



BUR OAK SECONDARY SCHOOL

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"Rooted in Diversity; Inspired to Learn"

School Handbook

2017-2018



Bur Oak Secondary School



2017-2018

Ms. Rose Li
Principal

Ms. Kathy McAlpine & Ms. Elizabeth Sloan
Vice-Principals

School Superintendent: Mr. Dan Wu 905-940-7800 dan.wu@yrdsb.ca	School Trustee: Mr. Alan Tam 905-642-1759 alan.tam@yrdsb.ca
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Leadership Team – Department and Subject Heads

Subject Head Name	Department
Kathy Kedey	Alternative Education
Claire Hainstock	Business Studies
Nicholas Fernandes	Computer Studies
Monica Del Bianco	Co-op (Acting)
Cameron Ferguson	Drama
Elisa McGann-Golding	English
Christine Kotevski	English (Assistant)
Kathy Brown	ESL
Farrah Parker	Family Studies
Athina Tsatsos	FSL/Classical/International Languages
Adrian Carnevale	Geography (Interim)
Laurel Dodham	Guidance
Aileen MacInnes	History
Susan McCombes	Library
Bhakti Merchant	Math
Dezideriu Muzsi	Math (Assistant)
Lyle Corrigan	Music
Andrew Ebisuzaki	Physical and Health Education
Kerry Odlum	Science
Gillian Andersen	Science (Assistant)
Laura Hogan	Special Education
Matthew Ainsworth	Special Education (Assistant)
George Niles	Technological Studies
Michele deVries	Visual Arts



Bur Oak Secondary School



Welcome letter from Principal

Dear Parent(s)/Guardian(s),

Welcome to all of our new and returning families. I hope you all had a wonderful, relaxing summer and are looking forward to the 2017-2018 school year at Bur Oak. As the incoming Principal of Bur Oak, I am excited to work and collaborate with all students, staff, and parents.

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. The information on school and board policies will help guide students to make decisions that will support a successful year at Bur Oak. A calendar has also been included to highlight important dates during the upcoming school year.

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.

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

Sincerely,

A handwritten signature in black ink, appearing to read "R. Li".

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 must be returned to the school by September 15, 2017.

School Day Organization

Office hours: 7:30 a.m. to 4:15 p.m.

September 6 to November 23				November 27 on			
Period 1	8:15 a.m.	-	9:29 a.m.	Period 1	8:15 a.m.	-	9:35 a.m.
Period 2	9:30 a.m.	-	10:44 a.m.	Period 2	9:40 a.m.	-	10:55 a.m.
Period 3	10:45 a.m.	-	11:59 a.m.	Period 3	11:00 a.m.	-	12:15 p.m.
Period 4	12:00 p.m.	-	1:14 p.m.	Period 4	12:20 p.m.	-	1:35 p.m.
Period 5	1:15 p.m.	-	2:29 p.m.	Period 5	1:40 p.m.	-	2:55 p.m.

Academic Honesty Policy

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 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;
- unauthorized talking or gesturing during an evaluation;
- 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.

Classroom teachers are knowledgeable in evaluating the writing of their students. 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/her own.*

Incidents of cheating and/or plagiarism will be dealt with on a case-by-case basis. Depending on the severity of the incident, one or more of the following steps and/or consequences will be taken, as appropriate, to deal with plagiarism or cheating:

- 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 failing grade or mark of zero may be assigned; and/or
- suspension.

Avoid Accusations of Cheating and Plagiarism

- 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).

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, do not bring nut or nut products 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:

- 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/ INAPPRORIATE ATTIRE GUIDELINES	
-clothes with acceptable logos, prints or pictures	-clothes 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 -clothing with brand or price tags exposed
-headresses worn indoors for religious and health reasons, commercially manufactured headbands (maximum width: 4 cm)	-bandanas, hats, scarves, hoods, wave caps, do-rags, etc. (These shall be stored in locker or backpack)
-pants worn at the hip/waist	-pants sagging below the waist to show undergarments
-skirts/pants and blouses/shirts which are continuous from the neckline to the waist (tops must meet bottoms and bottoms must meet tops) and provide modest coverage - shorts will be mid-thigh in length	-clothing that exposes the chest, abdomen, midriff, back or undergarments, mini or micro skirts/shorts
-tank tops with wide straps (females only)	-spaghetti straps, tube or single-strap tops
-clothes which are clean, odour free and without tears and rips	-torn clothes and dirty 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:

- remove inappropriate head covering and/or give it to the staff member;
- 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 areas for drop off and pick up. Please do not park in the bus / emergency zones and remember that there are no U-turns allowed in the front driveway.

Students who drive to school are reminded that 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. Any student who drives carelessly or puts any 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:

- 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.

Assessment and Evaluation Policy

Bur Oak Secondary School embraces York Region District School Board's Six Guiding Principles of assessment and evaluation, summarized as:

1. The primary purpose of assessment is to help students learn.
2. Assessment practices are fair and equitable for all students.
3. Communication about assessment is ongoing and clear.
4. Professional development activities and teacher collaborations support assessment.
5. All partners in education (parents, teachers, administration and students) may be involved in the assessment process.
6. Assessment practices are regularly reviewed and refined.

Missed In-Class Assessments/Evaluations

- Teachers will set and notify students of upcoming dates for all assessments and evaluations and will provide evaluation criteria so that students can seek clarification about expectations and assessment procedures
- Students must give advance notice of known absences (field trips, athletic events, performances, medical appointments, etc.) that may conflict with set due dates so that alternate arrangements can be made.
- If a student is unexpectedly absent for an assessment/evaluation, it is the student's responsibility to ensure that a parent/guardian contacts the school to confirm the absence on the day of the assessment/evaluation and to acknowledge that the assessment task is being missed. A follow-up note from a physician or the parent/guardian stating the reason for the absence may also be required.
- It is the student's responsibility to remind the teacher that an assessment/evaluation was missed and to provide the appropriate documentation.
- Students should be prepared to complete any missed assessment/evaluation immediately upon return from a validated absence.
- If an absence is not validated (e.g. truancy) a mark of zero (0) may be assigned.
- If a student is planning to be absent for 3 or more days for reasons other than illness, the student must meet with an administrator to discuss the absence. An "Extended Absence" form (provided by an administrator) must be completed as soon as the absence is anticipated. At the discretion of the administration, teachers may be asked to record scores of zero for missed assessments and/or evaluations. If this form is not completed, a zero (0) will be assigned for assessment/evaluation opportunities lost as a result of the absence.

Assignments handed in late/not handed in at all

- Students must submit/complete all assessments/evaluations on the predetermined due date.
 - Students should notify their teacher of difficulty in meeting a due date at least 48 hours in advance of the due date to discuss resolution strategies.
- *If, after the initial conversation with the teacher, an assessment/evaluation is NOT submitted on the due date it may be possible for the teacher and the student to determine a late submission date. If the assessment/evaluation is not received at that time a mark of zero may be recorded.*
- The submission of late assessments/evaluations will be recorded by the teacher and will be reflected in the evaluation of the student's learning skills.

Final Summative Assessment

- Scheduled final summative evaluations (e.g., exam, performance task, portfolio) must be completed by all students.
- Any absence from a final summative assessment due to exceptional circumstances will be referred to the Principal and considered on an individual basis and it may be rescheduled or given a mark of zero (0), at the discretion of the principal.
- If a summative evaluation is missed due to illness, a physician's certificate confirming the student was unable to attend the evaluation must be provided to validate the absence.

Assessment of Learning Skills

- *Students will also be expected to demonstrate learning skills developed throughout the course. These skills will be developed and assessed in the following five categories: Works Independently, Teamwork, Organization, Work Habits, and Initiative. They will be assessed using a four-point scale: E- Excellent, G- Good, S- Satisfactory, and N- Needs Improvement.*

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.

Attendance Procedures

Classes may only be missed for legitimate reasons such as an illness, medical appointment, family emergency, field trip, school event, 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 who are feeling ill must report to the office. Parents/guardians will be contacted and the student may be allowed to go home with their approval. 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 15 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 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. 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 impacts 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 is sent home every Monday. This electronic communication includes student attendance and important school-related information.

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. A more formalized opportunity for parents to meet with teachers is arranged approximately six weeks into each semester. More information will be sent home with Interim Reports and sign up for interview times is done through our Edsby interface.

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;
- respect 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;

- treat school board technology with care and respect;
- treat 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
- report known technical, safety, or security problems to a staff member;
- respect 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.

Field Trips and Extra-Curricular Activities

- Students are required to communicate with their teachers any upcoming school trips or competitions to make arrangements to ensure that their learning expectations have been met.
- Students will not 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.
- Students are expected to accompany their class or team on school arranged transportation to and from the school activity.

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.

Cafeteria

Students are not to go to the cafeteria between classes. It is expected that everyone will make an effort to take care of our cafeteria by disposing of their own garbage in the proper containers and using recycling bins when appropriate.

Food

Absolutely no food or drink, other than water, will be permitted in classrooms at any time. Food is only permitted in the cafeteria and on the first floor at lunch 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.

Gambling

Cards/dominos and other table games are permitted before school, at lunchtime and after school in the cafeteria or games room only. Students are forbidden to gamble with money, chips or other materials.

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 morning anthem and announcements. Halls outside teaching areas are out of bounds during instructional periods. When not in class, students should be in the cafeteria, library, atrium, or outside and must refrain from loud or distracting behaviour.

Homeroom

Homerooms are open to receive students by 8:10 a.m. daily. A music selection will indicate to students that they should be in homeroom. Students arriving in 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 the confiscation of the laser pen, parental contact and suspension.

Lockers

Each student is issued a locker for the year. Grade 10, 11 and 12 may be required to share a locker. Students are expected to:

- take responsible care of it;
- not share their combination with any other students;
- maintain it in an orderly fashion;
- keep it locked using the combination lock provided by the school.

School lockers are school property **ON LOAN** to students. The school has the right to search lockers and desks, without notice to, or permission of any person. These searches may be conducted without notice or permission from any member of the school community. **The school office must have a record of the locker number and combination on file.** The use of a locker must not contribute to students being late for class or to the disturbance of others. The school does not assume responsibility for lost or stolen items from your locker.

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

Students will be able to print to the school printers using their school accounts. Once the students have exceeded the maximum printing allowance per year, they will be required to pay for additional printing at the kiosk 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 lockers during class time. 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 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

This year's Graduation Ceremony is June 28, 2018 and will be held at Bur Oak. Each graduating student is entitled to two tickets as part of their graduation package.

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 through the secretary in Guidance Services or by phoning 905-202-1234.

Counselling

Counselling is arranged on a one-to-one basis, with counselors available to assist the students in planning and working toward their educational and career goals, and to help them resolve personal and social difficulties.

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.

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 and write the final exam.
- 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 www.yrdsb.ca/communityinvolvement 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)

Students are welcome in the Learning Commons each school day between 8:00 a.m. and 3:30 p.m. Classes are booked into the library in advance by teachers. The teacher-librarians assist teachers in planning assignments that make use of available resources and develop students' information literacy skills.

The Learning Commons collection is developed to support the curriculum and to provide leisure reading opportunities in fiction and non-fiction. The library technician, Ms. Bruce and the teacher-librarians Mrs. McCombes and Ms. Wan are always available to assist students. Students may sign out materials using their student card; the library website is available online for home access.

Hours of Operation: 8:00 a.m. – 3:30 p.m.

Policies:

- Students will need a valid student I.D. card to sign out materials.
- Items are loaned on a two-week basis.
- A maximum of two resources per subject may be borrowed at a time.
- Fines of \$0.25 per day will be charged for overdue materials.
- Food and drink are not allowed in the library.
- Respectful use of the facility is required at all times.

From our website you can connect to online databases, retrieve student help sheets, search our collection, and connect to the Markham Public Library. Our website is invaluable for students; make certain to bookmark buroaklibrary.sharpschool.com on your home computer.

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 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 school council are held regularly. School council elections are held at our first meeting – September 18. Contact the school main office for more information.

Smoking

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

Smoking or holding lit tobacco is prohibited by all persons inside a school and outside on school grounds including playing fields, driveways, parking lots, inside cars, in parking lots and school buses. Fines range from \$305 to \$5000. Supplying tobacco to a person under the age of 19 is also subject to a fine.

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

At Bur Oak everyone is encouraged to get involved in a variety of activities to enrich their high school experience. A multitude of opportunities are available for you to become an active member of the Bur Oak community. To organize an activity or club a **teacher advisor is mandatory**.

Student Engagement Fee

Your support of the **Student Engagement Fee** is needed in order for us to continue to be able to provide a vast array of opportunities that respond to the diverse interests of our school community including school wide events, assemblies, speakers and activities like those listed below.

Activity	Cost with Student Activity Card	Cost without Student Activity Card
Grade 12 Prom *	\$75	\$95
Semi-formal *	\$40	\$60
School Dance	\$2	\$7
Carnival	\$3	\$10
Athletic Fee	\$20	\$40
Intramurals	FREE	\$5

*These are approximate costs and may vary slightly depending on number of participants and costs of venues

Athletics and Athletic Council

Extra-curricular sports provide students with the opportunity to compete at a very high and intense level of competition with other secondary schools within the Region. In order to help cover some of the costs of each team, an athletic fee must be paid to the school before an athlete plays in any league game. Intramurals are also organized by the Athletic Council and Leadership class and will take place during the lunch hour. It is our school's policy to encourage Bur Oak students and staff to get involved in sports and to include physical activity as part of a healthy lifestyle. Contact the Physical Education Department for more information.

Failure to maintain good academic standing or failure to be a good citizen in the school may result in removal from a team for a period of time or the season. A restorative model of discipline will be used to deal with issues of participation as they arise.

Be a Good Spectator

- Student Card is required.
- Respect decisions made by game officials.
- Be a role model by supporting teams in every manner possible, including content of cheers and signs.
- Demonstrate respect for fans, coaches and participants.
- No food or drink is permitted in the gym.

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

These councils plan many school activities and events. They meet once a month to co-ordinate activities and acts as a liaison between students and administration.

Clubs and Associations

There are many clubs and student associations to get involved in at BOSS. A current list of clubs will be available on the bulletin board opposite the main office. New clubs can be added as students express interest.

Dances, Semi-Formal, Prom Policy

- School dances, semi-formal and prom are organized by student-led committees supervised by BOSS Staff
- Students will adhere to Board policies and procedures, including Caring and Safe Schools policy and procedures and the school code of student conduct.
- All jackets must be checked in before admittance to the dance. No bags are allowed into dances. The Locker areas are out of bounds.
- There will be no in and out privileges for anyone, including SAC members.
- **Tickets for dances, semi-formal and/or prom must be purchased in advance in accordance advertised timelines. There will be no tickets sold at the door.**
- Guests for semi-formal and prom must be approved by Administration:
 - maximum of one guest per student,
 - guest must meet the YRDSB board procedure NP638 and complete a guest permission form,
 - guest must have ID with name and photo,
 - guest must arrive with school sponsor,
 - student council guests are subject to the same procedure as all other guests

Fundraising Activities

Students wishing to raise funds for clubs, activities, special causes or course requirements must obtain approval from their teacher-advisor, the Students' Council and a school administrator. They will then book fundraising dates with the school administrator in charge of the calendar and notify staff who are affected by the fundraising initiative.

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 applies also 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:

- 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 2017-18 School Year** or on the York Region District School Board website at www.yrdsb.ca.