



Milliken Mills High School

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Student Information Package

2013-2014

MMHS Timetable (Regular Day)	
Period 1 and Homeroom	8:50 - 10:10
Period 2	10:15 - 11:30
Period 3	11:35 - 12:50
Period 4	12:55 - 2:10
Period 5	2:15 - 3:30

2013 - 2014 Milliken Mills High School Administration Team	
Principal	Catherine McGinley
Vice-Principal (student surnames A – L)	Kandeephan Ganeshalingam
Vice-Principal (student surnames M – Z)	Patricia Obadia
Office Hours	8:00 AM – 4:30 PM

MMHS LEADERSHIP TEAM (SUBJECT HEAD / ASSISTANT HEAD)

Alternative Education	C. Williams
Business Studies	A. Skerritt
Cooperative Education	R. Mitchell
Computer Programming Studies	D. Smith
English	A. Mody / M. Murtha
English as a Second Language	M. Kim
Family Studies (Social Sciences & Humanities)	S. Bishop
Geography	M. Watkin
Guidance and Career Studies	J. Pontes
Health and Physical Education	G. Martin
History	N. White
International Languages	E. Pereira
Library	R. Saxena
Mathematics	W. Soraine / K. Li Chee Ming
Music	S. Hilland
Science	K. Reid / D. Lee
Special Education	M. Hunt Davies / A. Boyd Diamond
Technological Studies	A. Hess
Visual Arts	K. Middleton
Office Administrative Support	P. Moschee / N. Pinelli
Caretaking	B. McPeak / R. Ramkarran
Literacy Teachers	N. White & A. Wan
Student Success Teachers	J. Wadowski & A. Murchie

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Milliken Mills High School

WELCOME

Milliken Mills High School (MMHS) is a dynamic and diverse community of learners. Founded in 1988, MMHS is one of York Region's most active schools, with an enrolment of approximately 1250 students. In 2013, Milliken Mills High School celebrated its 25th Anniversary! You are part of the MMHS Legacy.

MMHS offers a wide variety of excellent programs, activities and growth opportunities for our students and staff. Beyond your courses of study, we hope that you get involved in some of the many groups and clubs that are available to you. They will enable you to make new friends, become part of a team, develop your leadership skills, achieve success in a group endeavor and have lots of fun. Of course, while we encourage your participation in extra-curricular activities, we also remind you about your academic obligations. Get involved.

Make your mark at MMHS - home of the **Knights!**

School Colours
Blue, silver & red

Official Motto
Tomorrow Today

Student generated PC4L motto
Respect Lives Here

School Trustee: Ms. Juanita Nathan
416-885-3479
juanita.nathan@yrdsb.edu.on.ca

School Superintendent: Ms. Rashmi Swarup
905-940-7800
rashmi.swarup@yrdsb.edu.on.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 MMHS. 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 2013 – 2014 SCHOOL YEAR booklet**, as a resource for information and planning throughout the school year.

VISION STATEMENT

MMHS will be an inviting place where all individuals work together as a team to achieve excellence within a healthy environment. Our school will be responsive to the needs and aspirations of a diverse population.

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.

A MESSAGE TO PARENTS

Collaboration between home and school helps to ensure that your child will do his/her 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 agenda.
2. Ensure that the requisite course supplies (such as 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, or vice-principals. Parent-Teacher Interview Night provides a great opportunity to dialogue with your son's or daughter's teachers.
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 Agenda. Among other things, it contains information about various school procedures/policies, such as our Dress Code, Attendance and Assessment, Evaluation and Communication of Student Achievement.
8. Get involved in our School Council. The first meeting of the school year is scheduled for Monday, September 16th at 6:30 p.m. in our Library.

Milliken Mills High School

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

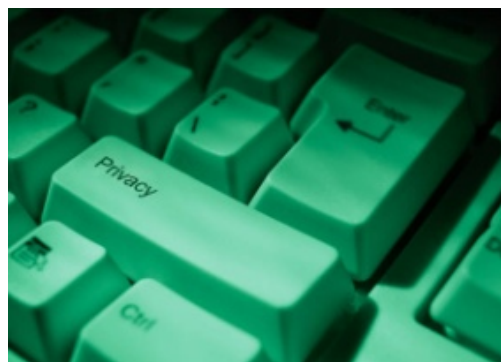
It is an invasion of privacy to capture, manipulate, produce, publish, or display pictures or stories of an individual or group, without permission of the featured person(s). Serious consequences will follow such infringement. This includes cell phones and other devices with photo capabilities.

If you do **not** consent to the release of student information for these purposes, please inform the principal in writing.

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 co-operate with their parents in all aspects of their school performance and progress even after students turn 18 years of age. Once you turn 18, we will continue to communicate with your parents/guardians, unless you otherwise inform us.

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



EXPECTATIONS FOR CONDUCT – ALL STAKEHOLDERS

All individuals entering the premises of Milliken Mills High School shall model respectful interactions for positive student behaviour:

POSITIVE BEHAVIOUR - RESPECT	NEGATIVE BEHAVIOUR - DISRESPECT
<ul style="list-style-type: none"> • SHARING KIND, HELPFUL, AND SUPPORTIVE OBSERVATIONS WHICH BUILD RELATIONSHIPS 	<ul style="list-style-type: none"> • SHARING NEGATIVE OPINIONS AND “PUT DOWNS” THAT ISOLATE OR HURT PEOPLE
<ul style="list-style-type: none"> • THOUGHTFULLY CHOOSING POSITIVE WORDS, INCLUSIVE AND CELEBRATORY LANGUAGE • LISTENING FOR UNDERSTANDING 	<ul style="list-style-type: none"> • USING HARASSING AND INFLAMMATORY WORDS (BASED ON RACE, RELIGION, ETHNICITY, ABILITY, GENDER, AGE, SEXUAL ORIENTATION, ECONOMIC STATUS, REPUTATION, SIZE,...)
<ul style="list-style-type: none"> • KEEPING A RESPECTFUL SPACE BETWEEN YOURSELF AND OTHERS, MODELLING POSITIVE BODY LANGUAGE • LIMITING PHYSICAL CONTACT TO WAYS THAT ARE APPROPRIATE TO BEING IN A SCHOOL SETTING 	<ul style="list-style-type: none"> • INVADING PEOPLE’S PERSONAL SPACE (TO THREATEN OR CONTROL THEM) • GIVING RUDE, MENACING, OR DIRTY LOOKS • TOUCHING OTHERS INAPPROPRIATELY IN A VIOLENT OR IN A SEXUAL WAY
<ul style="list-style-type: none"> • MAINTAINING POSITIVE USE OF LANGUAGE , INTENT, AND CONTENT WHENEVER ON-LINE OR TEXTING • EXITING FROM ON-LINE CONVERSATIONS AS SOON AS THEY TURN MEAN-SPIRITED OR SLANDEROUS • BEING INCLUSIVE, FRIENDLY, AND SUPPORTIVE 	<ul style="list-style-type: none"> • CYBER BULLYING • HARASSMENT OR ISSUING THREATS USING COMPUTERS, CELL-PHONES, OR OTHER FORMS OF TECHNOLOGY • EXCLUSION, VERBAL OR PHYSICAL BULLYING
<ul style="list-style-type: none"> • TAKING RESPONSIBILITY FOR YOUR WORDS AND ACTIONS 	<ul style="list-style-type: none"> • BLAMING OTHERS FOR PROVOKING YOU • MINIMIZING THE IMPACT OF YOUR NEGATIVE WORDS OR ACTIONS • BEING A BY-STANDER IN THE PRESENCE OF BULLYING • FUELLING A CONFLICT

– MMHS PC4L (Positive Climates for Learning)



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CODE OF BEHAVIOUR FOR STUDENTS OF MMHS

Our primary goal at MMHS 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 MMHS Code of Conduct, Students (you) are expected to:	Rationale for following the Code:
RESPECT FOR SELF	come to school free from the influence of alcohol or drugs and not smoke on school property.	Drugs, alcohol, and tobacco 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.
	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).
RESPECT FOR OTHERS	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 MMHS 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.
RESPECT FOR PROPERTY	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, textbooks, school resources, bulletin boards, cafeteria, classrooms,... the whole of MMHS.	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 Milliken’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.

SPECTATOR BEHAVIOUR

Competitive events are tests of skills, fitness, teamwork and training. They provide challenging encounters for players and exciting entertainment for fans. Being a spectator at school events is a privilege (not a right). This privilege may be withdrawn for inappropriate behaviour.

Spectators shall:

- Treat the premises, students, staff and players of the host school, and the officials with respect and courtesy.
- Abide by the decisions of the officials whether or not they are in favour of your school team.
- Respond politely to the requests of officials.
- Remain seated in the areas designed for spectators and leave the playing area clear at all times.
- Be polite and courteous and use only appropriate language.
- Refrain from any behaviour that might distract the players or interfere with the event.
- Never make derogatory remarks about the officials, players or coaches of the other teams.
- Abide by the school's Dress Code.

Good players compete to the best of their ability and scope of their training. Good spectators respect the commitment of the players enough to cheer every good play and appreciate the effort, time, and dedication contributed by the members of the opposing team(s).

HAVE A GOOD TIME CHEERING FOR YOUR TEAM, AND ENJOY THE EVENT NO MATTER WHO WINS!

GO KNIGHTS!!!

PROGRESSIVE STUDENT DISCIPLINE

Progressive Discipline is a whole-school approach to address student behaviour which uses interventions, supports and consequences to address inappropriate student behaviour. Progressive Discipline also builds in strategies that promote positive student behaviour, learning, and character development. Strategies include:

1. INDIVIDUAL OR GROUP COUNSELLING

Counselling is one way of dealing with inappropriate behaviour. Persistent difficulties may require referral to external support agencies.

2. PARENT CONTACT

When appropriate, parents will be notified of positive achievements by students, as well as instances of misbehaviour. Parent involvement and support are important contributors to student success.

3. DETENTION (MAKING UP TIME)

Students should anticipate being asked to make up time missed from class. Make-up time may also be imposed when a student fails to complete work, is inattentive, or is disruptive in class.

4. POSITIVE REINFORCEMENT

Positive aspects of students' behaviour will be recognized through academic achievement, parent contact, letters of recommendation, school awards (e.g. honours standing, attendance, punctuality, and citizenship), positions of leadership, and responsibility in class and school activities.

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5. MONITORING STUDENT PERFORMANCE OR STUDENT CONTRACT

A student may be placed on a “Daily” or “Weekly” evaluation journal to record attendance and performance. This strategy helps the student, parent, and teacher to assess the student’s progress. It is normally used for a short period of time until the student’s progress stabilizes or another program is initiated. Serious difficulties may require a “Contract” regarding behavior and/or attendance..

6. RESTITUTION (PAYMENT FOR DAMAGES)

Students will be expected to make restitution (pay back in full) in all cases involving the loss of, or damage to school property or the property of others.

7. CONFISCATION OF ITEMS FORBIDDEN AT SCHOOL

Personal items confiscated during the school day may usually be reclaimed from the vice-Principal at the end of the school day. If it is deemed unsafe or unwise to return the item, parents or police may be contacted.

8. REFERRAL TO SCHOOL PERSONNEL OR OUTSIDE AGENCY

Often, poor behaviour is due to frustration with the learning process. The student may be referred to a counsellor or remedial teacher for help. Problems outside of school may also cause poor performance. A referral may be made to the Children’s Aid Society, The Family Life Centre, or other agencies. Illegal acts such as the use, possession or trafficking of illicit drugs, as well as possession of weapons, theft, extortion, or assault, require police involvement. Parents are informed when appropriate.

9. WITHDRAWAL OF PRIVILEGES

At times when unacceptable behaviour occurs, privileges, such as free time at lunch, riding a bus, eating in the cafeteria, going on field trips or attending to co-curricular events may be withdrawn.

10. EXCLUSION FROM CLASS

A student may be temporarily removed from the regular class setting for persistently failing to cooperate and/or for committing a serious offence. The student involved would, for a specified period of time, complete all assignments and class work under the supervision of a Vice-Principal. Students who are chronically truant may experience permanent removal from a class via a change of program and/or school as facilitated by the Attendance Counsellor, Student Success Teacher, and/or Administrator.

11. LOSS OF MARKS OR CREDITS FOR ACADEMIC DISHONESTY

Students who cheat on tests or plagiarize all or part of an assignment have not demonstrated particular course expectations. YRDSB Board policy states that, “Depending on the severity of the infraction and/or the number of instances, the consequences for academic dishonesty may include contact with the parents, an alternate assignment, or a mark of zero which in some cases could result in the loss of the credit.”

12. RESTORATIVE PRACTICES

Students who take responsibility for their words and actions may be given the opportunity to participate in mediation, restorative circles, or formal and informal conferencing to resolve issues and repair harm that has been caused.

13. SUSPENSION FROM SCHOOL

Suspension from school is reserved for very serious offences and is usually preceded by other forms of discipline. Certain offences are so serious that a suspension can be given on the first occurrence. The purpose of a suspension is to give the student time to rethink his/her behaviour and to give parents time to counsel their child as to appropriate behaviour.

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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. A student only suspended from day school may continue attending Continuing Education classes. A student only suspended from Continuing Education classes may continue attending day school classes.

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.
- At the time of registration, students and/or parents are required to sign the Board Policy & Acceptable Use Agreement Form.

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ADDITIONAL 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's 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
- 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.

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;
- misrepresenting co-authored or collaboratively created work as one's own;
- music, drawings, designs, dance, photography, and other artistic or technical work created by someone else;
- 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;
- copying from the Internet without giving proper acknowledgment to the source;
- submitting work prepared, in whole or in part, by another person or source; and
- downloading research papers from the World Wide Web (www), in whole or in part, and submitting the paper as original work as one's own.

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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;
- reviewing strategies and practising 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 plagiarizing

ACCESS TO THE BUILDING

Classes begin at 8:50 a.m. and end at 3:30 p.m. daily. Students will have access to the school building Monday to Friday from 7:30 a.m. to 4:00 p.m., except when students are in a meeting/school sponsored event and a staff supervisor is present. This is in the interest of safety and to allow time for our caretakers to prepare for community events, language classes, and other activities of permit holders. The atrium will be off limits to students during periods 1, 2 & 5. After the Morning Exercises, access to the building will be via the Main Entrance and the doors close to the portables only.

ACCIDENTS AT SCHOOL

All injuries, no matter how minor, must be reported to the person providing supervision and at 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

Assemblies are held periodically to present topics of concern or interest to the student body. An assembly can be organized by students for any worthwhile cause. The Vice-Principal in charge of assemblies must be consulted. Student behaviour in assemblies is expected to be appropriate to the occasion. Students shall sit with their class and give their respect, consideration, and attention to speakers and participants. Assemblies are scheduled activities just like a regular class. All designated students are expected to attend.



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 to address late and missed assignments where in the teacher's professional judgment it is appropriate to do so:

1. Talking with the student to determine why s/he was absent.
2. Completing a "Student Request for Extension Form". The student agrees to complete and submit the same or an alternative assignment or performance task on the newly negotiated date/time.
3. 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.
4. 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.
5. 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.
6. Deducting up to 10% from the final mark of a late assignment/performance

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; and
- 30% is to be based on evaluations which will take place in the final third of the course. Final evaluations may include a variety of formats, such as: exam, performance, demonstration, or essay.

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:

- Illness
- Parent authorized
- School Activity
- Religious Observance, OR 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 Attendance Office, explain your lateness and obtain an admit slip before you go to class. Invalid reasons will result in a school consequence.

ABSENCES: Have your parents call the Attendance Office (905-477-0072) 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 Attendance Office upon your return to school.

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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 Attendance Office, explain your lateness and obtain an admit slip before you go to class. Invalid reasons will result in a school consequence.

ABSENCES: Telephone the Attendance Office (905-477-0072) 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 Attendance 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 Attendance 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.

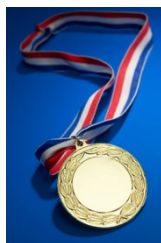
If you leave school and return before the end of the day, you must sign back in at the Attendance Office and obtain an admit slip which you will show the teachers of the class(es) that you missed. Once you have signed in, you must immediately proceed to your class already in progress or your attendance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

REQUEST FOR TEMPORARY WITHDRAWAL (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 before approval for the leave 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. Students cannot be exempted from examinations or final evaluations as per YRDSB policy.

AWARDS

Celebrating student success is an important aspect of school life. Awards will be presented at ceremonies such as the Awards Ceremony and Graduation. There are several awards for which students may qualify such as General Proficiency Awards, various regional and competition awards and subject awards.



BULLYING

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 MMHS. 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 on line at www.kidshelpphone.ca. *What not to do ...* Don't hide what is happening from the adults or peers you trust. Bullying is wrong. There is nothing wrong with reporting bullying or asking for help for someone you care about.

CAFETERIA

It is the responsibility of all students to keep the cafeteria clean and tidy. Please deposit wrappers and containers in the receptacles provided. Be environmentally conscientious and use the recycling bins. The cafeteria is closed between 8:45 and 9:15 am daily and during the final week of each semester.

ELECTRONIC DEVICES

All electronic devices are to be turned off and kept out of sight during instructional periods, except with the explicit permission of the classroom teacher. Only approved technology will be allowed during an assessment or evaluation. Electronic devices are often subject to theft; keep these items secure on your person or, better still, leave them at home as the school is not responsible for personal items that go missing.

CHANGE OF PERSONAL INFORMATION

It is the responsibility of the student and the parent/guardian (for students under 18) to immediately notify the school whenever there is a change of address or telephone number (i.e. cell, business, or residential). In an emergency situation the school must be able to contact a parent/guardian or the emergency designate for a student.

CLUBS

The many clubs at MMHS form an integral part of the extracurricular program. Joining clubs, committees, and teams will enhance your high school experience at Milliken. Some of the clubs available are *Amnesty International*, *YOSA*, *DECA Marketing*, *Readers in Action*, *Nubian Excellence*, *Knight Writer (our school newspaper)*, *GSA*, *Knightrogen & Green Inc*. New clubs may be added as students express an interest.



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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.

NEW (June 1, 2012 onwards): 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 an YRDSB Trustee or candidate Trustee.

COMPUTER / INTERNET USE POLICY

It is the intent of MMHS to provide electronic educational resources and services, including access to the Internet, to all students and staff. These procedures 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, the student will be accessing our computer network and Internet services with minimal supervision by teachers or staff. Each user has a personal responsibility to adhere to the intent, spirit, and rules as set out in this policy. 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.

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 MMHS. Frivolous use of the network (game playing) is not permitted.
2. The user is responsible for his/her school network account and Internet account.
 - a. The user must not allow another person to use his/her computer account under any circumstances.
 - b. The user must keep his/her password confidential and will report to the site administrator or school principal if they suspect that another person has access to his/her account.
3. The user shall not interfere with the functioning of MMHS's 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 MMHS network or any other system. If the user notices any security weaknesses or suspects anyone of tampering with system security, he/she must notify the site administrator immediately.

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4. The user is responsible for the content of messages sent from his or her account. There is no such thing as “private” email: write all email as if it could be read by the entire world.
5. The user shall not use his or her account to access, create or distribute any material which is obscene, pornographic, harassing, racist, inflammatory, malicious, 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, MP3, audio or video files from the Internet, without the expressed permission of the Site Administrator.
8. The user will not use the school’s computers for product advertisement, personal or private business, commercial or for-profit purposes.
9. At the time of registration, students and/or parents are required to sign the Board Policy & Acceptable Use Agreement Form.

COURSE LOAD

All students are expected to be full-time students and take four courses each semester until they have achieved 24 credits (to be accomplished by the end of Grade 11). After this students must take 3 or more courses per semester to ensure graduation. Taking only 3 courses in a semester is not recommended. Taking 4 courses allows for a “back-up” credit should a student start experiencing difficulty and wish to drop the course. 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 Counselling Summary. Guidance Counsellors and teachers are available to support the course selection process students (with their parents) ultimately complete on-line. Remember, the courses that run each semester are entirely dependent on courses students submit electronically at course selection time. 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 a semester is underway.

COURSE SELECTION

Information about all courses can be found at www.yrdsb.edu.on.ca. The courses offered at MMHS can be found via our school’s link on the Board’s website. Requests for course changes (adds or drops) cannot be processed within the two-week period prior to report card distribution.

COURSE CHANGES

Changes will only be made for sound educational reasons. A student may request a change in the level of difficulty of a course provided this is done no later than one week after mid-semester report cards are distributed in November and April. Grade 11 and 12 Courses that are changed or dropped after this time are subject to full disclosure.

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.

DAILY ANNOUNCEMENTS

In order to be read, an announcement script must be written legibly, be signed by a staff member and be submitted by 8:15 a.m. on the day it is to be read. Daily announcements are posted near the attendance office after the Morning Exercises. Students are to be in class before the National Anthem begins at 8:50 a.m. Latecomers should remain quiet and stand still in the hallways until opening exercises are completed.

DANCE POLICY

Please note the following information regarding dances. In all cases, the following applies:

1. Doors will be locked an hour after start time.
2. All students must present photo identification and ticket at the door.
3. Students will not be permitted to leave the dance and re-enter.
4. All coats will be checked.
5. Consistent with Board policy, no smoking and/or alcohol consumption/possession will be permitted.
6. Lockers will be off limits.
7. A formally designated committee will be responsible for cleaning up after each dance.
8. NO TICKETS WILL BE SOLD AT THE DOOR.
9. Supervision by school staff will be assisted by the presence of security and/or police officers

GUESTS WILL BE ADMITTED UNDER THE FOLLOWING CONDITIONS:

1. Guest passes must be purchased in advance, one per student host.
2. Guests must be signed in at the start of the dance, accompanied by their host student who will be considered responsible for them. Everyone must abide by the school's Code of Behaviour and Dress Code. Guests must complete an application to attend that must be signed by their home school administration and be submitted at or prior to the event.
3. Photo identification will be required from both the guest and the host student.



DRESS CODE POLICY

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 Milliken Mills High School shall abide by the following appropriate dress policy:

APPROPRIATE DRESS	INAPPROPRIATE DRESS
<ul style="list-style-type: none"> clothes and accessories with logos, prints or pictures that are acceptable in an inclusive and diverse environment 	<ul style="list-style-type: none"> clothes and accessories with writing or pictures depicting alcohol/drugs, weapons, violence, obscenity, gangs, and any form of discrimination (ie. sexism) clothes promoting political or religious positions that may be offensive or hurtful to others
<ul style="list-style-type: none"> headdresses worn indoors for religious and health reasons, commercially manufactured headbands (maximum width: 4 cm) 	<ul style="list-style-type: none"> bandanas, hats, scarves, hoods, wave caps, do-rags, etc. (please store these in locker or backpack)
<ul style="list-style-type: none"> pants worn at the hip/waist 	<ul style="list-style-type: none"> pants sagging below the waist to show undergarments
<ul style="list-style-type: none"> skirts/pants and blouses/shirts which are continuous from the neckline to the waist (tops and bottoms must meet) and provide modest coverage shorts & skirts will be mid-thigh in length 	<ul style="list-style-type: none"> clothing that exposes the chest, abdomen, midriff, back or undergarments, mini or micro skirts/shorts clothing that is highly fitted or non-opaque revealing the body (ie. leggings worn with a short top)
<ul style="list-style-type: none"> tank tops with wide straps 	<ul style="list-style-type: none"> spaghetti straps, tube or single-strap tops, visible bra straps
<ul style="list-style-type: none"> clothes which are clean, intact, and odour free 	<ul style="list-style-type: none"> torn and dirty clothes
<ul style="list-style-type: none"> footwear worn at all times; closed shoes worn in labs; athletic shoes worn in the gym 	<ul style="list-style-type: none"> bare feet; flip flops; open-toe shoes in labs or spaces that have potential chemical or puncture hazards
<ul style="list-style-type: none"> fashion jewelry (please leave jewelry of high sentimental or monetary value at home) 	<ul style="list-style-type: none"> jewelry that can cause physical harm or that contains offensive words or symbols (ie. a marijuana leaf ring)

EMERGENCY PROCEDURES

Fire Drill/Emergency Alarm (Emergency Alarm and/or Announcement)

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 pre-determined 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 and proceed to the eastern edge of our main parking lot (near the school sign by Kennedy Road) so attendance may be taken. 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.

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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 (i.e. the server of the cafeteria). Students and staff 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.

ENVIRONMENTAL LEADERSHIP & INVOLVEMENT

In addition to being named the YRDSB Eco-Watch website contest winner, MMHS is proud to have been recognized for outstanding environmental leadership in the Province of Ontario with the Eco-Schools Gold Seal Certification. This award reflects the numerous focused environmental practices and initiatives that Milliken students, staff, partners, parents and support staff have undertaken for the improvement of our environment over the last few years. Some examples of these activities include: development and ongoing maintenance of our pond/outdoor classroom, piloting an organic school garden, Earth Week environmental film festival, recycled running shoe drive, adopt-a-stream programs, recycling and boomerang/litterless lunch Tuesdays. Students who are motivated to develop their ecological literacy and to increase their positive environmental practices in order to become more responsible eco-citizens are encouraged to join Green Inc and/or enroll in MMHS’ Environmental SHSM beginning this Fall, 2013. For more information on how you can become involved, please speak with one of your homeroom Milliken EcoKnights and/or a staff member.



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).

First Nations, Métis and Inuit Students

Students of Aboriginal ancestry may self-identify to ensure that appropriate services are being provided by completing an Aboriginal Self-Identification Form which is available from our Guidance & Career Services Department and/or the Board’s website. For more information, please refer to the **YRDSB 2013-2014 SCHOOL YEAR booklet**.

EXAMINATIONS

Final examinations are held at the end of each semester. Students will receive a personal copy of the examination schedule at least two weeks in advance of exams and should review the procedures listed on the reverse side. **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 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. Please refer to the **YRDSB GUIDE TO THE 2013 – 2014 SCHOOL YEAR booklet**, for more details.

FEES AND ENHANCEMENTS

Students have the option of paying for enhanced materials that are voluntary enrichments beyond what is necessary to meet curriculum expectations. Families are encouraged to pay an optional Student Engagement fee to support school activities that build a sense of community and student leadership in our schools (i.e. clubs & committees, motivational speakers, orientation activities, carnivals & cultural events, etc.).

FIELD TRIPS

Field Trips provide valuable learning for each student and are aligned with course expectations. All students must complete a field trip permission form for each in-school or out of school trip/event in which they are involved. These forms must be signed by parents/guardians if the student is under 18 years of age. All school rules and Board policies apply for the duration of the field trip, even if it extends beyond regular school hours while on a field trip and/or activity. Students must remain with MMHS staff supervisors at all times.

FOOD

No food or drink (except water) is permitted in classrooms or carpeted areas of the school. Students should eat in the cafeteria or in the atrium - not in stairwells or hallways.

FULL DISCLOSURE

Only students with 24 credits or more may request to drop a course. Courses must be dropped within 5 days of the mid-term report card being issued in order for the mark to be omitted from the student's transcript. No course may be dropped in the last two weeks before final exams begin.

FUNDRAISING ACTIVITIES

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

GAMBLING

Gambling is prohibited on or adjacent to school property and students who engage in this activity will face a variety of consequences, including possible criminal charges. For further information regarding consequences, please refer to page 10 regarding "Progressive Student Discipline."

GRADUATION

A ceremony for graduating students and their families will take place in June of each year. The number of guest tickets (for family members) each student receives is dependent on the size of the venue. Students should regularly review their progress towards meeting graduation requirements. Understanding what is reflected on their credit counseling summary is a good place for students to start.

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GUIDANCE & CAREER SERVICES (GCS)

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 GCS Department. Counsellors assist students in making informed decisions regarding educational, vocational, and personal concerns. The GCS Department offers a variety of services to students, teachers, and parents. Our offices are located on the first floor by the main entrance. 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 GCS Department is open daily from 8:00 a.m. to 4:00 p.m.

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 GCS Department to make appointments with the counsellor of their choice. Parents are invited to take an active role in their child's educational and career planning decisions. Interviews with GCS personnel may be arranged by calling the school. Information on careers and post-secondary education is available in the library.

HALLWAYS

In order to keep the main entrance to the school inviting to our visitors, students are asked not to loiter in this area. Halls outside teaching areas are out of bounds during instructional periods. When not in class, students should be in the cafeteria, in the library, or outside and must refrain from loud or distracting behaviour.

HEALTH MATTERS

Students should have a basic awareness of their health history. Parents are required to inform the school (in writing) of any special health needs or concerns of their child(ren) – particularly for emergency situations – about which the school should be knowledgeable. The school must also be provided with the name and current phone number of an emergency contact for each student.

The health of all of our students matters. School rules (e.g. “no food in classrooms”) have been designed, in part, to protect students from being exposed to allergens such as nut products. 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.

HOMEWORK

Work done at home is an integral part of the curriculum. Homework positively influences the student’s performance by reinforcing and extending the content and skills introduced in class. It demonstrates that learning is an activity that is not just restricted to the classroom or school. Homework is intended to:

- help develop positive and enthusiastic attitudes towards independent study and lifelong learning
- foster responsibility and self-direction through effort and initiative
- acquaint parents with what their children are learning in school and to invite their help
- encourage learning and the pursuit of academic excellence
- provide time for remediation, to develop organizational and study skills

The following is a recommended framework for homework. These approaches may vary depending on the developmental level, ability, and learning needs of the individual student.

1. Homework will be assigned and checked regularly
2. Teachers will report to parents/guardians if students regularly do not meet homework requirements
3. Homework be given judiciously on holidays and weekends with due respect to family values, interests & practices.

INCLEMENT WEATHER

On days with poor weather conditions, it is important to 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.

Parents and students are asked to access the following radio and television stations after 6:00 a.m. to receive bus cancellation information:

RADIO

590 AM 640 AM	680 AM 860 AM	1010 AM 1050 AM	1540 AM 1580 AM	
88.5 FM 89.9 FM 92.5 FM	93.1 FM 94.9 FM 95.9 FM	97.3 FM 98.1 FM 99.1 FM	100.7 FM 101.1 FM 102.1 FM	104.5 FM 107.1 FM

TELEVISION

CITY TV CTV Barrie CFTO TV CP24 GLOBAL NEWS

A bus cancellation message will also be available at www.schoolbuscity.com and by calling 1-877-330-3001, or by following the YCDSB and YRDSB on twitter.

LIBRARY RESOURCE CENTRE

Individuals are welcome in the Library Resource Centre each school day between 8:15 a.m. and 4:00 p.m. Classes are booked into the Resource Centre in advance by teachers. The teacher-librarians assist teachers in planning assignments that make use of available resources to develop the students' information literacy skills. These range from basic skills, such as using encyclopedia indices, to the sophisticated senior skills that emphasize the use of outside libraries and critical analysis of information sources.

The library resource centre collection includes print, non-print, and electronic sources such as subscription databases, e-books and online encyclopedias. They are selected to support the curriculum and to help the students be successful in their research assignments. Students may sign out many of the materials to use at home. Some electronic sources are available not only in the resource centre, but also on the school's computer network and from home through remote access.

Important Information:

- Students may borrow resources with their SAC (Identification) card.
- Maximum 2 resources may be borrowed for any given topic or subject.
- Students may not borrow materials for their friends or peers under any circumstances.
- If an item is lost students have to pay the replacement cost of that item.
- Students with overdue items must renew or return the items to enable them to borrow other resources.
- Students are to e-mail themselves assignments they will work on at school.
- All bags and backpacks must be left in lockers or in the class room.
- Do not leave personal items unattended.
- Bringing valuables into the library is done at each student's own risk.
- Food and drinks are not allowed anywhere in the Library Resource Centre.

Students in Grade 10 or higher may apply to become volunteer library assistants at the beginning of each school year.



LOCKS, LOCKERS AND VALUABLES

Lockers are the property of the school. THE SCHOOL RESERVES THE RIGHT TO INSPECT LOCKERS IF THERE IS SUSPICION THAT THE CONTENTS ARE IN CONTRAVENTION OF THE SAFE AND SUPPORTIVE SCHOOLS POLICY. Lockers come equipped with a combination lock and are assigned to every two students. Locker use is a privilege granted solely for the temporary storage of books and clothing. LOCKERS ARE NOT THEFT-PROOF. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER. Students shall not change the locks that are provided as they are the property of the school. DO NOT SHARE your locker combination with anyone but your locker partner. Locker cleanout occurs at least once each semester and shall be emptied before final exams in June. The locks provided will remain with the locker. Please report any problems with lockers to the Main Office.

With respect to Physical Education classes, students should only bring the required clothing to the change room. The School and the Board cannot be held responsible for lost or stolen items. Parents should claim any loss on their home insurance.

LOST AND FOUND

Found articles should be brought to the Main Office where they may be claimed by the rightful owners.

MUSIC PROGRAM

In addition to the regular classroom program, the MMHS Music Department offers students the opportunity to participate in a number of co-curricular activities such as Choirs, Stage Band, Junior Band, Symphonic Band and other small ensembles. MMHS students will entertain in the school and the community, as well as take part in special concerts and festivals. Music Council promotes music activities in the school and community. The executive is elected in June and weekly general meetings are open to students beginning in September.



PARENT-TEACHER INTERVIEW NIGHT

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 approximately six weeks from the beginning of each semester. In addition, parents/guardians and teachers are encouraged to keep open lines of communication regarding student progress.

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.millikenmills.hs.yrdsb.edu.on.ca. In addition, they can follow Board news and updates at www.yrdsb.edu.on.ca or on Twitter [@YRDSB](https://twitter.com/YRDSB).

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PUBLIC NOTICES

In general, only notices pertaining to school activities may be displayed at MMHS. All flyers or posters must be signed and dated by a Vice-Principal or the Principal. A maximum of 15 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. Please use Fun-Tak (blue mounting putty) if posting materials on walls. Please do not use tape on painted surfaces or glass. Nothing may be posted on the trees in the atrium or outside the school.

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 905-477-0072 and leave a message for the School Council Chair to contact them.

SCHOOL MATERIALS

Textbooks and other materials on loan to students are the property of The YRDSB. Students are responsible for the return of their texts to their subject teacher at the end of each course. Materials that are lost or damaged must be paid for. Report cards and/or new materials may not be issued to students who have texts, library materials and/or other items outstanding.

SMOKING

York Region District School Board buildings and properties are smoke-free environments. Anyone who smokes on the 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 2013 – 2014 SCHOOL YEAR booklet**, for further information.

SPORTS

MMHS offers a wide variety of athletic teams/opportunities at the varsity level. These include:

Badminton	Rugby	Track & Field	Slopitch
Volleyball	Basketball	Rock Climbing	Cricket
Soccer	Golf	Ultimate Frisbee	Tennis
Cross Country	Table Tennis	Field Hockey & Ball Hockey	Baseball

ELIGIBILITY: According to the York Region Athletic Association (YRAA) Constitution, students who have fewer than 22 credits must be registered in a minimum of 3 day school courses in the semester in which they participate on a school team. Students with over 22 credits must be registered in at least 2 day school credit courses per semester. Any students new to MMHS (other than Grade 9) who are anticipating playing on a school team should see a Physical Education teacher at the beginning of the school year to file for eligibility. Also, students who need to complete transfer forms should see Mr. Martin or Ms. Williams

At MMHS there is a point system to reward athletes for participation. Athletes are presented with medals at the annual Athletics Banquet for the following:

Award of Merit	160 points
Gold Award	120 points
Silver Award	80 points
Bronze Award	40 points

Points are awarded for playing on school teams. Additional points are awarded for championships and league titles.

MILLIKEN ATHLETIC COUNCIL: Milliken Athletic Council (MAC) assists with the promotion and development of athletic programs at the school. The athletic council executive is formed in June.

STUDENT ACTIVITY COUNCIL (SAC)

The MMHS 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 and a liaison between students and administration. The elected students provide leadership for the organization of many school activities and events. SAC's Staff Advisors are Mr. Sartsikousis and Ms. McCallum.

MMHS SAC CONSTITUTION ABRIDGED: This abridged document defines the mandate and operation and lists the portfolios of the MMHS Student Government, hereafter known as the "Student Activity Council" or "SAC". Students' Council members represent MMHS and are role models for the student body. Any behaviour and/or attendance patterns deemed questionable by the staff advisors and/or administration are reasons for impeachment. The administration has final say over all decisions and events. At least half of the events planned or sponsored by the Students' Council must be profit-making or at no financial cost to MMHS.

MANDATE:

1. To co-ordinate the activities of the student body with the best interest of the majority of the school population in mind.
2. To sponsor and promote various inter and intra school activities.
3. To promote student involvement in community affairs.
4. To act as a liaison between the student body and the school administration.
5. To encourage and support unity in all activities.
6. To encourage and promote school spirit.

MEMBERSHIP:

1. The following members of council shall be elected by the student body:
 - a) President
 - b) Vice-President
 - c) One Representative per grade
2. The following members of SAC shall be appointed by a nomination committee whose form shall be determined by the Council and Staff Advisors each year:
 - a) Treasurer
 - b) Assistant Treasurer
 - c) Secretary
 - d) Three Publicity Coordinators
 - e) A Social Convenor
 - f) Zero or One Student Advisor from previous Council(s)
 - g) Events Co-ordinator
3. All members of council with the exception of the staff advisors have the right to vote.
4. The staff advisors, administration liaison and the Principal have the right to veto any motion and/or decision.
5. No council member shall occupy an executive position in any other extra-curricular organization without notifying a SAC staff advisor. Whatever the other executive position, the council member must fulfill SAC responsibilities and obligations at all times.
6. Each council member must actively participate on at least 50% of the committees; this is to be monitored by the attendance lists that are handed to the President and Staff Advisors at the end of each month.
7. All meetings will be open to all members of the school, with the exception that closed meetings may be called at the discretion of the Co-Presidents, the content of which will be made known at the council's discretion.

8. Student council members who wish to resign must do so in writing to the staff advisors.



ELECTIONS: For complete information about the MMHS SAC election process please refer to millikenmills.hs.yrdsb.ca.

SAC LEADERS, 2013 - 2014	
President	Anam Alvi
Vice-President	Jadhushan Vivekanandan
Secretary	Dina Abboud
Co-Treasurers	Nikkita Mistry Cherry Wang
Social Convenor	Kristika Neelavannan
Student Advisor	Amanda Wu
Fundraising Coordinator	Cole Chang
YRPC Spirit Leader	Vargheesh Kirupa
Publicity Coordinators	Emily Chen Janet Tan Preeti Minhas Louise Zhou
ELL Representatives	To be determined Fall 2013
AV Reps	Annie Deng Arun Jeyagarushan
Grade 12 Rep	Michael Dang
Grade 11 Rep	Garmen Wu
Grade 10 Rep	Johnny Lum
Grade 9 Rep	To be determined Fall 2013 (2 positions)

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STUDENT SUGGESTIONS / QUESTIONS

Students may 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 SAC's facebook page, or by a signed note.

SUMMER SCHOOL / NIGHT SCHOOL

Registration and information for all continuing education courses is available on www.yrdsb.edu.on.ca. Our Guidance Department will answer questions students/parents may have and will assist with final registration steps.

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

The office staff will call parents on a student's behalf in cases of medical emergency. In emergency situations the office can take calls for students.

TRANSPORTATION TO SCHOOL

Bicycles, Rollerblades, Skateboards, etc.

Students who ride bicycles to school are asked to 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 as MMHS will not be responsible in the event that it is removed from school property. Please do not secure the bicycle to the fence surrounding the pond at the front of the school as it damages the fence. As well, please note that bicycles should not be left in these racks overnight or during the weekends.

Students who use rollerblades, skateboards, scooters, etc. to travel to and from school, once arrived at MMHS, 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.

Parking

Current MMHS students with a valid Ontario Driver's License who drive to school and wish to park on school property may apply for a MMHS Parking Permit on annual basis at the time of Registration (usually in August). These forms are available in the Main Office and must be completed fully prior to submission. If granted, this pass is not transferable as it is only for the driver (and car) to whom it is issued. The MMHS Parking Tag must be visibly displayed (usually hanging from the rearview mirror) whenever the car is parked on school property. The use of cars is for transportation to and from school only as students are to refrain from loitering in and/or around cars during school hours. Cars parked on school property are off limits during emergency drills. Please note that school operation should not be disturbed by loud music and/or any other distractions in the parking lot. All school and Board policies are enforced on school grounds both in and outside of the building.

Restricted parking spots include those places assigned for Visitors, Handicapped Spaces, grided-out spaces and/or the routes for buses as well as Emergency Vehicles; students may not park in these areas at any time for any reason. It is expected that students will drive with caution while on MMHS property to ensure the safety of other drivers and pedestrians. Permit holders who fail to comply with the parking information outlined above and on the application form may be: ticketed by the Town of Markham, towed at the owner's expense and/or have their parking privilege revoked.

Lastly, whether students walk, ride or drive to school, please note that the school and/or Board is not responsible for lost and/or damaged personal items stored in lockers and/or cars during the school day. Students are encouraged to leave all valuables at home and this includes electronics as well as large sums of money.

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VISITORS

MMHS has a “no visitor” policy. MMHS students should discourage friends from coming to the school to visit them. Visitors are allowed at MMHS only on official school business. All visitors to the school **MUST** report directly to the Main Office and sign in. Visitors not registered with the Main Office are subject to trespass charges. Siblings of our students who are not registered at MMHS must be accompanied by a parent in order to be on school property.

WITHDRAWAL FROM SCHOOL

Students who may be contemplating leaving MMHS must see their guidance counsellor and Vice-Principal. There are many flexible options to consider in order to complete graduation requirements. A program change or re-entry plan can be developed to meet students’ individual needs.

