



**Markville Secondary School  
Student Information Package**

**1000 Carlton Road, Markham, Ontario L3P 7P5**

**Phone: 905-940-8840**

**Email: [markville.ss@yrdsb.ca](mailto:markville.ss@yrdsb.ca)**

**Website: <http://markville.ss.yrdsb.ca>**

**Twitter: [@Markville\\_YRDSB](https://twitter.com/Markville_YRDSB)**

**2021 - 2022**

## Table of Contents

---

<b>School Information</b>
<b>Welcome</b>
<b>About this Student Information Package</b>
<b>Our Goals</b>
<b>Message to Parents/Guardians</b>
<b>Privacy of Information</b>
<b>Code of Conduct &amp; Expectations</b>
<b>Code of Behaviour for MSS Students</b>
<b>Bias-Free Progressive Student Discipline</b>
<b>School Policies &amp; Guidelines (A-Z)</b>
• <b>Academic Honesty</b>
• <b>Access to the Building</b>
• <b>Accidents at School</b>
• <b>Assemblies</b>
• <b>Assessment, Evaluation &amp; Communication of Student Learning and Achievement</b>
• <b>Attendance</b>
• <b>Bullying</b>
• <b>Cafeteria</b>
• <b>Clubs</b>
• <b>Communication Between Home and School</b>
• <b>Community Involvement</b>
• <b>Computer/Internet Use Policy</b>
• <b>Course Load</b>
• <b>Crime Stoppers</b>
• <b>Dress Code</b>
• <b>Emergency Information/Change of Personal Information</b>
• <b>Emergency Procedures</b>
• <b>Equity &amp; Inclusivity</b>
• <b>Examinations</b>
• <b>Field Trips</b>
• <b>Full Disclosure</b>
• <b>Guidance &amp; Career Services</b>
• <b>Health Matters</b>
• <b>Inclement Weather</b>
• <b>Library Learning Commons</b>
• <b>Locks, Lockers and Valuables</b>
• <b>Parent/Teacher Interview Night/Edsby</b>
• <b>Public Notices</b>

---

- School Council
- School Materials
- Search of School Property
- Smoking/Vaping
- Student Councils
- Surveillance
- Telephone Calls
- Transportation to School
- Visitors

### SCHOOL INFORMATION

MSS Timetable (Hybrid Schedule -- Day 1)	
School starts	8:20 am
National Anthem/Homeroom	8:20 am - 8:25 am
Block 1	8:25 am - 10:55 am
Lunch	11:00 am - 11:50 am
Block 2	11:55 am - 2:25 pm
School ends	2:25 pm
MSS Timetable (Hybrid Schedule -- Day 2)	
School starts	8:20 am
National Anthem/Homeroom	8:20 am - 8:25 am
Block 3	8:25 am - 10:55 am
Lunch	11:00 am - 11:50 am
Block 4	11:55 am - 2:25 pm
School ends	2:25 pm

2021-2022 Markville Secondary School <b>Administration Team</b>	
Principal	Patricia Obadia
Vice-Principal (student surnames A – Lim)	Barbara Caravella
Vice-Principal (student surnames Lin – Z)	Kathy McAlpine

Office Hours	8:00 AM – 4:00 PM
--------------	-------------------

## MSS LEADERSHIP TEAM

Business Studies	M. Benjamin
Caretaking Support (Lead Caretaker)	R. Gailbraith (Interim)
Cooperative Education	K. Vrensen
Computer Studies	J. Wong
English	L. Bozabalian
Family Studies(Social Sciences & Humanities)	K. Williams
Geography	L. Percy
Guidance and Career Education	K. Scagnetti (Interim)
Health and Physical Education	B. Pardatscher
History	A.Chong
International Languages/ESL	A.Ebrahim
Library	M. Wilson
Literacy	A.Millington
Mathematics	C. Achong/T. Man
Music	S. Hu-A-Kam
Office Administrative Support	D. Distefano/B. Dimitrakakis
OSSTF Branch President	M. Benjamin
Personalized Alternative Education	V. Kant
Science	D. McKillop/ E.Keyzers
Special Education	I. Achong
Student Success	J. Li
Technological Studies	V. Cvetkovski
Visual Arts	S. Caston

## WELCOME

Markville Secondary School (MSS) is an energetic and involved community of dedicated staff and enthusiastic learners. Founded in 1990, MSS is one of York Region's top academic schools, with an enrollment of over 1400 students.

MSS is highly academic and offers a wide range of excellent programs to meet the needs of our diverse student population. From community classes and Alternative Education to our Gifted program, and an increasing number of AP course offerings, there is something at Markville for everyone. Our academic programs are just the beginning of opportunities for growth amongst our student population.

Beyond the courses you study, there are a myriad of groups, clubs and teams, overseen by our committed staff. It is our hope that you choose to get involved so that you can make new friends, become a teammate, develop leadership skills, achieve success and cultivate the continued development of your moral character. Find the group that interests you and join!! Of course, while we encourage this participation in extra and co-curricular activities, we also remind you that this comes after your academic obligations here at Markville. Be sure to take advantage of all high school has to offer so that you have the opportunity to graduate as a well-rounded individual, ready to make a difference in the world around you.

Note: Due to the COVID-19 pandemic and in order to ensure the safety of students and staff, some of the activities described in this Student Information package may not be offered at this time. We are following the strict guidelines of York Region Public Health and the Ministry of Education and monitoring new information and updates as we receive them. Thank you for your patience and understanding as we safely open the school to students and staff.

School Colours  
Blue, Green and White

School Trustee: Mr. Ron Lynn  
289-221-7352  
[ron.lynn@yrdsb.ca](mailto:ron.lynn@yrdsb.ca)

School Superintendent: Dr. Kien Nam Luu  
905-940-7800  
[kiennam.luu@yrdsb.ca](mailto:kiennam.luu@yrdsb.ca)

#### **ABOUT THIS STUDENT INFORMATION PACKAGE**

This package has been designed to assist students and parents in preparing for an exciting and productive year at MSS. It contains information about school operations, and expectations of students. All students and parents are encouraged to read this school package carefully and use it with the **YRDSB GUIDE TO THE 2021-2022 SCHOOL YEAR booklet**, as a resource for information and planning throughout the school year.

#### **OUR GOALS**

1. Our school will be a community of learners where all people are encouraged to expand their horizons.
2. Our school will provide an environment where a community of learners is safe, welcome, comfortable, treated positively and respected.
3. Our school will be an inviting place where individuals continue to develop knowledge, skills and attitudes needed to meet the challenges of the future.
4. Our school will be an inclusive place where individuals can take risks and be creative and flexible.
5. Our school will foster an appreciation of the Canadian experience.
6. Our school will have a global perspective.
7. Our school will have a strong school spirit.
8. Our school community will model behaviour that fosters sound character development and responsible citizenship.
9. Our students, teachers, support staff, parents and the community will share the vision for our school.

#### **MESSAGE TO PARENTS/GUARDIANS**

Collaboration between home and school helps to ensure that your child will do their best. You can assist in these ways:

1. Insist that your son/daughter attend regularly and punctually. Refer to policies and guidelines outlined in this Student Information Package.
2. Ensure that the requisite course supplies such as digital devices, binders, pens, gym clothes are brought to class daily by your child. Textbooks are provided on loan, free of charge, and must be returned in excellent condition to the teachers before the end of each semester.

3. Limit your child's out of school activities during each school week. This includes encouraging your child to reduce excessive work hours or excessive time spent gaming or socializing on-line.
4. Encourage the development and practice of effective study habits. Your child will have homework, material to review, or assignments most nights.
5. Consult the school if you have concerns about your child's progress at any time. An interview can be arranged with individual teachers, guidance counsellor, Child Youth Worker, Vice-Principals or Principal. Parent-Teacher Interview Night provides a great opportunity to dialogue with your son's or daughter's teachers. While our staff will be ready to answer your questions or discuss any concerns you may have, please note that due to the COVID-19 pandemic, this year we may need to hold virtual meetings. If that is not possible, please contact the staff member to arrange an appointment.
6. Notify the school about changes in postal and e-mail addresses, phone numbers, and/or major health concerns relating to your child.
7. Familiarize yourself with this Student Information Package. Among other things, it contains information about various school procedures/policies, such as our Dress Code; Code of Conduct; Attendance; and Assessment, Evaluation and Communication of Student Achievement.
8. Get involved in our School Council. The first virtual meeting of the 2021-2022 school year is scheduled for Monday, September 20th at 7:00 p.m.

### **PRIVACY OF INFORMATION**

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). To satisfy other legal obligations, certain information is routinely released to the Ministry of Education, the Board's insurance company, etc. It may also be disclosed beyond the Board for purposes such as:

- School Council, Parent/Teacher meeting(s), Students' Council use
- media publicity
- yearbooks, newsletters, school displays, videos, registration for extracurricular activities

It is an invasion of privacy to capture, manipulate, produce, publish, or display pictures or stories of an individual or group, without permission of the featured person(s). Serious consequences will follow such infringement. This includes cell phones and other devices with photo capabilities.

*A MESSAGE TO STUDENTS UNDER THE AGE OF 18 ABOUT MFIPPA:* 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, behavior, and current academic progress will be shared with your parents as long as you are under the age of 18.

We believe that there is a strong relationship between success in academic achievement and informed parental involvement. For this reason, students are encouraged to cooperate with their parents in all aspects of their school performance and progress even after students turn 18 years of age. **Once students turn 18, we will only communicate with their parents/guardians, with the student's consent.** To consent to ongoing parent/guardian access to school records, students are required to complete the Age of Majority form once they turn 18 years old. This form is available in the main office.

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

**CODE OF CONDUCT & EXPECTATIONS – ALL STAKEHOLDERS**

*All individuals entering the premises of Markville Secondary School shall model respectful interactions for positive student behaviour:*

POSITIVE BEHAVIOUR - RESPECT	NEGATIVE BEHAVIOUR - DISRESPECT
<ul style="list-style-type: none"> <li>• sharing kind, helpful, and supportive observations which build relationships</li> </ul>	<ul style="list-style-type: none"> <li>• sharing negative opinions and “put downs” that isolate or hurt people</li> </ul>
<ul style="list-style-type: none"> <li>• thoughtfully choosing positive words, inclusive and celebratory language</li> <li>• listening for understanding</li> </ul>	<ul style="list-style-type: none"> <li>• using harassing and inflammatory words (based on race, religion, ethnicity, ability, gender, age, sexual orientation, economic status, reputation, size)</li> </ul>
<ul style="list-style-type: none"> <li>• keeping a respectful space between yourself and others, modelling positive body language</li> <li>• limiting physical contact to ways that are appropriate to being in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>• invading people’s personal space (to threaten or control them)</li> <li>• giving rude, menacing, or dirty looks</li> <li>• touching others inappropriately in a violent or in a sexual way</li> </ul>
<ul style="list-style-type: none"> <li>• maintaining positive use of language, intent, and content whenever on-line or texting</li> <li>• exiting from on-line conversations as soon as they turn mean -spirited or slanderous</li> <li>• being inclusive, friendly, and supportive</li> </ul>	<ul style="list-style-type: none"> <li>• cyber bullying</li> <li>• harassment or issuing threats using computers, cell-phones, or other forms of technology</li> <li>• recording or photographing others with harmful intent</li> <li>• exclusion verbal or physical bullying</li> </ul>
<ul style="list-style-type: none"> <li>• taking responsibility for your words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• blaming others for provoking you</li> <li>• minimizing the impact of your negative words or actions</li> <li>• being a by-stander in the presence of bullying</li> <li>• fuelling a conflict</li> </ul>

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

## CODE OF BEHAVIOUR FOR MSS STUDENTS

Our primary goal at MSS is to help students develop their potential as individuals who think clearly, feel deeply and act wisely. **Our code requires students to show respect for self, respect for others, and respect for property.** Expected behaviour under this code is explained and rationale given in the chart below. Consequences for not meeting these expectations are outlined afterwards under the section titled, “**Progressive Student Discipline**”.

Under the MSS Code of Conduct, <b>Students (you) are expected to:</b>	<b>Rationale</b> for following the Code:
come to school free from the influence of alcohol or drugs and not smoke on school property.	Drugs, alcohol, tobacco, and cannabis are forbidden on school property or at any school sponsored activity. Do not put your health, your reputation/record, your friends, or your school community at risk. All YRDSB buildings are smoke/vape free.
dress and behave appropriately for school. (See “Dress Code” policy.)	The school community expects school- appropriate dress and deportment. Your clothing and accessories must be inoffensive, non-revealing, and non-distracting to others within our learning environment.
attend school regularly, on time, and be fully present in all of your classes. You are expected to be prepared for each class, to think independently, and to work honestly. (See policies on Academic Honesty, Attendance, etc.)	Only you can maximize your instructional opportunities for learning and achievement by attending school and providing evidence of your learning. “The Education Act requires that students attend school diligently.” (Ontario Secondary Schools - 1999).
treat everyone with dignity, using respectful language at all times. Show you respect differences in people.	All individuals, regardless of their gender, religion, size, ethnicity, sexual orientation, socio-economic status, age, ability, etc., are entitled to personal dignity and to learn in an environment free from harassment. Offensive and/or derogatory comments of an ethnic, racist, homophobic, sexist, or religious nature, and all forms of harassment and discrimination are prohibited at MSS as per YRDSB policy and the Ontario Human Rights Commission.
be courteous to others and comply with all rules of the school that are upheld with the support of all teaching and non-teaching staff in the building. School rules (such as giving your full name upon request by staff) apply on the grounds, on school buses, and at any school activity.	Under the Education Act (Bill 157), any staff person who works in schools is required to respond to negative student behavior and report it to the Principal in writing. We, students and staff together, are all responsible for creating a safe, welcoming and supportive environment for all to learn and work in.
treat the school grounds, building, adjoining property, other people’s property and school resources with respect and care. You are expected to keep the property clean, tidy and free from vandalism. Food packaging, trash, and recyclables must be disposed of in proper receptacles. Take good care of your lockers, digital devices, textbooks, school resources, bulletin boards, cafeteria, classrooms... the whole of MSS.	Damage to school property negatively affects the positive atmosphere of the school, is costly and reflects poorly on the character of offenders. Vandalism of any nature will not be tolerated and can result in suspension. If you damage or lose school property, you may be required to make restitution. Have pride in your school and in our community and ensure that Markville’s many resources are available for all to enjoy. Returning found items to the main office to be restored to their rightful owners builds a community of trust.

## BIAS-FREE PROGRESSIVE STUDENT DISCIPLINE

A bias-free progressive discipline approach commits to identifying and addressing discriminatory bias and systemic barriers in relation to discipline. A bias-free approach is one that respects all people and groups and reflects human rights principles. As well, this approach looks to support student voice and to give them opportunities to



help build schools that are socially inclusive where they can talk about bullying, racism, homophobia, diversity and inclusivity. Schools must also be academically inclusive where teachers understand individual student needs and learning styles. Some of the strategies used may include but are not restricted to positive reinforcement, counselling, parent contact, detention, withdrawal of privileges, suspension.

#### MORE INFORMATION ON SUSPENSION

A student who is suspended from a school is not permitted to attend any York Region District School Board facility, including all school buildings, grounds, school buses, school functions, activities and field trips, except for the purposes of attending an alternative to suspension program. A suspension may be for a period of up to 20 days. More information about suspensions and expulsions can be found in the 2021-2022 Guide to the School Year.

Where a student has committed one or more of the infractions outlined below on and/or off school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, the Principal may consider suspension as part of a continuum of interventions. These infractions 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;
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 property at the student's school or to property located on the premises of the student's school;
6. bullying, including cyber bullying;
7. any act considered by the Principal to be injurious to the moral tone of the school including the use of homophobic comments;
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 School Code of Conduct.

A student may be suspended only once for an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days. While on suspension a student is not allowed within 100 metres of the school property. Students who come on school property while suspended will face additional consequences. Following the verbal communication of the reason and length of a suspension, a suspension letter will be mailed to the student's parent/guardian or to the adult student (18 years or older). Provided there are no additional difficulties, the record of the suspension is normally removed from the Ontario Student Record (OSR) after 12 months or upon graduation.

**EXPULSION:** Other anti-social behaviour deemed to be of a serious violation of the school code of conduct can result in expulsion from school (from 21 days up to the length of time it takes to complete a program for expelled pupils). Most expulsionable acts are of a criminal nature (i.e. robbery, sexual assault, or possessing a weapon or replica weapon) requiring that the York Regional Police be involved.

**SUMMARY:** YRDSB's **Safe, Caring and Supportive Schools Policy (668.0)**, states that Students are responsible for:

- their own behaviour and compliance with the School Code of Conduct;
- actively participating in prevention and intervention of disrespectful, inappropriate and bullying behaviour in schools and off school property where the school climate may be negatively affected;
- working in partnership with teachers and parents to maintain inclusive and engaging learning environments; and
- diligently working to achieve their academic potential through demonstrating positive, respectful, inclusive and responsible behaviour.

Safe, Caring and Supportive Schools policies will be reviewed with students at an assembly at the beginning of the year or when new students register throughout the school year.

## **SCHOOL POLICIES & GUIDELINES (A – Z)**

### **ACADEMIC HONESTY** (excerpted from YRDSB Procedure #305.2)

Students must provide original evidence of their learning and achievement and appropriately acknowledge the work of others by:

- understanding the key concepts and definitions related to academic honesty;
- understanding the range of supports to promote academic honesty (teacher, librarian, on-line,...);
- using skills and strategies to prevent cheating and plagiarizing;
- understanding the consequences applied when cheating and/or plagiarizing is detected;
- demonstrating the learning skills and work habits that support life-long learning;
- acknowledging all sources using the required citation format;
- obtaining permission, where possible, to use other's intellectual property; and
- actively seeking clarification and support when needed.

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

- copying from another student or permitting another student to copy;
- using aids, materials, and assistance which are not approved by the teacher;
- obtaining an unauthorized copy of a test or examination prior to the date and time of writing;
- changing a grade/percentage mark of an evaluation;
- preparing work, in whole or in part, with the expectation that this work will be submitted by another student for evaluation;
- offering for sale or gratis (no charge) assignments, in whole or in part, with the expectation that these works will be submitted by a student for evaluation; and
- accessing a computer file without authorization for the purpose of using, reading, changing or deleting its contents, or transferring without authorization, in whole or part, files for academic gain.

*Plagiarism* means representing someone else's ideas, writing, intellectual property (ie. idea, concept, design or technical work) as your own. Any use of the work of others (whether published, unpublished or posted electronically) must include acknowledgement. Forms of plagiarism include, but are not limited to, the use of the following without appropriate reference or citation:

- someone else's written and/or spoken idea, theory or opinion;
- misrepresentation of 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;
- reproductions of tables, graphs or any other graphic element produced by someone else;
- facts and information that are not generally known;
- an unusual or distinctive phrase, a specialized term, a computer code, or quantitative data;
- paraphrase or summary;
- unauthorized entry into a computer file for the purpose of using, reading, changing or deleting its contents, or the unauthorized transfer in whole or part of files for academic gain;
- copy from the Internet without giving proper acknowledgment to the source;
- submission of work prepared, in whole or in part, by another person or source; and
- download of research papers from the World Wide Web (www), in whole or in part, and submitting the paper as one's own original work.

*Consequences:* Plagiarism or cheating in any of its forms will result in behavioural and academic consequences because of its negative impact on the individual student's learning and the integrity of the learning environment of other students.

Behavioural responses/consequences can include:

- progressive discipline that supports the student's awareness of, and accountability for, their actions and the impact upon the learning environment. Note: parents/guardians (of students under 18 years of age) will be informed of incidents of cheating and plagiarism
- student collaboration with their administrator, teacher, and others to determine ways to make amends
- review of strategies and practice of skills to prevent future incidents

Academic responses/consequences can include:

- the opportunity to redo the original task, in part, or in its entirety, or to complete an alternative assignment under supervision
- an assignment or task to promote a deeper understanding of the importance of academic honesty
- the deduction of marks up to and including the full value of the assignment when the absence of original student work is due to cheating or plagiarism

## **ACCESS TO THE BUILDING**

### ARRIVAL AND LATE ARRIVALS

Students will have access to the school building Monday to Friday 30 minutes prior to the first bell (7:45 am) and may enter using all of the entrances. Classrooms will be locked until 15 minutes before the first bell. Students are encouraged not to arrive until 15 minutes prior to the first bell (8:00 am) and then move directly to their first period class. Students are expected to wear a mask/face covering as they arrive at school and sanitize their hands upon entry. After the National Anthem, access to the building will be via the main entrance, the doors close to the portables only and the southwest entrance near the ramp. A student who is late should proceed directly to the main office to record the late arrival.

### DISMISSAL

Students are expected to leave the school and school property after their last scheduled class is complete. Students are expected to wear a mask/face covering when they exit the school. The building will be closed 30 minutes after the last bell (2:55 pm). Ensure your child is picked up no later than 3:00. The school will be closed at this time to allow for cleaning and disinfecting. Students who are in the building after this time must be under the direct supervision of a staff member.

## **HYBRID MODEL**

Through this model, families will continue to have the ability to opt for in-person or remote learning, and placement for all students will be in their home school. This means that students attending face-to-face and students attending remotely will be taught simultaneously by the same educators.

Where numbers warrant and when operationally feasible, in some schools, some classes *may* begin in a fully face-to-face or fully virtual format; all classes however have the potential of being hybrid.

Remote learners will participate in the same curriculum experiences as in-school learners according to the same schedule. The same school hours will be followed by all students, regardless of whether they are engaging in learning at school or remotely. At Markville, school starts at 8:20 a.m. and ends at 2:25 p.m. every day.

Students will learn the same curriculum and complete the same assignments, assessments and evaluations.

Teachers will continue to differentiate instruction, assessment and evaluation to meet the needs of all students. Teachers have always planned learning experiences to incorporate whole group or smaller group teaching and whole class, small group and individual student support as follow-up. This will continue in the hybrid model. Our staff have taught online in the past and will continue to have opportunities for professional learning to support students.

Students will have a common lunch period daily between 11:00 to 11:50. Students are encouraged to bring their own lunch. The cafeteria will be open during lunch but there will not be any food services available for purchase.

#### **ACCIDENTS AT SCHOOL**

**All injuries, no matter how minor, must be reported to the person providing supervision and to the main office.** A YRDSB Accident Report will be completed at the time of reporting. Accident insurance forms are available to students in September.

#### **ASSEMBLIES**

Due to COVID-19 protocols, there will be no face-to-face school assemblies. Student assemblies will be scheduled and held virtually. Student behaviour in assemblies is expected to be appropriate to the occasion. Students shall give their respect, consideration, and attention to speakers and participants. Assemblies are scheduled activities just like a regular class and students are expected to engage in the learning.

#### **ASSESSMENT, EVALUATION, & COMMUNICATION OF STUDENT LEARNING AND ACHIEVEMENT**

(excerpted from YRDSB Procedures #305.0 and 305.1, )

The primary purpose of assessment and evaluation is to improve student learning. Students are responsible for being active participants in the learning process and becoming independent learners.

Students shall be active participants in the learning process and become independent learners by:

- providing evidence of their achievement of the curriculum expectations within the time frame specified by the teacher, and in a form approved by the teacher;
- demonstrating the learning skills and work habits that support life-long learning;
- understanding and being able to articulate what they are expected to learn;
- recognizing, describing and applying success criteria in relation to the learning goals;
- setting individual goals based on strengths, interests and needs;
- using descriptive feedback to monitor their own learning;
- engaging in peer assessment and feedback;
- seeking assistance when appropriate;
- determining next steps; and
- reflecting on their thinking and learning.

Students shall provide evidence of their achievement of the curriculum expectations within the time frame established by the teacher, and in a form approved by the teacher by:

- understanding their responsibility in completing and submitting assignments for evaluation;
- understanding the range of supports and consequences for not completing and/or submitting assignments for evaluation;
- demonstrating the learning skills and work habits that support life-long learning;
- participating in the planning of timelines;
- attending classes daily;
- monitoring and continuously communicating their progress with the teacher;
- seeking assistance proactively where appropriate; and
- ensuring that late and/or missed assignments for evaluation are completed within the re-negotiated and newly established timelines for second submission.

*Timely Completion and Submission of Assignments for Evaluation:* Students are responsible for providing evidence of their learning within established timelines. For students who know in advance that they are unable to complete an assignment/assessment, they must communicate with the teacher before the due date.

*Missed / Late Assignments:* For students who did not approach the teacher PRIOR to the due date for the assignment OR students who missed performance assessments (presentations, demonstrations, tests), the following interventions may be applied where, in the teacher's professional judgment, it is appropriate to do so:

1. Talking with the student to determine why they were absent.
2. Asking the student to submit partly completed work if it can be assessed. This assessment may include giving feedback so that the assignment can be completed.
3. Planning appropriate interventions which may include additional support from the subject teacher, Guidance, Special Education, ESL, Student Success and Administration to further prepare the student for the assessment.
4. Contacting the student's parents/guardians and/or the student who is over 18, to make them aware of the situation and action plan for success.

Note: A mark of zero is recorded for missing assignments/performances if the student does not submit evidence of learning after interventions have been applied/offered by the teacher. Special circumstances may be discussed with teachers/administrators.

#### DETERMINATION OF FINAL GRADE

At the beginning of each semester, students will receive a course outline that will include detailed assessment and evaluation information, including the breakdown of requirements for each course. Course evaluation will be divided into two parts:

- 70% is to be based on cumulative evidence of evaluations undertaken throughout the semester (term work); and
- 30% is to be based on evaluations which will take place towards the end of the course. Final evaluations may include a variety of formats.

#### **ATTENDANCE**

Students will attend all of their classes regularly and punctually. Regular attendance is a vital part of learning. The only valid reasons for absences are as follows:

- Illness
- Parent authorized
- School Activity
- Religious Observance
- Other unavoidable reasons approved by the administration of the school or by parents/guardians

#### UNDER 18 YEARS OF AGE

LATES: If you arrive within 15 minutes of the start of the period, go directly to your class and be prepared to explain your lateness. If you arrive after the 15 minute mark, sign in at the main office, explain your lateness and obtain an admit slip before you go to class. Invalid reasons may result in a school consequence.

ABSENCES: Have your parents call the main office (905-940-8840) with an explanation at the start of the day you are absent. If this is not possible, phone the school yourself and bring a note from your parents/guardian to the main office upon your return to school.

#### 18 YEARS OF AGE OR OLDER

LATES: If you arrive within 15 minutes of the start of the period, go directly to your class and be prepared to explain your lateness. If you arrive after the 15 minute mark, sign in at the main office, explain your lateness and obtain an admit slip before you go to class. Invalid reasons may result in a school consequence.

ABSENCES: Telephone the main office (905-940-8840) with an explanation on the day you are absent. Excessive absences will result in being placed on an attendance contract and/or other consequences. Obtain notes/appointment cards from doctors, dentists, courts, etc. that you visit while absent from school. Bring the note or card to the main office on your return to school.

NOTE TO ALL STUDENTS: It is YOUR responsibility to make up work missed due to lateness and/or absence. Being present and on time for ALL classes and related activities is essential to your academic success. The excuse "I slept in" is NOT an acceptable reason for being late for school. If you are dealing with an issue that is causing you to repeatedly be late or absent, please seek the help of your classroom teachers, Guidance Counselor, Student Success teacher, and/or Vice-Principal.

#### SIGNING IN / OUT

In the event that you need to leave school early or be absent from class due to a valid reason, you must sign out at the main office.

- If you are under 18, this must be done with parental permission.
- If you are at least 18 years of age, then you may sign out independently. However, the reason for leaving must be valid, and you must provide proof that the absence is valid.

If you leave school and return before the end of the day, you must sign back in at the main office and obtain an admit slip which you will show the teachers of the class(es) that you missed. Once you have signed in, you must immediately proceed to your class already in progress or your attendance record will be changed to "truant."

#### Extended Absence (Request for Temporary Withdrawal)

Student attendance is a building block of student achievement. The school does not endorse extended absences. We urge students and parents to carefully consider the implications of such a decision. However, if a family determines that they need to withdraw a student from school, the student is required to complete a "Request for Temporary Withdrawal" form in advance of the proposed absence. This form is available at the main office. It must be completed fully by both the parents and teachers involved before approval for the leave will be granted by a member of the school administration.

#### Extended Absences and Final Examinations

Students cannot be exempted from examinations or final evaluations as per YRDSB policy. Parents/guardians are urged to check the school calendar prior to booking any extended absence. Information regarding semester one final exams will be made available later in the semester.

### **BULLYING**

Bullying is wrong. Bullying, as defined by the Ministry of Education, is typically a form of repeated, persistent, and aggressive behaviour directed at an individual(s) that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

- Bullying adversely affects students' ability to learn.
- Bullying adversely affects healthy relationships and the school climate.
- Bullying adversely affects a school's ability to educate its students.
- Bullying will not be accepted on school property, at school-related activities, on school buses, or in other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate. Under "Safe and Supportive Schools" a student can be suspended for bullying.

If you are being bullied, if you are worried about someone else who is being bullied, or if your friends bully others, the most important thing to remember is to talk to someone you trust. We hope you will share what is happening with caring staff here at MSS or use the Report It tool on the school website. If you are not ready to talk to an adult at home or school about a bullying situation, call the skilled professionals at the Kids Help Phone, 1 (800) 668-6868, 24 hours a day, 7 days a week. Tip sheets on understanding cyberbullying, kids who see others being bullied, and much more are available online at [www.kidshelpphone.ca](http://www.kidshelpphone.ca). Don't hide what is happening from the adults or peers you trust. There is nothing wrong with reporting bullying or asking for help for someone you care about.

## **CAFETERIA**

Please note that the cafeteria will be open for students to eat their lunch; however no food services are available on site for purchase. Students are encouraged to bring lunch from home or make arrangements to go out to buy lunch. Lunch drop offs cannot be accepted in the main office. Students are reminded not to share food or drinks.

## **CLUBS**

Participation in clubs may be limited this semester as per York Region Public Health guidelines. The many clubs at MSS form an integral part of the extracurricular program. Joining clubs, committees, and teams will enhance your high school experience at Markville. New clubs may be added as students express an interest.

## **COMMUNICATION BETWEEN HOME and SCHOOL**

Communication with parents/guardians is important. Schools use a variety of ways to communicate with you and your family throughout the year. A few examples include:

- Student Information Package
- phone calls home
- email
- school and department websites
- periodic announcements
- outdoor electronic sign
- Twitter @Markville\_YRDSB
- E-bulletin

Parents/Guardians are encouraged to communicate with their child's teachers via email or phone call. With advanced notice, parents/guardians may request the assistance of an interpreter when communicating with the school during interviews and meetings.

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

Parents/Guardians can connect online through our school website, [www.markville.ss.yrdsb.ca](http://www.markville.ss.yrdsb.ca). In addition, they can follow Board news and updates at [www.yrdsb.ca](http://www.yrdsb.ca), on Twitter @YRDSB, or on Instagram @yrdsb.schools.

## **COMMUNITY INVOLVEMENT**

Ontario high school students must complete a minimum of 40 hours of community involvement as a graduation requirement. Each student is required to get school approval and provide a copy of the form *prior* to completing each activity or placement. Notification and Completion of Community Involvement forms must be legible and signed by the person who supervised the activity (to verify the date and number of hours completed) in order to have the hours documented by the Guidance Department Secretary.

We now need to consider safety in the context of COVID-19. Is your volunteer placement safe enough? For liability and insurance purposes schools are required to be notified and keep documentation of community involvement activities *before* students complete their volunteer hours. Also, the following changes have been made to the list of eligible and ineligible activities:

- Students will not receive hours for extra-curricular activities, student council participation or events planned in their role as a school wide elected student representative
- Students may not volunteer for a for-profit organization;
- Students will be allowed the time required to donate blood (approximately 1 hour);
- Students may volunteer for a political organization during an election period with the exception of a YRDSB Trustee or candidate Trustee.

## **COMPUTER / INTERNET USE POLICY**

It is the intent of MSS to provide access to the Internet to all students and staff. The guidelines below will ensure that network security and integrity are maintained and that all users understand the responsibility that accompanies the privilege of its use. Contravening this policy may result in penalties ranging from discontinuation of the account to criminal prosecution.

At times, students will be accessing our computer network and Internet services with minimal supervision by teachers or staff. The policy allows users to explore and use our school network and the Internet without adversely affecting other people. This policy protects each user's right to privacy, confidentiality and freedom of expression.

It is the clear intention that all use of the Internet and the computer resources be for educational purposes only. During school hours, each user has a personal responsibility to adhere to the intent, spirit, and rules as set out in this policy. For example, students should not be playing violent video games, or watching inappropriate videos or images at school.

### 1:1 PROGRAM

Markville's 1:1 Program refers to a collaborative learning environment in which every student and teacher has access to their own personal computing device on a direct and continuous basis. Students are expected to bring their own device to school every day to be used in their classes to enhance learning. Only primary devices are permitted for use at MSS. These include laptops or tablets.

### SPECIFIC RULES OF CONDUCT – COMPUTER / INTERNET USE

1. All use of the Internet and the school's computer network must be in support of research or consistent with the educational purposes of MSS. Frivolous use of the network (game playing) is not permitted.
2. The user is responsible for their school network account and Internet account.
  - a. The user must not allow another person to use their computer account under any circumstances.
  - b. The user must keep their password confidential and will report to the school Principal if they suspect that another person has access to the account.
3. The user shall not interfere with the functioning of MSS' network, or any other network.
  - a. The user will not attempt to gain unauthorized access to or cause a disruption in service to any computer system.
  - b. The user will not maliciously use the school's computer network to develop programs that harass others or infiltrate a computer system and/or cause damage.
  - c. The user will not intentionally seek information about, browse or obtain copies or modify files, passwords or data belonging to other people.
  - d. The user will not attempt to find or exploit any gaps in system security on the MSS network or any other system. If the user notices any security weaknesses or suspects anyone of tampering with system security, they must notify the Principal immediately
4. The user is responsible for the content of messages sent from their account. There is no such thing as "private" email: all emails should be written as if they could be read by the entire world.
5. The user shall not use their account to access, create or distribute any material which is obscene, pornographic, harassing, racist, inflammatory, malicious, violent, fraudulent, or libelous. YRDSB or the Principal of the school and/or the access provider are the arbiters to determine what materials or activity may fall into these categories.
6. The user shall respect the intellectual and property rights and laws, including copyright, of others.
  - a. The user is responsible for assessing whether or not the file has copyright on it and must be able to properly reference any materials to be used in student work.
  - b. Plagiarism will not be tolerated.



7. The user will not download any executable audio or video files from the Internet, without the expressed permission of an administrator.
8. The user will not use the school's computers for product advertisement, personal or private business, commercial or for-profit purposes.

**COURSE LOAD**

All students are expected to be full-time students and take four courses each semester until they have achieved 24 credits. After this they must take at least three courses per semester.

**34 CREDIT THRESHOLD**

The 34 Credit Threshold applies to students who return to school for a subsequent year beyond their 4<sup>th</sup> year, and who will earn more than 34 credits within that 5<sup>th</sup> year or beyond. Students who have earned more than 34 credits and are within their first four years of secondary school are not affected by the 34 credit threshold.

The 34 Credit Threshold DOES NOT apply to:

- Students with Individual Education Plans (IEP)
- Students enrolled in ESL and ELD Core Language courses
- Students who are enrolled in their first four consecutive years of secondary school
- Students who are 21 years of age or older (as of the end of June of this school year)
- Students who are not enrolled in day school
- International students

**CRIME STOPPERS**

The York Region Crime Stoppers program is designed to assist students in taking increased ownership and management of their school environment. Crime Stoppers will apply a cash reward for information leading to an arrest in any crime. Callers are not required to identify themselves or to testify in court. Anyone having any information regarding any crime is encouraged to make use of this confidential program by calling 1-800-222-TIPS.

**DRESS CODE**

ONTARIO REGULATIONS made under the EDUCATION ACT mandates the creation of a School Dress Code for students. It is to be supported by parents/guardians, staff and students to promote a safe and respectful environment for teaching and learning. The Principal or designate reserves the right to ask any student to change his/her dress if the student's clothing is immodest or inappropriate. All individuals entering the premises of Markville Secondary School shall abide by the following appropriate dress policy:

<b>APPROPRIATE DRESS</b>
<ul style="list-style-type: none"> <li>• clothes and accessories with logos, prints or pictures that are acceptable in an inclusive and diverse environment</li> </ul>
<ul style="list-style-type: none"> <li>• pants worn at the hip/waist</li> </ul>
<ul style="list-style-type: none"> <li>• skirts/pants and blouses/shirts which are continuous from the neckline to the waist (tops and bottoms must meet ) and provide modest coverage</li> <li>• shorts &amp; skirts will be mid-thigh in length</li> </ul>
<ul style="list-style-type: none"> <li>• footwear worn at all times; closed shoes worn in labs; athletic shoes worn in the gym</li> </ul>
<ul style="list-style-type: none"> <li>• jewelry (please leave jewelry of high sentimental or monetary value at home); jewelry may need to be removed for safety during Physical Education classes, Science labs, Food labs, or Technology shops.</li> </ul>

## **EMERGENCY INFORMATION/CHANGE OF PERSONAL INFORMATION**

Emergency information is extremely important for the safety of all students and staff. It is the responsibility of the student and/or the parent/guardian (for students under 18) to immediately notify the school if any of the following information changes:

- work or home numbers
- emergency contacts, e-mail addresses and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g. allergies, medications)

In an emergency situation, the school must be able to contact a parent/guardian or the emergency designate for each student.

## **EMERGENCY PROCEDURES**

### FIRE DRILL

The signal indicating that staff and students must vacate the school for a fire drill/emergency will be the continuous sounding of the fire bell. Students and staff shall proceed quickly, in an orderly manner, via the designated exit. Students will not be allowed to go to their lockers first. Once outside, everyone must move WELL AWAY FROM THE BUILDING AND DRIVEWAY. Parked vehicles will be off limits.

If you are in class when you have to exit the building, please remain with your teacher and classmates outside at the predetermined meeting spot throughout the duration of the drill or emergency. If you are on lunch or spare when the alarm sounds, please exit the building at the nearest fire exit. No one may re-enter the school if the alarm is still ringing. Re-entry can occur once the signal of three rings of the school bell is given and re-entry approved by a school Administrator.

### HOLD & SECURE

In a Hold & Secure situation, York Regional Police will ask that outside doors of a school be locked as a result of occurrences in the neighbourhood. Normal school operations will continue inside the building but no one may enter or leave the building until police indicate that it is safe to do so.

### LOCKDOWN

Once you hear the announcement, *“Attention. Attention. Attention. We are in Lockdown. Follow Lockdown Procedures,”* quickly take shelter in your classroom or the nearest secure place. Staff and students must hide evidence that the room is occupied and sit silently. DO NOT respond to knocks on your door and IGNORE any fire alarm. At the conclusion of the Lockdown response, the all-clear signal will be given. The signal is a PA announcement: *“The building is secure.”* All other directions should be ignored.

## **EQUITY AND INCLUSIVITY**

We commit to a vision of mutual acceptance and inclusion that helps students to become agents of change, preparing all for a society in which diversity is recognized, respected and valued. We will assist our students to define, detect and reject all forms of discrimination which limit their potential and that of others. The Ontario Human Rights Code legislates that every person has a right to equitable treatment without discrimination because of race, ancestry, ethnic origin, faith, gender, sexual orientation, ability, citizenship, status, etc. YRDSB’s Equity and Inclusive Education Policy (261.0) states that students are responsible for:

- fostering a commitment to equity of outcomes;
- using inclusive and respectful language and approaches in all interactions;
- communicating and working effectively with everyone;
- modeling the equity and inclusive education values and vision of the school;
- using “learning moments” to address non-inclusive, disrespectful, or discriminatory behaviours;
- understanding that equity and inclusive principles apply to everyone; and

- assuming responsibility for examining and taking steps to modify behaviours that are inconsistent with equity and inclusive principles.

Together we can create a positive learning environment that is safe, supportive, equitable and inclusive for all members of our school community. All staff working with students have a duty to respond to incidents of disrespectful and harmful behavior (such as racist, sexist, or homophobic slurs).

## **EXAMINATIONS**

**Information about Semester 1 exams will be communicated early in the semester.** Final examinations are normally held at the end of each semester. All exams must be written at their scheduled time. Vacation time must not be planned during the scheduled exam period. Parents/Guardians must refer to the exam schedule and not book any camps, vacations, overseas family obligations, etc. until after the last day of exams. When an exam is missed (or will be missed) because of serious illness, bereavement or court, the school must be informed immediately and a valid medical certificate or court documentation must be provided. Missing an exam for any other reason not stated above and/ or cheating on an exam may result in a mark of zero.

## **FIELD TRIPS**

Field trips support curriculum and provide students with educational experiences that enhance classroom learning. Field trips can be one day, short-term overnight or extended field trips. Until further notice, field trips will not be scheduled as per York Region Public Health guidelines.

## **FULL DISCLOSURE**

If a student withdraws from a Grade 11 or 12 course prior to five (5) instructional days after the issuance of the formal report card, the course will not be recorded on the transcript. If a student withdraws from a course more than five (5) days after the date on the report card, a withdrawal (W) is entered in the credit column and the student's mark at the time of withdrawal is recorded as a percentage in the achievement column of the transcript.

## **GUIDANCE & CAREER SERVICES**

In our changing society, new life experiences are everyday occurrences. In order to cope with the increasing number of factors influencing young lives, counsellors are available in the Guidance & Career Services Department. Counsellors assist students in making informed decisions regarding educational, vocational, and personal concerns. The Guidance & Career Services Department offers a variety of services to students, teachers, and parents. Our offices are located on the first floor west of the main office. We look forward to being of assistance to you.

COUNSELLING: Counselling is arranged on a one-to-one basis, with counsellors available to assist the students in planning and working toward their educational and career goals, and to help them resolve personal and social difficulties. The Guidance & Career Services Department is open daily from 8:00 a.m. to 4:00 p.m. Visits to Guidance are by appointment only or for extenuating circumstances.

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

LIAISON SUPPORT: The counsellor provides a communication and resource link to local elementary schools, to social service agencies in the community, to part-time and full-time employment opportunities, and to post-secondary educational and career facilities including apprenticeship programs, colleges (public and private), and universities.

CAREER RESOURCES: Students are encouraged to come to the Guidance & Career Services Department to make appointments with the counsellor of their choice. Alternatively, they can book an appointment online through

Teach Assist. Parents are invited to take an active role in their child's educational and career planning decisions. Interviews with Guidance & Career Services Department personnel may be arranged by calling the school.

### **HEALTH MATTERS**

There are students and staff members in our school who have life-threatening medical conditions and allergies. To ensure everyone's safety and well-being, the school needs to be informed of all such conditions

To help create an allergen-safe environment, please refrain from, as much as possible, from bringing nuts or nut products into the school. For more information on helping to create an allergen-safe environment, please see the section on Allergies in the Guide to the School Year.

### HEALTH CARE PLANS

To promote the safety and well-being of students, the Ministry of Education expects all school boards in Ontario to develop and maintain a policy or policies to support students in schools who have **asthma, diabetes, and/or epilepsy**, and/or are at risk for **anaphylaxis**.

If you have any of the above life-threatening medical conditions, a Health Care Plan needs to be completed and on file at the school. If there is a plan currently on file at Markville your parents/guardians will be required to provide confirmation that the plan remains up-to-date.

While every effort is made to ensure that students are not exposed to allergens, it is up to the individual student at risk to exercise care in monitoring his or her situation and in taking precautions to avoid triggers. Students should show consideration for others in their use of cologne/perfume, aerosol deodorant, food, and other potential triggers.

IMPORTANT NOTE TO STUDENTS WITH SEVERE ALLERGIES: Students who require an Epipen because of the nature of their allergy should carry one at all times *and* store a spare Epipen in the school office along with their Anaphylactic Reactions Protocol form.

### **INCLEMENT WEATHER**

On days with poor weather conditions, it is important to check the York Region District School Board website ([www.yrdsb.ca](http://www.yrdsb.ca)), and/or listen to local radio or television programs for bus cancellation or school closure announcements. Unless otherwise stated, schools will remain open. In the event that buses are cancelled in the morning, they will not operate in the afternoon. Therefore, students transported to school by parents will require the same transportation home.

A bus cancellation message will also be available at [www.schoolbuscity.com](http://www.schoolbuscity.com) and by calling 1-877-330-3001, or by following the YRDSB on Twitter.

### **LIBRARY LEARNING COMMONS**

The library is open to students for quiet study during a spare period and at lunch. Sometimes, during a semester, the library is booked by a class to support teaching and learning and to access resources. The library will be closed to students at 3:00 pm every day.

### **LOCKS, LOCKERS AND VALUABLES**

This year, lockers will be assigned to students in Grades 9 and 10. Lockers will not be shared this year. Students are required to use the lock that is provided by the school. Students must maintain a 2-metre physical distance between students when they are accessing their locker. Please ensure that you do not share your locker

combination with anyone else and bring only essential items to school each day. Please ensure that you close your locker properly. The school is not responsible for lost or stolen items.

### **PARENT-TEACHER INTERVIEW NIGHT/EDSBY**

Parents/Guardians are our most important partners in the education of their children and are encouraged to contact the school at any time regarding information on their child's progress.

Parents/Guardians are encouraged to attend Parent-Teacher Interview Nights which are held just after interim reports are issued each semester. In addition, parents/guardians and teachers are encouraged to keep open lines of communication regarding student progress.

The York District School Board uses Edsby, an engagement platform tool for our students and families that provides many opportunities for you to access information from Markville S.S. Edsby also allows online scheduling of parent-teacher interviews with students' teachers, keeping details and information safe and secure. In order for families to access Edsby, a valid email address is required.

If you are new to the York Region District School Board, you will receive information on how to activate your Edsby account during the first few weeks of school.

More information about Parent-Teacher Interview Night during the pandemic will be shared at a later date.

### **PUBLIC NOTICES**

In general, only notices pertaining to school activities may be displayed at MSS. All flyers or posters must be signed and dated by a Vice-Principal or the Principal. A maximum of 10 copies of approved notices may be posted at designated areas in the school (cork boards). The club and/or group sponsoring the activity/information is responsible for the removal of these notices within 24 hours after the event has occurred.

### **SCHOOL COUNCIL**

The purpose of the School Council is to improve communication and share information between parents/guardians and the school community. Through the School Council, parents may provide input into school improvement initiatives. Participation is welcomed. They can telephone the school at 905-940-8840 and leave a message, or email at [markville.ss@yrdsb.ca](mailto:markville.ss@yrdsb.ca) for the School Council Chair to contact them.

### **SCHOOL MATERIALS**

Textbooks are the property of the YRDSB. Students must return all textbooks on time and in good condition, or pay the replacement cost and all related fines by the end of each semester.

### **SEARCH of SCHOOL PROPERTY**

At the start of each school year, school Administrators will advise all members of the school community via grade assemblies, announcements and information contained in this school handbook that:

- The school Administrator has the right to search school property, such as lockers and desks, without notice to, or permission from, any person.
- Police may from time-to-time be invited onto school premises to conduct a search. These searches may be conducted without notice to, or permission from, any member of the school community other than the school Principal.

### **SMOKING/VAPING**

Smoking, tobacco products, e-cigarettes and vaping are not permitted on school property at any time by anyone (staff, students or visitors). Anyone who smokes (tobacco or e-cigarettes) on school property is subject to a fine from the by-law officers. Sharing cigarettes with youth under 19 increases the fine. Please refer to the **YRDSB GUIDE TO THE 2021 -2022 SCHOOL YEAR booklet**, for further information.

## **STUDENT COUNCILS**

MARKVILLE ATHLETIC COUNCIL: Markville Athletic Council (MAC) assists with the promotion and development of athletic programs at the school.

STUDENT ACTIVITY COUNCIL: The MSS Students' Council or Student Activity Council (SAC) is an important part of student life at the school. This governing group is the main coordinating body for student events.

TRANSITIONS ACTIVITY COUNCIL: The Transitions Activity Council (TAC) assists with the transition activities at the school such as Grade 9 Day, and Study Skills week.

## **SURVEILLANCE**

Please be aware that surveillance cameras are positioned in many areas of the school to enhance security both inside and outside of the building.

## **TELEPHONE CALLS**

In cases of a medical emergency, students may come into the office to use the phone. In emergency situations, the office can take calls for students.

## **TRANSPORTATION TO SCHOOL**

With the exception of some specialized programs, students are responsible for their own transportation to and from school, whether that is by car, public transit, bicycle, skateboard, etc. In order to promote a healthy lifestyle, we encourage students to walk and/or ride bicycles, skateboards, scooters or use rollerblades in their commute to and from school.

### Bicycles, Rollerblades, Skateboards, Scooters, etc.

Students who ride bicycles to school are asked to only use the bike racks provided at the front of the school to store their bicycles during the school day. Please ensure that the bicycle is securely locked to the bike rack as MSS will not be responsible in the event that it is removed from school property. Please note that bicycles should not be left in the racks overnight or during the weekends.

Students who use rollerblades, skateboards, scooters, etc. to travel to and from school, once arrived at MSS, will carry these items while on school property and store them in their locker or backpack during the school day. Use of these items in the school and/or on school grounds is not permitted. When using these modes of transportation, students need to wear a helmet.

### Student Parking

Student drivers must come to the main office to provide information about their vehicle. Please note that the school and/or Board is not responsible for lost and/or damaged personal items stored in cars during the school day.

## **VISITORS**

Visitors are allowed at MSS only for official school business and by appointment only. All visitors to the school MUST report directly to the main office and sign in. Visitors not registered with the main office could be subject to trespass charges. This year, visitors must self-screen for COVID-19 and wear a face mask or covering at all times when inside the school.

***Inspire*** Learning!