflict or wrongdoing is based on asking five key questions of the person who has been affected or involved:

1. What happened?

2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way(s)?
5. What do you think needs to happen to make things right?

Restorative approaches create an atmosphere of respect, accountability, commitment to relationships and community building, collaboration, empowerment and emotional support.

Counseling

Counseling is an integral part of the discipline process. A teacher, guidance counselor, child and youth worker, principal or vice-principal will discuss the reasons for a problem in the hope that the advice offered may assist the student in helping to solve a problem and thereby avoid similar offences in the future.

Parent/Guardian Contact

The school appreciates all of the support and advice given by parents/guardians to help with discipline problems. Parents/guardians are informed of repeated minor violations and of all serious offences. Often parents are asked to advise on ways of helping their son/daughter/ward improve. Frequent parent/guardian contact is part of the discipline used in the school. Parents/guardians are encouraged to contact the school and/or teacher if they have concerns.

Detentions

Detentions are given outside of class time and are used when it is believed that some form of discipline or consequence is required. This will help ensure that the student is aware that his/her actions are unacceptable. This also provides time for him/her to rethink the attitude and behaviour creating the problem.

Exclusion from class

One consequence of inappropriate behaviour is removal from the class. This could mean a "time out" from one class or several classes. This form of consequence will result through conversations between subject teacher and administration. If exclusion is longer than one day the parent/guardian will be contacted.

Confiscation of Items at School

Personal items confiscated during the school day may be reclaimed from an administrator. If it is deemed unsafe or unwise to return the item, parent contact with the school is required.

Student Contract

A student contract is a written agreement identifying the expected student behavior between the school and student and his/her parents. The contract outlines expectations for student attendance/behavior, and consequences for breaking the contract.

Withdrawal of Privileges

Privileges to attend school events, field trips or team/club activities etc. will be lost if students fail to abide by the Student Code of Behaviour or the Caring and Safe School Policy #668.

Referral to School Personnel or Outside Agency

Poor behaviour can often be a result of frustration with the learning process. The student may be referred to a Counselor, Child and Youth Worker or Student Success teacher for counseling and help. Problems outside of school may also be a factor. Referrals may be made to Children's Aid, Family Services York Region, or other agencies as appropriate.

Suspension & Expulsion

Suspension and/or expulsions are recommended for serious incidents. Please refer to the Caring and Safe Schools Policy #668.

Suspensions will be considered for the following infractions under Policy 668.1:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;
- being under the influence of alcohol or illegal drugs;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school or Board property or to property located on school/Board premises;
- bullying or cyberbullying;
- habitual neglect of duty (with Superintendent of Schools approval only);
- opposition to authority;

- any act considered by the principal to be injurious to the moral tone of the school;
- any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; any act considered by the principal to be contrary to the Board or school code of conduct.

Expulsion will be considered for the following infractions under Policy 668.2:

- possessing a weapon or replica weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons or illegal drugs;
- committing robbery;
- giving alcohol to a minor;
- bullying or cyber-bullying, if, i. the pupil has previously been suspended for engaging in bullying and/or cyber-bullying, and ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person;
- any infraction outlined in Board Procedure #668.1 Student Suspension that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor;
- the pupil's pattern of behaviour is so refractory that the pupil's presence is injurious to the effective learning and/or working environment of others; and/or
- the pupil has demonstrated through a pattern of behaviour, such as, but not limited to neglect of duty, truancy or opposition to authority that he/she has not prospered by the instruction available to him/her and that he/she is persistently resistant to making the changes in behaviour which would enable him/her to prosper.

Communication Home

E-Bulletin

A weekly e-bulletin will be posted on the Bur Oak website under News and Events every Friday.

Email

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

Parent –Teacher Interview Night

Parents / Guardians are encouraged to contact the school at any time regarding information on their child's progress. Information about the format and structure of Parent - Teacher Night will be upcoming. Please contact your child's teacher with any concerns.

Stay Connected Online

You can also stay connected online through our school website at www.yrdsb.ca/schools/buroak.ss or you can follow Board news and updates at www.yrdsb.ca or on Twitter@yrdsb.

Electronic-Etiquette/IT Acceptable Use Policy

Digital Literacy is the foundation for successful participation in an interconnected and changing world. Bur Oak Secondary School is wireless and the staff promote the purposeful use of digital tools to enhance learning. Students may bring their personal electronic devices (PEDs) to school and use them for a variety of valid purposes such as calendar maintenance, communication, research, learning, etc. **The use of electronic technology is at the discretion of the teacher.**

The E-Etiquette/IT Acceptable Use Policy complements BOSS' policies including *Exam Guidelines* and YRDSB' Board Policies. Students must be responsible and careful at all times when communicating electronically with others. This requirement extends beyond the school boundaries and the limits of the school day. All users must recognize the strengths of technology and know when to use it appropriately to support instruction both inside and outside the classroom. Students who engage in the inappropriate use of PEDs/Information Technology equipment and/or electronic harassment and cyber-bullying will face consequences at school. Consequences for actions which contravene this agreement, the Board's Caring and Safe Schools Policy #668 and the school's code of conduct may range from withdrawal of privileges to suspension and/or expulsion from school.

Any electronic/digital device that is capable of communicating information and/or has photo capabilities is not permitted to be used during any assessment and/or evaluation. Students must not photograph or video (using cell phones, cameras etc.) any student or staff member in

the school building without approval as this is a violation of one's privacy. Exceptions occur for curriculum based projects with teacher approval.

Students must not post school activities, pictures, or videos of students and/or staff on websites such as YouTube, Instagram, SnapChat, MySpace, Facebook, Twitter, Pinterest, Tumblr etc.

Staff and students have the right to learn and work in a safe and undisturbed environment. When students use their PEDs without permission, the learning environment can be disrupted. Students must follow the direction of their teacher about the use of all technology (including cell phones) in the classroom.

BOSS students are **responsible** for, and will be held **accountable** for:

- adhering to ALL guidelines of the E-etiquette/IT Acceptable Use Policy;
- respecting the privacy and personal information of others when using YRDSB Board technology and wireless connection;
- keeping personal information private;
- responsible use of information technology resources, Internet, and PED's;
- treating school board technology with care and respect;
- treating technology in the Bur Oak Library with care and respect;
- keeping PED's safe and secure, the school is not responsible for replacement or repair of damaged/stolen/lost items
- reporting known technical, safety, or security problems to a staff member;
- respecting information obtained on the Internet by sourcing all references.

Calculator Use Policy

Calculators shall be used when the primary purpose of a given activity is problem-solving or other skill development in which computation is of secondary importance. Calculators without graphic capabilities may be used on tests and examinations. In order to maintain fairness to all students, all calculators that have programming capabilities must be cleared of all programs prior to the beginning of all tests and examinations, and may only be used with the permission of the teacher.

For more information regarding YRDSB's Internet Safety, please visit the board website.

Emergency Information

Inform the main office 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 condition (e.g. allergies, medications).

Emergency Procedures for School Evacuation

If an emergency situation occurs, the alarm will be sounded or an announcement will be made depending on the nature of the emergency. Students will be required to follow the emergency procedures, teachers' instructions and the fire routes posted in each classroom. 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.

Equity and Inclusive Education

Bur Oak S.S. fully endorses and abides by the York Region District School Board's Equity and Inclusivity Policy #261 which affirms our commitment that every student is entitled to learn in an equitable and inclusive learning and working environment, free from all forms of discrimination, harassment and exclusion.

Examinations

Attendance during final examinations and course culminating activities is mandatory. Family vacations, student employment, camps and appointments **MUST NOT** be planned during the scheduled exam period. All exams must be written at the scheduled time and place. Failure to attend a scheduled exam will result in a mark of zero.

Students missing an examination due to severe illness, bereavement or court appearance must:

- inform the school immediately (905-202-1234);

- provide written verification by the appropriate authority (i.e. medical note, court appearance notification) to the Vice-Principal within 24 hours of the scheduled exam. Failure to produce verification will result in a mark of zero.

Cheating on any summative evaluation is considered a serious offense. A student found cheating will receive a mark of zero. Examination guidelines will be posted on the school website and reviewed with students.

Excursions

Educational outings are an integral part of the courses offered at BOSS. They provide a valuable learning experience for each student. 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. Due to an abundance of caution, some teachers may choose to take their classes outside for part of their in class period.

Fraudulent Notes and Documents

Students who attend night school and summer school outside of York Region are responsible for bringing their report card (stamped by the school and in a sealed envelope) to our school's Guidance Department. Falsification of any academic record will not be tolerated. Forged notes are unacceptable.

Falsification of any transcript or note will result in referral to an administrator and/or suspension. Fraudulent transcripts will be amended. Notification of parent(s) and the University and College Placement Office will occur, as appropriate, and police involvement may be requested.

Falsification of any attendance records or permission forms by students will result in consultation with a vice-principal and progressive discipline.

General School Guidelines for BOSS Students

Bulletin Boards/Posting of Signs

Nothing may be placed on, or removed from, the bulletin boards except under the express instructions/approval of school administration. All posted signs must have the approval and signature of an administrator.

Food

Absolutely no food or drink, other than water, will be permitted in classrooms at any time. Absolutely no food or drink will be allowed in any of the computer labs, gym, library, stairwells, or hallways. Please ensure all garbage is placed in appropriate recycling and garbage bins.

No food delivery services will be allowed on school property.

Hallways

Hallways and stairwells must remain clear in compliance with fire regulations and out of courtesy to others. Students may not sit in stairwells. Students must stop and remain standing in hallways during the morning anthem and announcements. Halls outside teaching areas are out of bounds during instructional periods.

Homeroom

Homerooms are open to receive students by 8:00 a.m. daily. A music selection will indicate to students that they should be in the homeroom. Students arriving in the homeroom at the playing of the national anthem will be considered late. During opening exercises and announcements, students are expected to be quiet and attentive.

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 confiscation of the laser pen, parental contact and suspension.

Lost and Found

Found articles should be turned in to the Main Office and may be claimed there. BOSS is not responsible for any lost/stolen/damaged personal property

Out of Bounds Areas

Any area is considered out-of-bounds if it is not supervised by school personnel, for example gymnasiums, office area, classrooms, and cafeteria.

Printing

Printing will be available in the Library.

Questionnaires, Surveys and Distributed Materials

Materials that students would like to distribute to other students (e.g., questionnaires, surveys, flyers), must be for instructional or charitable purposes only and must receive approval from school administration prior to distribution.

Personal Property

Students are responsible for their personal property. All personal property such as knapsacks, coats and electronic/digital devices should remain in the classroom with the student. 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.** Please note thefts do occur on a regular basis at high school. Don't be a victim – do not bring money or valuables to school.

School Property

A student must not deface or damage school property by writing, drawing, and/or scratching desks, chairs, lockers, or walls. Garbage must be deposited in the wastebaskets which are located throughout the school. Any vandalism or damage to property will be dealt with by the school administration and police. Any damage to school property will result in the requirement to pay for repair and/or suspension from school.

Use of Telephones

A phone is located in the main office for student use in emergency or medical cases. In the case of an emergency only, the main office, at their discretion, will interrupt a class for a student to receive a call.

Graduation

Graduation will take place on Monday, June 27 2022

Guidance Services

The Guidance Department offers a variety of services to students, teachers, and parents. Our office is located on the first floor by the main office. We look forward to being of assistance to you. The Guidance Department is open daily from 8:00am to 3:30pm. Appointments can be made by phoning 905-202-1234 or emailing your counsellor.

Counselling

Counselling is arranged on a one-to-one basis, with counselors available to assist students in planning and working toward their educational and career goals, and to help them resolve personal and social difficulties. **Students must make an appointment for counselling**

Group Instruction

Counsellors will provide classroom instruction and/or small-group seminars related to educational and career planning, study and examination skills, community involvement requirements, and orientation to secondary and post-secondary institutions.

Career Resources

Students are encouraged to come to the Guidance Department to make appointments with a counsellor. Parents are invited to take an active role in their child's educational and career planning decisions. An interview with a guidance counsellor can be arranged by calling the school. Information on careers and post-secondary programs is available in the Career Resource Centre. Parents cannot come to the school without an appointment, please call 905-202-1234 to arrange a time. Due to an abundance of caution, only one parent (and a translator if needed) will be allowed to attend.

Course Load Guidelines - Credits

Students are expected to carry a full course load. Exceptions may only be considered by an administrator. The following guidelines are used in determining appropriate course loads:

- Grade 9, 10 & 11 students (24 credits or less) require a FULL timetable (no spares). Eight courses must be taken, balanced to include four in each semester;
- Grade 12 students (24 credits or more) require a minimum of three courses per semester;
- graduating students requiring four courses or less must take those courses in the first semester;
- students must ensure that they have the required prerequisites courses for their post-secondary applications.

Course Change Procedures

Students and their parents are encouraged to request the courses for next year's program carefully. Such selections dictate class sizes, number of classes and placement in semesters. Only in exceptional circumstances will requests for timetable changes be considered. Course type

changes within a course will be considered where there is strong evidence that such a change would be in the student's best educational interest and space is available in the desired course. **Students must attend all classes until they are officially removed from the course by Guidance Services and textbook(s) returned.** No one is permitted to drop a course during the last four weeks of a semester except under exceptional circumstances with Administration approval.

Repeating a semester one course in semester two

Students are encouraged to repeat a failed Semester One course in Summer School. If this is not possible, the following criteria must be met:

- Students must complete the Semester One course.
- Students may repeat a course in Semester Two only if there is space available after all wait-listed students are placed.
- Students will not be added to the Semester Two course until the end of the first week of Semester Two in order to ensure that all students have complete and appropriate timetables.

Full disclosure

The Ontario Student Transcript Manual, 2013 outlines the regulations and procedures regarding Full Disclosure. They are as follows:

- In Grades 9 and 10 only successfully completed courses are recorded on the OST.
- In Grades 11 and 12 withdrawal from a course will not be recorded on the OST if it is dropped within five instructional days following the issue of a midterm report card. After five instructional days following the issue of the midterm report card, the student's percentage grade at the time of withdrawal is recorded.

Community Involvement

Students must complete at least 40 hours of community involvement activities to graduate. For more information, visit our [Board website](#) or see Board Policy and Procedure #620.0 Community Involvement Hours.

Retirement from School

Students contemplating withdrawal from school should see their Guidance Counsellor or Vice-Principal.

For further information, including the course calendar, refer to www.yrdsb.ca/students

Homework

Homework supports the partnership between home and school. It builds learning skills, develops the learning expectations of the course and provides opportunities for subject mastery. Completing homework develops a positive attitude for learning that contributes to lifelong learning, and prepares students for subsequent learning activities.

The time required to complete assigned homework will vary depending on the abilities and the commitment of each student. Every student is encouraged to develop the habit of regular review and homework completion to increase their chances of success. The following timelines are intended to show daily recommended maximums across all subjects and courses. It is not meant to be an average or expected daily amount.

Grade	Daily Maximum
Grade 7 – 9	50 minutes
Grade 10 – 12	90 minutes

We ask that students:

- establish a homework routine;
- make a reasonable effort to complete homework by the due date;
- communicate with the teacher if unable to complete homework;
- understand that homework contributes to academic success and impacts overall performance, but not to the detriment of well-being;
- use time-management skills to create balance between homework and other activities;
- understand that homework tasks can be used as self-assessment to focus learning;
- locate and organize necessary materials and resources needed for homework;
- request clarification or assistance with homework when necessary; and
- self-monitor stress related to homework, communicating with teachers and parents/guardians when support is needed.

Library (Learning Commons)

At this time, the Learning Commons will be open.

From our website you can connect to online databases, retrieve student help sheets, search our collection, and connect to the Markham Public Library.

Personal Information

Your child's personal information is protected under the Municipal Freedom of Information and Protection Act (MFIPPA). Whenever personal information is collected, its use will be explained to you. Please see the list below for examples of when your permission will be sought.

Typical Uses (No Permission Needed)	Typical Disclosures (Permission Needed)
<ul style="list-style-type: none"> ● In-school displays ● Yearbooks ● Teaching videos ● Assemblies, graduation ● Honour Roll ● Transition between elementary and secondary school ● Video surveillance for safe schools purposes 	<ul style="list-style-type: none"> ● Public displays ● Media interviews ● School website ● Digital yearbooks ● Pre-transfer approval ● Ministry reporting requirements ● Webcasts, video conferences ● External third parties e.g. lawyers, agencies

Please note that this is not an exhaustive list.

The school is required by law to give access to the information in a student's Ontario Student Record (the official school office file) to parents or guardians until students reach the age of 18. Therefore, report cards, attendance and progress will be shared with parents of students under the age of 18. Nonetheless, this School believes that there is a strong relationship between success in school achievement and informed parental involvement. For this reason, students are encouraged to co-operate with their parents in all aspects of their school performance and progress.

If you have any questions about privacy protection, please contact the Information Access and Privacy Office at 905-727-0022 x2015.

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Meetings for the school council are held regularly and will be held virtually this year. School council elections are held at our first meeting – Monday, September 20, 2021. The link to the first meeting will be in our E bulletin.

Smoking and Vaping

A provincial law called the Smoke-Free Ontario Act governs the board's response to smoking, vaping or holding on school property. Smoking and vaping are prohibited on school property.

Smoking, vaping or holding lit tobacco is prohibited by all persons inside a school and outside on school grounds and public areas within 20 metres of any point on the perimeter of the grounds of the school, including playing fields, driveways, parking lots, inside cars, in parking lots and school buses. Fines range from \$305 to \$5000. It is illegal to sell tobacco and vapour products in schools.

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. People looking for advice on how to quit smoking can go to www.quit4life.com or call the Smokers' Helpline at 1-877-513-5333.

Student Life

Student Activity Council

The BOSS Student Activity Council is an important part of student life at the school. The Student Council consists of an elected Co-Presidents and Directors of the eight councils:

- Athletics Council
- Business Council
- Community Council
- Events Council
- Global Action Council
- International Student Association Council
- Equity Council

- Music Council

Textbooks

The York Region District School Board 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*, it is the students' responsibility to ensure that any loaned textbooks or other materials are returned to subject teachers. If the textbook or other materials are NOT returned, financial restitution must be made. This also 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.

Video Surveillance

Video surveillance is used throughout the building to assist in providing a safe school environment and to protect Board property and assets. The video surveillance works on a 24-hour full-week rotation. The cameras are watching you – so act with character.

Visitors

All visitors, including parents/guardians, must:

- **make an appointment to come to the school**
- use the main entrance of the school;
- sign in at the main office when they arrive. The office staff can get important messages and materials to your child;
- visitors (other than guest speakers) will not be given permission to attend classes or visit with students;
- students and staff are required to notify the administration of trespassers in the building.

Trespassing

- If you bring or encourage a trespasser to come onto the property of the school and he/she engages in any unacceptable behaviour, you will be held *accountable* under the Caring and Safe Schools policy #668. Only visitors approved by the main office are permitted on school property.

For More Information

You can find more information on these and other topics in the [YRDSB Guide to the 2021-2022 School Year](#).