



MARKHAM DISTRICT HIGH SCHOOL INFORMATION PACKAGE 2018 – 2019



Youth In Motion (Cornell Community Centre, May 2018) – Designed and painted by Emily Eng and Julia Lau
Supported by Ms. G. Rosalle





Markham District High School

Welcome

Dear Parents/Guardians,

- *Welcome to all of our new and returning families. I hope you had a wonderful, relaxing summer and are looking forward to the new school year.*
- *This package includes important information about our school, including forms you need to complete and the Guide to the 2018-2019 School Year.*
- *We have a dedicated staff with a strong commitment to student well-being and achievement, and to creating an environment where everyone feels safe, welcome and respected.*
- *We look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to speak with you.*
- *I wish you all a happy, safe and successful school year.*

Michelle Kane

Principal

Markham District High School

SCHOOL MOTTO

LABOR OMNIA VINCIT - WORK CONQUERS ALL

SCHOOL MASCOT

Maxx the Marauder

SCHOOL COLOURS

Blue and White

Principal – Ms. Michelle Kane

Vice-Principal – Ms. Georgia Clifford (supports students with surnames A-L)

Vice-Principal – Mr. Corey McArthur (supports students with surnames M-Z)

Vision & Goals

By pursuing excellence, embracing diversity, fostering a passion for learning and modeling positive character, Markham District High School strives to develop independent thinkers and contributing members of society. Our Goals as a community of learners are to:

- Strive for excellence in everything we do.
- Provide a variety of programs to meet the individual needs of our students.
- Provide a variety of sports, clubs and activities.
- Communicate effectively with students, parents/guardians and the community.
- Make expectations for students clear and visible.
- Treat students positively and fairly.
- Encourage positive behaviour, attitudes, values, and life skills – including growth mindset & resiliency.
- Recognize contributions and achievements of staff and students.
- Provide an inviting, pleasant and safe environment.
- Endeavour to make use of the diversified talents and backgrounds of all staff and students.
- Collaborate with staff, students, parents/guardians, and community members to deliver a meaningful, quality education.



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This information package has been prepared to:

- introduce you to our school;
- clarify your responsibilities and our expectations;
- provide information on school policies and procedures;
- inform you of services which can provide assistance to you.

Information Package/YRDSB Guide and Policy Agreement Checklist

All MDHS students and their parents/guardians are required to sign the MDHS Policy Agreement Checklist form to indicate they have reviewed and will follow the policies contained within: the **MDHS Information Package**, and the YRDSB booklet, “**Guide to the 2018-19 School Year for Students and Parents**” (referred to in this document as the “2018-19 Guide”). This guide includes essential policies that all YRDSB students must adhere to, notably:

- YRDSB’s Information Technology Acceptable Use Agreement (also available on the Board website at <http://www.yrdsb.ca/boarddocs/Documents/PP-appropriateuse-194.pdf>);
- YRDSB’s Caring and Safe Schools Policy (also available on the Board website at <http://www.yrdsb.ca/boarddocs/Documents/PP-review-safecaringandsupportiveschools-668.pdf>).

These agreements are designed to ensure a safe and supportive school environment as well as ensuring our network integrity.

Return the completed Policy Agreement Checklist to your child’s homeroom teacher by Tuesday, September 11, 2018.

Additional Forms

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

- ☐ Consent for Information Sharing – Students at the Age of Majority
- ☐ School Council Nomination Form
- ☐ Student Accident Insurance Enrolment Form
- ☐ Volunteers in Our Schools

School Timetable

Period 1	8:10 a.m. to 9:30 a.m. (includes homeroom)
Period 2	9:35 a.m. to 10:50 a.m.
Period 3	10:55 a.m. to 12:10 p.m.
Period 4	12:15 p.m. to 1:30 p.m.
Period 5	1:35 p.m. to 2:50 p.m.

Accidents at School

All injuries must be reported to the person providing supervision and at the Main Office. First aid will be obtained and an accident/injury report will then be filled out. Accident insurance forms are available to students in September.



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After School Activities

Although MDHS has many after school activities, only students involved directly in these activities are supervised. Students not participating in after school activities should leave school at the end of the school day. Students awaiting pick up/transportation home must wait on the first floor in the Blue Zone (lobby) or the Library unless directly supervised by staff.

Allergies / Medical Conditions

Several MDHS students have severe allergic reactions if they smell or come in contact with even trace amounts of certain allergens. Please refrain from sending peanuts, nuts and their products to school. If your child has a life-threatening allergy or medical condition, please contact the school and complete the required documents necessary to ensure that the school has the most up-to-date information about your child. You must also provide the school with one EpiPen® in the event of an anaphylactic reaction. Students with severe allergies are responsible for carrying at least one EpiPen® with them at all times and making every effort to not come into contact with the product to which they are allergic. **Many individuals are allergic to perfumes and scented products, please refrain from using these products at school.**

Arrivals and Departures

Parents and students are reminded that classes start promptly at 8:10 a.m. and end at 2:50 p.m. In order to arrive in class, on time, parents and student must allow for extra time for traffic and weather conditions, as well as traffic congestion on Church Street. All drivers are expected to drive slowly, carefully, and courteously - respecting the posted signs and directional arrows on our driveway and parking lot and refraining from cutting into the line of vehicles waiting to exit the lot. **Church Street adjacent to MDHS property is designated as a no stopping zone.** Stopping traffic along Church Street to drop off/pick up your child impedes others, is unsafe, and may result in a traffic ticket. The bus loop is solely designated for busses and for the safe loading and unloading of students who take the bus to school. The bus loop is not to be used for drop off/pick up or u-turns as per the posted signage. Students may park on school property in the west parking lot. Students who use bicycles, rollerblades, skateboards or scooters to travel to school must wear a helmet and must walk while on school property. Rollerblades, skateboards, and scooters must be stored in lockers or backpacks and bicycles locked to a bike rack.

For students who take a school bus to MDHS:

- Be at the bus stop five minutes early.
- Watch for the driver's signal before crossing the road.
- Board quickly, using the handrail, and go directly to your seat.
- Remain seated while the bus is in motion.
- Eating, drinking and smoking/vaping on the bus are prohibited.
- Keep the aisle clear.
- Do not put anything out of the window.
- Shouting, horseplay, and fighting are prohibited.
- When leaving the bus, stay off the roadway and be careful when crossing the road.
- It is expected that behaviour on the bus will be consistent with school rules and policies.

More information about bus routes and times can be found at www.schoolbuscity.com.



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For students who take the “MDHS Special” (York Region Transit Route 411) to MDHS:

Safe and appropriate bus behaviour (detailed above) is required. Each YRT/Viva bus has security cameras and students will be held accountable for illegal acts/negative behaviour by YRT Special Constables with the help of video footage. Students who witness negative/illegal acts on YRT buses can take action to make the bus safer for all passengers by reporting incidents to Transit Enforcement and Security through the YRT/Viva Contact Centre at 1-866-MOVE-YRT (668-3978) and selecting option “4” to speak with a Customer Service Representative. Other reporting options available to students include Crime Stoppers (to make an anonymous report) at 1-800-222-TIPS (8477), our School Liaison Officer, and the MDHS Administration team.

Assemblies

Assemblies are valuable opportunities for the purposes of: distributing information, building school spirit, and recognizing achievements. An important element of an assembly is attentive and respectful behaviour. Therefore, the following guidelines will apply to all MDHS assemblies:

- All students will attend the assembly as required.
- Students are expected sit together with their classmates and teacher to support supervision.
- Students must remove their hats; religious coverings are acceptable to be worn.
- All students are expected to remain for the entire assembly.

Each student must give his/her full attention to the various presenters. This will require both listening to and watching the presentation. Full attentiveness ensures that there is no talking among students.

Assessment, Evaluation & Communication

Assessment and evaluation opportunities are celebrations of student’s achievement. “Students are responsible for providing evidence of learning within the timeframe specified by the teacher, and in a form approved by the teacher. Subject teachers will share YRDSB’s A, E, & C policy which will outline steps, and procedures for not completing assignments, missing tests or assignments, cheating or plagiarizing. Students must ensure that they are involved in the formative process to ensure submissions are on time. Wherein, students do not meet timelines and/or miss performance tasks/tests etc. board policies and practices will be implemented. It is important that students strive to achieve their best and provide teachers with original and authentic evidence of their learning.” (YRDSB Policy #305.0). **The MDHS Assessment, Evaluation, and Communication Policy can be found at the end of this document.** Many MDHS teachers use TeachAssist® - a web-based tool that offers a way to communicate student achievement with students, parents, and other educators. Ask your child for his/her student number and TeachAssist® password for access to TeachAssist®

Athletic and Co-curricular Activity Policy

Students are encouraged to participate in the wide variety of activities MDHS offers beyond the academic program. Joining a club or team provides an opportunity to make new friends, to enhance connection to the school community, and to develop a variety of skills. **Students are reminded that athletic and co-curricular participation is a privilege and is dependent on their demonstrated commitment to academic perseverance, responsible behaviour, and regular attendance.** If students fail to demonstrate their commitment to any of these three areas (i.e. a student has poor academic results due to truancy), their participation can be revoked.



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To participate in athletics and co-curricular activities, students must:

- pay the school activity fee (the student activity fee helps to fund co-curricular activities including clubs, committees, and teams, as well as large school-events such as Spirit Days, orientation activities, and student conferences);
- have a Student Card with the co-curricular sticker affixed to it, which will enable them to participate in all school activities;
- pay the club/team fees that are required to offset costs (e.g. transportation, player uniforms, conference registration fees material, tournament fees, end of year banquets, officiating, etc . . .);
- complete/catch up on academic material missed due to an absence caused by an athletic or club event;
- have regular school attendance and demonstrate positive behaviour that aligns with the MDHS Code of Conduct;
- Sign and abide by the “Student Athletic Expectations” (copy provided at team sign up);
- Maintain passing grades in all subjects or be demonstrating a regular and concerted effort to improve an area of academic challenge. Students may be put on a period of academic probation and are not permitted to participate in clubs or teams so they can focus their time and attention on their school work.

For students who are experiencing financial hardship and want to participate in extra-curricular activities and teams, our SAA (Student Athletic Association) and SAC (Student Activity Council) raise funds available for students to access to defray cost of participation. The level of financial support is dependent on the amount of funds raised and the number of students who require financial assistance. Please make an appointment with the Athletic Director or Principal to discuss options.

For continued school team eligibility, all competitive players, managers and officials must:

- have parental and medical consent – fully complying with our Concussion Management Protocol;
- meet YRAA (York Region Athletic Association) eligibility requirements (applies to players);
- demonstrate good sportsmanship (as exemplified by the 10 character education traits) in all athletic situations and locations;
- participate in accordance with the rules and regulations of play and safety policies set out by the YRAA and OFSAA.

NOTE: students participating in athletic and co-curricular activities at Markham District High School represent our school and must act as positive ambassadors of our school community at all times whether at MDHS or off-site.

Attendance and Punctuality Expectations

There is a positive relationship between regular attendance and success in school. Students at MDHS are required to attend regularly, to be punctual, and to participate in all scheduled classes.

Excused Absences: Students who have excused absences such as field trips, sports events and suspensions will be considered to be “in attendance” at school although they may not be physically in the building.

Full or Partial Day Absences: A parent/guardian phones (or e-mails) the school in the morning with a valid reason. Students over 18 may phone the school themselves. If no phone call (or e-mail) is made, upon return, the student brings a note with a valid reason for the absence to the attendance office. The student will be issued an Admit to Class slip by the attendance secretary. The student shows the admit slip to each subject teacher. Until a note or phone call is received, the student’s



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attendance is recorded as truant (an unauthorized absence). Students who are truant in Grades 9 and 10 are assigned lunch-time detentions to be served in the Student Support Centre where they can receive attendance counselling from a Child Youth Worker.

Leaving Class Before the End of the Day (Signing Out): The student must sign out in the attendance office with a note from a parent/guardian. In the case of an emergency, the attendance secretary will phone the parent/guardian. **Students are required to leave school property after signing out.** Students may not sign out to miss class/classes yet remain unsupervised on property (ie. to meet with friends, attend a school event, avoid a test, study in the MDHS Library, etc). Students 18 years or older may sign out of school for medical, dental or exceptional circumstances only. Students will be required to meet with a vice-principal to discuss consequences should a pattern of signing-out from classes emerge.

Late for Class (Arriving After the Bell): The student goes directly to class where the teacher changes the attendance record to "late". If the attendance has already been submitted via TeachAssist®, the student will be sent to the office to sign in. The subject teacher will discuss the lateness at the end of the lesson. Students who arrive so late to class that there are only a few minutes left of class left, may have their attendance for that period recorded as an absence.

More on Unauthorized Absences: Failure to go to class after a student signs in at the attendance office, is considered truancy and will result in office withdrawal (or out-of-school suspension in instances where the student has demonstrated a pattern of this behaviour). The classroom teacher will alert the attendance office if a student has left classroom for an extended period of time and is unsupervised. If the majority of the period has been skipped, the student's attendance record is adjusted to reflect truancy. Consequences for truancy will apply. See below.

Progressive Discipline for Lates and Absences: Persistent lates and absences are first addressed by the classroom teacher who will make contact with the student's parents or guardian to describe occurrences/impact and engage in solution finding for improved punctuality or attendance. Teachers may require the student to make up time and work missed. Students who continue to exhibit a pattern of lateness or absences are referred to their vice-principal who meets with the student to review school expectations and explore the root causes of the presenting concern. Besides counselling, the vice-principal may implement additional consequences such as lunch detentions and office withdrawal. Out-of-school suspension may be issued for a pattern of truancy. Students who exhibit chronic lateness and absences require additional support and consequences (to be explored at a meeting with their vice-principal, their parents/guardian, their guidance counsellor, and their teacher &/or SERT).

In the case of chronic absenteeism, the YRDSB Social Worker assigned to MDHS must be informed by the vice-principal. The social worker will track the student's attendance and communicate expectations for regular attendance with the student and their parents/guardian. A meeting attended by the student, social worker, administration, and others will be called to determine next steps such as program change to Personalized Alternative Education, reduction of course load, demission, etc. Once a student has reached 15 consecutive absences within a course (without providing medical documentation to the school), the student will be demitted from the course.



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Student Expectations regarding Attendance

Parents and/or students must:

- communicate with teachers prior to a known absence (e.g. doctor's appointment, field trip, school event, sporting competition);
- communicate with the attendance office by phone or note;
- demonstrate responsibility by ensuring missed work is completed (e.g. illness or appointment);
- attend all assessments on scheduled days;
- be aware of and prepare for adverse weather conditions;
- provide official documentation for a missed summative (i.e. a detailed doctor's note);
- follow consequences assigned for each truancy/unexcused absence

Note: Students 18 years or older may sign out of school for medical, dental or exceptional circumstances only.

Request for Temporary Withdrawal (an Extended Absence): A student who is required to withdraw from school for three or more days at the request of parents or guardians must complete a "Request for Temporary Withdrawal" form in advance of the proposed absence. This form is available at the Attendance Office. It must be completed fully by both the parents and teachers involved well in advance of the leave before approval will be granted by a member of the school administration. The school does not endorse extended absences due to personal vacations. We urge students and parents to carefully consider the implications of such a decision. It is the student's responsibility to catch up on all work missed. Extended absences must not be planned during examination/summative periods. Such absences will result in a grade of zero on the exam/summative.

Significant Faith Days: Absences on York Region District School Board recognized significant faith days, and school sponsored activities will not be included in the total absences from a class. Students are responsible for work missed during all absences, and must complete and hand in all missed work.

Awards & Recognition Program

Awards of Excellence

Honour Roll – awarded to students achieving an average of 80% or higher in Markham District High School/YRDSB Continuing Education courses in the current school year. (Grade 9 – at least 8 credits, Grade 10 – minimum of 8 credits, Grade 11 – minimum of 7 credits, Grade 12 – minimum of 6 credits).

Subject Awards – awarded to students in recognition of outstanding academic achievement in a particular subject (eg. Grade 10 Mathematics) in the previous school year. Subject criteria may vary depending on the Department.

Student Excellence – Perseverance Awards – awarded to students from a pool of nominees from each grade in recognition of outstanding work ethic/effort, growth mindset, and commitment to learning and improvement during the previous school year. Student awardees will have demonstrated Perseverance in conjunction with the other nine YRDSB character attributes of Respect, Responsibility, Honesty, Empathy, Fairness, Initiative, Courage, Integrity, and Optimism.

Behaviour and Progressive Student Discipline (see also "Code of Conduct")

Students are expected to demonstrate behaviour that is respectful, courteous, and appropriate for a caring and safe and inclusive school at all times. All individuals entering the premises of MDHS shall model respectful interactions for positive student behaviour. Students are expected to comply with



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the requests and directions of ALL STAFF in a polite and mature manner. The staff of the school includes administration, teachers, support staff, caretaking, coaches, club advisors, and bus drivers. **All students will identify themselves using their name to any staff member in the building upon request.**

No student may leave a classroom during the class period without the permission of the teacher. Any student who is sent to the office from a classroom is to go immediately and directly to the office. The student may not return to class or leave the office until given permission to do so by an administrator. Failure to remain in the office may result in a suspension.

Expectations for Student Behaviour in Hallways and Common Areas: Students with an unscheduled period (study period) are required to be in the cafetorium, the library, the main foyer (the "Blue Zone"), or out of the school building. Students who are in the halls while classes are in session are required to be quiet so that classes are not disturbed during instructional time. Noise in the hallways is disruptive and disrespectful of our learning environments.

Other expectations are as follows:

- Behaviour and language in the halls and common areas must be positive and respectful.
- Food is to be eaten in the cafeteria or the Blue Zone.
- After school activities are to be supervised. Students may not loiter in halls or common areas after school. Note: The library is available for research, study, and homework completion after school.
- Everyone's safety is a priority; bouncing/throwing balls or frisbees, riding skateboards, and horseplay are not permitted in halls and common areas.
- Students are expected to be in their classes during all instructional periods – not loitering in the halls, stairwells, or common areas.
- Keep your hands to yourself and use positive statements when addressing a fellow student.
- Keep the volume of portable music devices low and for personal use. Refrain from using external speakers.
- Language or actions that infringe on the Human Rights of any individual will not be tolerated.
- Laser pointers cannot be used in the school.
- **Unauthorized photography, video and voice recording of MDHS staff and students is not permitted and can result in out-of-school suspension.**

Progressive Discipline: This is a whole-school approach to address inappropriate student behaviour which uses tiered interventions, supports and consequences to promote positive behaviour, learning and character development. Any of the following actions or a combination of these actions may be employed to direct students to improve their behaviour:

- counselling by teachers, guidance counsellors, vice-principal or the principal;
- parent consultation by telephone or through meetings at the school;
- exclusion from class for a specified time;
- community work within the school property boundaries;
- referral to outside agencies;
- student contract;
- withdrawal of privileges such as participation in school events, and team membership;
- payment for, or replacement of, stolen or damaged goods;
- suspension from school;
- expulsion from the York Region District School Board.



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The "2018-19 Guide" provides details of policies and practices pertaining to student behaviour and discipline under the section subtitled, Caring and Safe Schools (Policy #668.0).

Suspensions and Expulsions: When a student has committed an action that has a negative impact on the school climate, administrators shall consider suspension as part of a progressive discipline approach. The negative action can have occurred on or off school property, or during a school-related activity or event.

Infractions/negative actions students can get suspended for include:

1. uttering a threat to inflict serious bodily harm on another person;
2. possessing alcohol or illegal drugs;
3. being under the influence of alcohol or illegal drugs;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school or Board property or to property located on school/Board premises;
6. bullying or cyberbullying;
7. any act considered by the principal to be injurious to the moral tone of the school;
8. any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; and/or
9. any act considered by the principal to be contrary to the Board or school code of conduct.

Infractions/negative actions students can get expelled for include:

1. possessing a weapon or replica weapon, including possessing a firearm;
2. using a weapon to cause or to threaten bodily harm to another person;
3. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. committing sexual assault;
5. trafficking in weapons or in illegal drugs;
6. committing robbery;
7. giving alcohol to a minor;
8. bullying or cyber-bullying, if, the pupil has previously been suspended for engaging in bullying and/or cyber-bullying, and the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person; and/or
9. 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.
10. 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
11. 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 changes in behaviour which would enable him/her to prosper.

To maintain a safe school (and to avoid suspension), remember the 3R's of responsible student behaviour:

Refrain from any action or behaviour that may put your safety or the safety of others at risk.

Respect the rights of others.

Report incidents of inappropriate or unsafe behaviour.



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Bullying, as described in the Ontario Education Act, is...

Aggressive and typically repeated behaviour by a pupil where,

(a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,

- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- (ii) creating a negative environment at a school for another individual, and

(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

Bullying may be physical, verbal, social, and/or electronic (cyber-bullying).

More specifically, Cyber-bullying involves bullying (as defined above), by electronic means including, but not limited to,

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

How to handle bullying and harassment: Always report incidents of bullying to MDHS staff. If you are not ready to talk to an adult at home or school about a bullying situation, call the professionals at the Kids Help Phone, 1(800)668-6868 or use the tools and information on bullying available at www.kidshelpphone.ca. Students can also use the "Report It!" tool on our Board's website (www.yrdsb.ca).

Steps to take when dealing with bullying:

- If you feel safe doing so, tell the person who is harassing you or another student to stop.
- Tell an adult and keep telling them until you get help.
- Write down what happened; keep a journal of events/incidents.
- Ask what will happen to resolve your complaint.
- If you feel unsafe, angry or confused, ask for assistance or other support.

Be an Upstander, not a Bystander: Upstanders can stop bullying. See www.kidshelpphone.ca for great strategies on how to stop bullying when you see it. The website reminds youth that, "**doing nothing is actually doing something** – it's making the situation worse. Standing around and watching can be mistaken as approval, and can reinforce the bullying."

Support the safety and well-being of all students by reporting any incidents of bullying to a Vice-Principal.

Cafeteria

Students should eat in the cafeteria or the Blue Zone - not in classrooms, hallways, or stairwells. The cafetorium is open from 7:30 am – 8:05 am and for students' lunch periods (up until 1:30 pm). It is the responsibility of all students to keep the cafeteria clean and tidy by using the garbage cans for refuse and the recycling bins for cans and other recyclables. Students who fail to clean up after



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themselves may be assigned a consequence. For the safety of those with severe allergies, do not bring or eat any nut products in the cafetorium. Keep the Blue Zone a welcoming space - free of litter and spilled food. Students are not permitted to eat or loiter in stairwells or loiter there.

Change of Personal Data / Emergency Information

It is essential that the school is able to contact parents or guardians in case of an emergency. Please inform the Main Office immediately of a change in address, home or business telephone number or guardianship/custody.

Code of Conduct

Our learning community is inclusive – requiring respect and acceptance for individual differences and social identities. All members of Markham District High School must demonstrate a commitment to non-violent conflict resolution and demonstrate that they value actions and behaviours that are positive, supportive and respectful of the rights, social identities, and personal freedoms of others.

Our goal is clear – to provide the safest, most effective, and most nurturing environment for individual and collective growth. Both the Code of Conduct and the Caring and Safe Schools Policy (#668.00) apply to all students anywhere on school property, on adjacent property and at all school-related events and activities.

Remember – under our school's Code of Conduct everyone has rights and responsibilities.

I have the right to:	I have the responsibility to:
<ul style="list-style-type: none"> • Be treated fairly and with respect; • Feel safe; • Be included in groups and activities; • Ask for help when I need it; • Say “no” to unwanted behaviours; • Make my own decisions about keeping myself safe; • Be protected from bullying, harassment, and abuse; • Make truthful statements of complaints; • Be informed of complaints made about me; • Have both sides of an issue heard; • Be informed of consequences that affect me; • Have a fair appeal process; • Have a supportive adult advocate for me; • Not be recorded without my consent. 	<ul style="list-style-type: none"> • Treat others fairly and with respect; • Include and welcome others; • Help protect myself from harm; • Respect other peoples’ boundaries; • Give help when needed; • Listen when others say “no” to inappropriate behaviour; • Not overpower, bully, harass or abuse anyone; • Control my anger; • Report mistreatment of other people; • Get help when something is wrong; • Respect others’ decisions to keep themselves safe; • Not participate in spreading rumours; • Encourage a safe and supportive environment; • Not record or share images of others without consent.

The York Region District School Board believes that a healthy school/workplace climate has a positive impact on student achievement and success. This climate also contributes to employee health, well-being and service delivery and is essential for students and employees to reach their full potential.

Communication Home

Parents/Guardians who maintain an e-mail address on the MDHS distribution list will receive a bi-weekly bulletin, daily attendance updates (for students under 18 years), as well as special distributions of information throughout the year. Another option is to stay connected online through



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our Twitter feed @MDHSInfo. Some classes have blogs, Twitter feeds or newsletters to broaden communication home. In addition to phone calls/voicemail messages, parents are able to contact their child's teacher or administrator via e-mail with the correct spelling of their name: firstname.lastname@yrdsb.ca. Read YRDSB updates at www.yrdsb.ca or follow on Twitter @yrdsb. Visit our school website at: <http://www.markhamdistrict.hs.yrdsb.ca>.

Community Involvement Graduation Requirement (40 hours minimum)

Each student is required to get school approval and provide a copy of the Notification and Completion of Community Involvement Form **prior** to completing each activity or placement. Forms must be legible, include first and last names, and be signed by the person who supervised the activity in order to have the hours documented by the Guidance Department Secretary. Forms are available in the Guidance Office. Community service hours will not be granted for volunteering at a "for-profit" organization.

Dances, Semi-Formals, Awards Banquets, Prom, and After Hours School Events

After school events including, but not limited to, dances and semi-formals will normally be held on Thursday evenings until 10:00 pm. Prom and Awards Banquets may have a later end time of 10:30 pm to accommodate presentation of awards. Events will be supervised by MDHS staff. With all such events, the following rules apply:

1. Security will be provided by police officers and security guards. Students will be screened at entry.
2. Doors will be locked an hour after start time. Late arrival is only permitted by pre-arrangement with the school administration.
3. All students and guests must present photo identification and a ticket at the door. **Tickets are non-transferable and non-refundable.** Discounts apply to tickets purchased by students who have paid their Student Engagement Fee.
4. Students will not be permitted to leave the event and re-enter. Thirty minutes before the end of the event, students will be reminded to call/text to ensure their ride will be on time for pick up.
5. All coats and bags will be checked and lockers/cars will be off limits during the event.
6. All school/Board policies (and consequences for policy infractions) apply - i.e. being under the influence of illegal drugs or alcohol will result in suspension and the police will be involved. Students on suspension the day of the event are not permitted to attend.

Dress Code – Draft Document, June 2018

The following stakeholders were involved in the revision of The MDHS Dress Code: SAC Vice-President, SAC Equity Coordinator, Administration Team, and Student Body Representatives

Dress Code Philosophy

Ontario Regulations made under the Education Act mandates the creation of a School Dress Code for students. Representatives from stakeholder groups within Markham DHS will inform, and periodically review, our dress code so that it is consistent with anti-oppressive educational practice. As such, the MDHS Dress Code will be communicated and consistently upheld in a manner that does not reinforce or increase marginalization, stereotyping, or oppression of anyone based on race, sex, gender expression, sexual orientation, ethnicity, religion, household income, body type/size, or any other aspect of a person's social identity.



Markham District High School

Our values are:

- MDHS students should be able to engage in the educational environment without fear of excessive and inconsistent discipline or body shaming
- MDHS students are responsible for managing their own personal "distractions" without regulating other students' clothing/self-expression.
- Dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.

The Five Goals of the MDHS Dress Code are to:

1. Ensure health and safety in classes where protective or supportive clothing is required, such as closed-toe footwear in a science, technology (automotive, construction, electronic), foods labs and athletic attire/shoes in physical education classes.
2. Affirm students' choice to wear clothing that expresses their self-identified gender.
3. Affirm students' choice to wear religious attire without fear of discrimination.
4. Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, pornography, or any other content that disrupts the learning environment or the rights of others. This includes content that reasonably can be interpreted as racist, threatening, defamatory, vulgar or obscene, or that creates a hostile environment for others.
5. Prevent students from wearing clothing or accessories that in any way reference alcohol, drugs or related paraphernalia or illegal conduct/activities.

Dress Code Implementation

Markham District High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should support the goals of the MDHS Dress Code which contribute to a school climate that is inclusive of a diverse range of identities. The primary responsibility for students' attire resides with the student and their parent(s) or guardian(s). Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school as explained within this dress code. There are non-negotiable parameters for all clothing choices:

First and foremost, certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genital areas, buttocks, and breasts, are fully covered with opaque fabric.

Secondly, Students must wear:

- A shirt or dress (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Footwear

Note - Students cannot wear:

- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Swimsuits (except as required in class or athletic practice).
- Any item that obscures the face (except as a religious observance).



Markham District High School

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. Students in violation of the Dress Code will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school.
2. Students will be provided with temporary school clothing.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear.

No student should be affected by dress code enforcement because of racial identity, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; and
- accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities.

Electronic Devices & Computers (Information Technology Acceptable Use)

At the start of each school year, students and their parents/guardians sign that they have read, understand and will support the rules concerning the use of school, Board, and personal technology outlined in YRDSB's Information Technology Acceptable Use Agreement. All use of the Internet at school and the school's computer network must be consistent with the educational purposes of MDHS. **Each user is responsible for the content of messages sent from his/her school account or personal technology.**

Theft/Loss/Damage: The school is not responsible for personal items brought onto school property. Electronic items are expensive and subject to theft. **MDHS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR DAMAGED PROPERTY. DO NOT LEAVE ANY PERSONAL PROPERTY UNATTENDED.**

Cell phones and other Personal Communication Devices: These must be turned off and kept out of sight during all instructional time, except with the clear permission of the classroom teacher. Please see "Use of Non-Board Electronic Devices - MDHS Personal Electronic Device Policy."

MDHS Cameras and Video Equipment: These are permitted for school use only. **Smart phones/cameras are not permitted in washroom or change room areas of the school.** Students must show respect to the sensitivities of others when using photographic equipment. Students must ask permission and obtain written consent of any individuals, including students and staff, before taking any pictures, recordings, or videos. Similarly, sharing or posting electronic recordings and images of others in any format (on social media, through text or e-mail, etc.) is not permitted without their written consent. Downloading of school related images to the internet must be approved by the school and all individuals represented in the picture/graphic or named in the picture or graphic. Do your part to protect the privacy, safety, and positive reputation of our entire school community by adhering to these rules. Disregarding these rules can result in school and/or police consequences.



Markham District High School

Sexting: Students are reminded that sending sexually explicit or nude pictures/video of themselves or another person, over the internet or a cell phone network, could be considered a criminal offence and result in serious school and police consequences. Do not send or store any pictures that are not respectful of others dignity and privacy, or that will harm or hurt another individual if viewed. Report any offences to the administration.

Emergency Procedures

Safety is everyone's responsibility. All students are required to know and follow emergency procedures – participating appropriately and following staff (or first responder) direction in all emergency drills or actual emergencies.

Fire Alarm: During a fire alarm it is essential that all occupants move quickly and quietly from the building, following the instructions of the teachers. Students will use the exit as directed by the yellow card posted in the classroom. Regardless of weather, occupants must move at least 30 meters away from the building to allow others to exit and, if necessary, to provide access for emergency vehicles to the building. During evacuations teachers will meet all of their students on the back field or designated location. Attendance will be taken. At the end of the fire alarm, students will be notified when to return to the building. Fire Marshall Regulations require that all entrances and exits be kept free of any obstruction at all times. A visitor / student who cannot use the stairs independently (crutches/wheelchair) shall remain in the REFUGE stairwells (A2 & B2 stairwells). In an actual emergency evacuation, life-saving Evacuation Chairs to assist people who are unable to walk down stairs to exit building are located in stairwell A2 (beside room 200) and stairwell F2 (beside room 226).

Hold and Secure: A 'Hold and Secure' will occur when deemed appropriate by the principal and the police as a proactive response to a dangerous or potentially hazardous situation unfolding in a neighborhood near to the school. All external doors are locked and no one can enter or leave the school. Upon hearing the announcement that "We are in Hold and Secure," staff and students remain inside the building and carry on all indoor school activities as normal. Classes in portables or participating in outdoor activities move into the main building. The Hold and Secure procedure remains in place until the principal is notified by police personnel that the situation in the community is resolved.

Lockdown: A lockdown is a response to an emergency situation that poses an immediate threat to the students and staff (such as the presence of an armed intruder in the building). Immediately upon hearing the announcement, "Attention. Attention. Attention. We are in Lockdown. Follow Lockdown Procedures," staff and students are to take shelter in the nearest secure place. Occupants must hide all evidence that a room is occupied and sit silently. Ignore knocks on doors, signal bells, or the fire alarm for the duration of the lockdown. Lockdown instructions are displayed on posters throughout MDHS.





Markham District High School

Environment – Eco Schools

Reduce, Reuse, Recycle, & Reculture! Be involved and support MDHS as we work at reducing our environmental footprint.

All students and staff shall:

- recycle at all times
- use technology to minimize paper use (ie. edit more on screen and print less)
- turn off lights
- clean your table at lunch – sorting garbage into appropriate receptacles (blue bins vs. garbage can)
- minimize impact on the environment (ie. use rechargeable batteries)
- use a certified water bottle to reduce disposable plastic bottle use
- not wear cologne or perfume
- make healthy choices regarding safe arrival and departure from school (ie. walk or bike to MDHS instead of driving)

Examinations / Final Evaluations

Examination days are published in the school calendar distributed to all students at the start of the school year. Students also receive a copy of the examination schedule in advance of exams and should review the procedures listed on the reverse side. Students cannot leave early for vacations, employment or other activities such as summer camps during the examination schedule as a mark of zero will be assigned. When an exam is missed or rescheduled because of bereavement, serious illness (as explicitly stated in a medical certificate), or court, the school must be informed immediately and documentation must be provided. For more information, refer to the “2018-19 Guide.”

Excursions

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

Field Trips

Field Trips are connected to course expectations or broader school goals (i.e. student leadership conferences). All students must complete a field-trip permission form for each out of school trip or in-school event in which they are involved. These forms must be signed by parents or guardians if the student is under 18 years of age prior to the date of the trip. The permission form will include the location, date and cost of the field trip to the student.

All school rules apply while on a field trip and students must remain with MDHS staff supervisors. Any violation of school policies while on a field trip will have the same consequences as would apply in the classroom or on school property. Teacher supervisors are responsible for the safety and welfare of students; therefore, students must follow staff instructions at all times. Students with a pattern of truancy, ongoing discipline issues, or who misbehave on a school field trip, may forfeit the privilege of participating in other school trips for a specified period of time.

All field trip participants must use the transportation provided. Exceptions to this policy must be arranged in advance with an administrator and require parent/guardian approval. Any missed school work from other courses must be made up and is the responsibility of the student to make up this work.



Markham District High School

Guidance

Guidance Counselors provide a variety of vital services including assisting students with:

- Personal counseling (peer relationships, coping with stress...)
- Life skills coaching (self-advocacy, study skills, solution-focused attendance counseling...)
- Transitions into and out of high school
- Registration and course selection processes
- Secondary school requirements and graduation
- Guidance and careers education (class visits, workshops, assemblies, the GLC 201 course...)
- Post-secondary pathways planning (personal counseling sessions, bulletin boards, fairs, IPPs...)
- Navigating post-secondary admissions processes, applications and timelines
- Specialty programming (EOP, e-learning, SHSM...)
- Continuing education (summer school & night school)
- Accessing appropriate community agencies (mental health and wellness, grief counselors...)
- Overseeing Community Involvement (40 hours requirement)
- Informing students of volunteer and leadership opportunities that arise during the school year
- Informing students about internal and external scholarships, bursaries, awards, and financial aid
- Supporting the development of each student's IPP (Individual Pathways Plan). Students are required to renew/revise their IPP twice each school year.

Booking Appointments:

Students can make guidance appointments online using TeachAssist®. These are the steps to follow:

- 1) a student will need to log in to their Teach Assist account
- 2) look for the sub-heading "Appointment Bookings"
- 3) click on the day and time the student wants to have their appointment (if the appointment slot is highlighted in blue). If there are no appointments displayed, then you will have to select another day, as all counsellors have been booked for that day.
- 4) All "open" appointments are shaded in blue. Choose the appropriate Guidance counsellor (based on the student's last name)

Students must show the TeachAssist® guidance confirmation on their electronic device or go to the guidance office (before/after school or on lunch) to get an appointment slip from Ms. Vlachopoulos in order to be dismissed from class, if the appointment is during class time. If a parent/guardian wishes to make an appointment with their child's guidance counsellor, they can phone 905-294-1886 ext 515, and are asked to please book two slots when meeting with a guidance counsellor.

Course Changes: Changes will only be made for sound educational reasons and if program space/availability allows. Courses may not be added after the first two weeks of the semester, unless, due to extenuating circumstances, as approved by the Principal – such as for a change of course type (ie. from Academic to Applied). Students must attend all classes until they are officially removed from the course by Guidance. Grade 11 and 12 courses that are changed or dropped more than five school days after a midterm report are subject to full disclosure.



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Course Load: All students are expected to be full-time students and take four courses per semester until they have achieved 24 credits. After this, students must take three or more courses per semester to ensure graduation.

Course Selection: Information about all courses can be found at www.yrdsb.ca. The courses offered at MDHS can be found via our school's link on the Board's website. When choosing courses, pay close attention to all pre-requisites, as well as to the graduation requirements outlined under the heading, "Credit Totals," located at the bottom of every student's Credit Counseling Summary. Guidance Counselors and teachers are available to support the course selection process which students (with their parents) ultimately complete on-line. Remember, the courses that run each year are entirely dependent on courses students choose electronically at course selection time on Career Cruising. If only a few students select a course, a course will not run. Research and choose courses carefully the first time, because it is not always possible to make changes once the school year is underway. Choose once, choose wisely!

Gym/Fitness Room Access

Access and use of the rooms/gyms may occur **only** with teacher/athletic staff supervision. No student shall enter a gym/fitness room without supervision.

Homerooms

Homerooms have been assigned on the basis of Period One classes. Students will get to know their homeroom teachers, as they will also have these teachers for Period One classes. Students should feel free to consult these teachers concerning any problems or procedures. Students who do not have a first period class will not have an assigned homeroom and must pick up any materials distributed in homeroom through the Guidance Office. These students should be in the Library or Cafetorium during announcements (when not at home during their first period spare). To stay informed about upcoming opportunities, it is crucial for students to listen to morning announcements and read reminders posted on the television screens in the main foyer, the 2nd floor, and in the Main Office.

Homework

Homework is described as those learning activities which are completed outside the normal classroom time and which purposefully support and provide practice for the in-school program. Each course has different expectations; therefore, the time required to complete the homework will vary from approximately thirty minutes to two hours. Homework comes in many forms and should be seen to include self-directed studying for tests and preparatory work for assignments and other summative tasks due later on in a course.

We encourage students to meet the following guidelines:

- Keep notes that are neat and complete;
- Record the date for each new note;
- Copy class notes from a classmate when absent;
- Inform teacher of planned absences prior to the absence;
- Complete all homework assigned and keep track of difficulties;
- Seek extra help during class, before school, at lunch, or after school;
- Come prepared to all classes with appropriate supplies;
- Attend all classes and actively participate in each lesson;
- Maintain a calendar of evaluation dates and due dates;
- Practice good time management in completing homework and assignments;



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- Make every effort to complete homework assignments to the best of one's ability by the due date and submit their homework to their teacher;
- Recognize that attention to homework is essential to academic success and will impact overall performance;
- Accept consequences if they do not complete homework.

Parents may encourage completion of homework by:

- Providing a suitable environment for study;
- Allotting a specific time for homework nightly – ensuring an appropriate bedtime;
- Monitoring completion and providing assistance as appropriate;
- Inquiring regularly about homework assigned and upcoming evaluations / projects / presentations;
- Consulting the classroom teacher if problems or questions arise.

Laser Pointers

Laser pointers are not permitted at MDHS. Those that are visible in the school will be confiscated. Lasers can CAUSE PHYSICAL HARM TO AN INDIVIDUAL. Laser pointers are considered weapons under the YRDSB Caring and Safe Schools policy. Anyone directing laser pointers at another person will be dealt with under this policy.

Lockers

Lockers are school property and subject to being searched by school staff without notice or permission. For instance, the school reserves the right to inspect a locker if there is suspicion that some of its contents are in contravention of the Caring and Safe Schools Policy. Students will be issued a lock and combination by the school. Only the lock registered for a specific locker is to be fastened to that locker. Lockers will be checked periodically to see that the combination registered opens the lock on a locker. Unregistered locks will be cut off. A locker should only be used by the person the locker is assigned to. Do not divulge the combination to your lock to anyone. Large amounts of money or articles of significant value **must** not be brought to school, as their security is strictly the responsibility of the student. The school does not accept responsibility for lost or stolen items whether they belong to the student or are loaned to the student. All contents of lockers must be removed by the last regular school day in June for summer cleaning.

Lost Items

Students who lose something should check the **Lost and Found** box in the main office. Items that are found should be brought to the Lost and Found. If you lose something retrace your steps, check your classrooms/change rooms and places you have been in the school. All remaining items in the Lost and Found are donated to charity at the end of each quarter.

Opening Exercises and Announcements

Opening exercises will take place at the end of period one. This allows students without Period One classes to hear morning announcements. Students remaining in the hall or cafetorium for opening exercises are to stand still. During the opening exercises and announcements, students are to demonstrate respect for the anthem (i.e. stand at attention and remove hats or hoods), and listen attentively and respectfully to the announcements. Please refrain from talking during the announcements or anthem.



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Privacy of Information & Students at the Age of Majority (18+)

Student information is private and the Board has a legal obligation to protect it under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Student work, images, and names, may be disclosed for purposes such as yearbooks, Honour Roll, assemblies, graduation, in-school displays, teaching videos, safe school purposes, and transition between elementary and secondary school. Your permission will be sought for disclosures such as public displays, media interviews, to external third parties (e.g. lawyers, agencies), etc. Please see the section on **Student Personal Information** in the **Guide to the School Year** booklet for a list of examples for when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this information. If you have additional questions about privacy protection, contact YRDSB's Information Access and Privacy Office at 905-727-0022 x 2015.

A Message to Students under 18: The school is required by law to give access to the information in your Ontario Student Record (your official school office file) to your parents or guardians until you reach the age of 18. Therefore, your report cards, attendance and progress will be shared with your parents as long as you are under the age of 18.

A Message to Students over 18 and their Parents: MDHS 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 even after students turn 18 years of age. When students reach the age of majority (18) they retain full responsibility for their records. This means that the school no longer shares academic, attendance and behavioural information with their parents/guardians without the student's signed consent. Students aged 18 and over must sign a "Consent for Information Sharing – Students at the Age of Majority" form in order to ensure effective communication between home and school. Parents please note that once a student turns 18, if the school does not have a signed copy of the "Consent for Information Sharing" form, school staff is not permitted to answer any questions about their child's academic achievement, attendance, enrollment status, etc.

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. MDHS has an active School Council comprised of parents, community members, students, and staff who provide advice on matters pertaining to the school. All parents are welcome to attend the meetings to discuss issues, exchange information, or pose questions. Contact the school office staff for more information. Meeting dates and times are posted on the MDHS website.

Scent Free Learning Environment

A number of MDHS students, staff, and visitors have allergic reactions or sensitivities to scented products like perfumes, deodorants and other fragrances. All staff, students, and visitors are asked to refrain from (or minimize their use of) scented products. Students are not permitted to spray perfume/cologne, air freshener, aerosol deodorant, and other scented products inside the school building. Spraying scents is especially triggering of asthma attacks, migraine, and anaphylaxis. Those wearing strong scents within the building may be asked to wash or wipe off the scent. Signs informing students, staff, and visitors to be vigilant in maintaining a scent-free environment are posted around the school. Students who disregard this policy will be subject to progressive discipline for their negative impact on the health and safety of others.



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Student Activity Council

The Student Activity Council (SAC) represents all students in our school – meeting weekly throughout the school year to promote student engagement, initiative, voice, and wellbeing by coordinating student activities that foster school spirit/unity, inclusion, and a positive school climate. MDHS students are encouraged to ask questions or provide input into ways of improving the school by approaching members of the Student Council or the SAC staff advisors, in person, on-line, or by a signed note left in the Tuck Shop or the main office to the President of Student Council's attention. Elections for most Student Council positions take place in May.

Student Council Members are responsible for:

- serving as the main contact for consultation on matters related to the student body;
- liaising with Student Trustees on issues pertaining to the student body;
- working with the school administration to discuss issues related to the interests of the student body;
- working to improve school spirit in the learning environment;
- creating a forum for student-led clubs and councils to meet and share information;
- representing the student body on the school council and actively voicing student concerns on issues;
- keeping the students in their schools informed about their role as a representative body;
- keeping the students informed about the activities of the York Region Presidents' Council; and
- informing and engaging students in leadership opportunities available to them within the Board.

Student Activity Council members (as well as student leadership of other MDHS clubs and committees) are held to a high standard of behavior that is best exemplified by the 10 YRDSB Character Education traits: respect, responsibility, honesty, empathy, fairness, initiative, perseverance, integrity, courage, and optimism. Student leaders both represent and serve the school community and are seen as role models and high profile ambassadors of MDHS. As such, any behaviour deemed questionable by the staff advisors and/or administration can lead to impeachment.

Student Activity Fee

The Student Activity Fee helps to fund engaging opportunities that occur before school, at lunch and afterschool. Monies collected cover or subsidize costs of teams, clubs/committees, large school events, and co-curricular activities that build school spirit, promote inclusivity, celebrate arts and culture, create memories and enrich the learning experience beyond the classroom and the designated subject curriculum. Our Student Activity Council (in collaboration with Staff Advisors and Administration) manages the allocation of the Student Activity Fees collected at registration. Even if you choose not to join a team, committee or club, the decision not to pay the \$40 Student Activity Fee will mean paying higher entrance fees for tickets to school events.

Student Parking

Any student who will be driving to school and parking in the school parking lot on a regular basis must register their vehicle in the main office. Proof of ownership, insurance and identification will be requested at the time of registration. Once complete, a Student parking pass will be issued and must be displayed in the front windshield at all times while on school property. Violation of the parking policy may result in parking privileges being revoked. The school is not responsible for lost, damaged, or stolen vehicles.



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Textbooks/Library Materials

As part of resources for specific courses, the York Region District School Board supplies textbooks on a loan basis. While they are in a student's possession, the student is financially responsible for them. At the end of the course, it is each student's responsibility to ensure that all materials are returned to subject teachers in good condition or payment is made for lost materials.

Use of Non-Board Electronic Devices – MDHS Personal Electronic Device Policy

Educators, parents, and guardians must work together in support of students' social emotional learning, academic progress, and mental health/wellbeing – including when it comes to students' personal electronic device usage. Many students struggle with knowing how to self-regulate appropriate levels of use, inside and outside of the classroom. Personal electronic devices include, but are not limited to, **smartphones**, laptops, tablets, wearable technology (ie. smart watches), and any other electronic or communication devices that can access the internet. With support, MDHS students can learn how to responsibly use their personal electronic devices to enhance their learning and productivity, instead of allowing personal devices to lessen productivity and become a distraction from learning.

The YRDSB policy for student use of "Non-Board Electronic Devices" is as follows:

"Cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or classroom teacher."

The Markham DHS "Personal Electronic Device Policy" is comprised of the YRDSB statement above and additionally clarifies expectations for personal electronic device use, as well as progressive discipline consequences that will be used to support student learning and growth when personal devices are misused.

MDHS Policy Guidelines: Students are responsible for their own personal electronic devices and their usage of them. During instructional periods when students are required to have their devices "off and away," students are expected to switch devices to silent mode and turn off notifications to maintain a learning focus in class. Students can also choose to power them off altogether and store their devices in a secure location.

Within some instructional periods, the classroom teacher will allow for **specified usage** of personal electronic devices to enhance learning. If a student would like to use their device during a class but is unsure if **specified usage** of devices is allowed at that time, they must ask permission of their classroom teacher. Teacher permission for a student to use their personal electronic device during class can be revoked if the student misuses their device and becomes off-task. Students who are off-task on their personal devices often pose a significant distraction to other students.



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There are contexts where personal electronic device usage (or possession) is **prohibited**. These include:

Prohibited device usage	Consequences
Students are prohibited from bringing personal devices into any classroom or space where a test or exam is taking place to ensure the integrity of the test and to reduce occurrences of academic dishonesty. Adherence to this policy ensures fairness and consistency in testing. As such, students are to leave personal electronic devices safely stored in their lockers during any evaluation.	For an AP exam, admission is denied to “anyone who is in possession of a phone or other prohibited electronic device. If your device makes noise, or you are seen using it at any time, including during breaks, you may be dismissed immediately, your scores can be canceled, and the device may be confiscated and its contents inspected.” (The College Board, 2017). Similar consequences apply to students found in possession of a personal device during the OSSLT. The OSSLT is a graduation requirement for students in credit-bearing programming leading to an OSSD. Students who are found with personal devices during the test may have their results withheld and need to rewrite the test the following year. For school-created exams and tests, both academic and non-academic consequences apply – ie. students using their device to cheat on a test or exam will receive a mark of zero and face progressive discipline.
Due to health and safety concerns that the risk of distraction poses, smartphones are typically NOT allowed in lab settings (ie. food lab), construction and technology shops, EOP job sites, weight room, gymnasium, and ALEP/Co-operative Education Placements.	Consequences of being focused on personal devices in specialized settings include: <ul style="list-style-type: none"> • being restricted from full participation in the learning activity because of compromised safety instruction • increased exposure to the risk of injury from diminished awareness of surroundings and missed safety instruction/not hearing important safety reminders or demonstrations • losing ALEP and Co-op placements for being on a personal electronic device rather than attending to job requirements - negatively impacting a student’s credit accumulation The student is also subject to non-academic progressive discipline.
To protect students’ sense of personal safety and privacy, personal electronic devices are prohibited from washrooms and change rooms.	Capturing, or pretending to capture, footage of students in the washroom or change room can result in serious consequences including out-of-school suspension and police involvement. Making or sharing images of students in different stages of undress can lead to expulsion and criminal charges related to child pornography.

Progressive Discipline Responses: The issue(s) related to a student’s misuse of their personal electronic device during class will be addressed by the classroom teacher who will make contact with the student’s parents or guardian to describe occurrences/impact and engage in solution finding. To minimize any further distraction to the student and to others, the student may be asked to quickly and quietly leave class to store their device in their locker.

In situations where the student demonstrates a longstanding pattern of non-compliance regarding unauthorized personal device usage during instruction, *despite previous consequences being imposed*, the student’s electronic device may be confiscated and stored in the school office until a parent is available to come to pick it up.

Students who regularly misuse their personal devices in class are referred to their vice-principal (&/or guidance counsellor, child youth worker, or special education resource teacher) to review



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school expectations and determine next steps/supports. Besides counselling, the vice-principal may implement additional consequences such as lunch detentions and office withdrawal.

Students who use their devices in ways that contravene YRDSB's "Caring and Safe School's Policy" are subject to suspension or even expulsion. Infractions include, but are not limited to, using a personal device to bully, threaten, or harass others; to escalate conflicts; to record/photograph others without consent; to negatively impact the moral tone of the school; to demonstrate opposition to authority; or to engage in criminal activity.

Partnership with Parents and Guardians: Parents and Guardians can support their child's healthy and responsible usage of personal electronic devices at school by:

- Knowing your child's timetable each semester and only contacting them by phone or text during their lunch period or outside of class time. Students often feel pressured to respond immediately to electronic communication from friends and family members. In case of an emergency situation, phone the school office for assistance;
- Raising your child's level of awareness for how much time they are actually spending on their technology as a starting point for helping them to reflect on the implications of excessive usage to their health and wellbeing, face-to-face relationships, and academic outcomes;
- implementing times and activities when electronic devices are turned off;
- Ensuring your child doesn't have unrestricted access to personal electronic devices throughout the night. Your child may be choosing gaming and social media over getting sufficient hours of sleep;
- Communicating your family's expectations for appropriate usage of personal devices as well as following through with consequences for inappropriate usage of personal devices.

Valuables

Do not bring large amounts of money or valuables to school. Students must not leave money and valuables in lockers or in the Physical Education change rooms or the gym. **The school is not responsible for lost, damaged, or stolen articles.** Should it be essential to bring money or other valuables to school, they may be left in the office for safe keeping. Articles found in and around the school should be brought to the main office.

Video Surveillance

Video surveillance cameras are located throughout the school. The school premises are monitored on a regular basis. Video will be used to ensure the safety of all students, staff and visitors.

Visitors

Parents are always welcome to visit the school. All visitors, including parents/guardians, must check in at the main office upon arrival. The office staff can relay important messages and materials to students. Only visitors conducting school business are permitted. Students are not permitted to bring friends (those not registered at MDHS) onto school property unless prior permission has been given. Visitors/volunteers are asked to use the main entrance of the school and ensure they sign in to obtain a pass to wear while in school. Visitors to schools who choose not to sign in through the Main Office are subject to trespass charges under the Trespass to Property Act.



Markham District High School

Volunteering in the School

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

For More Information

You can find more information on these and other topics in the **Guide to the 2018-19 School Year** included with this package or on the York Region District School Board website at www.yrdsb.ca.