

THORNHILL SECONDARY SCHOOL

2017-2018 STUDENT AGENDA BOOK

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This agenda belongs to:

Name: _____
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If this book is found, please return to the above school address.

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Welcome

Thornhill Secondary School (TSS) is a dynamic learning community. Founded in 1954, TSS offers a wide range of programs, activities and growth opportunities for our staff and students.

We are committed to providing you with a quality education that considers the past, prepares for the future, and expects the best from you in the present. We look forward to working with you this year and helping you to be successful in all your endeavours. It is important for you to develop the skills and acquire the knowledge you need to be successful academically, socially and emotionally. We also want you to find the appropriate path for you and to work hard to achieve the goals you have set for yourself.

Beyond your program of study, you are encouraged to get involved in the clubs, groups, teams or events which interest you. In them, you will make friendships and develop your personal management, team-work and leadership skills. You will enjoy the experience of success and have a lot of fun.

Of course, while we promote student participation in extra-curricular activities, we also encourage a balance with scholastic obligations. Get involved! Make your mark at TSS, home of the Tigers. We welcome you and your family, and look forward to an enjoyable and successful school year together!

The Thornhill Philosophy

We believe in you. We encourage self-motivated, life-long learners. We foster the embracing of diversity. We recognize the uniqueness of our community and invite the participation of other community members in the education experience.

At Thornhill Secondary School we:

- Promote student well-being and positive student behaviour in a safe and caring environment
- Strive for equity of opportunity and outcomes for all students
- Foster the tenets of *Character Matters*
- Promote Restorative Approaches

- Provide opportunities for you to develop into a confident, responsible, compassionate and mature individual
- Encourage you to think clearly and critically, act wisely and behave with respect towards yourself, others and the environment.

About This Book

This agenda book has been designed to assist you and your parents/guardians in preparing for an exciting and successful year at TSS. It contains a daily planner, and information on school organization and our expectations of you. It is hoped that you and your parents/guardians will take time to read the agenda carefully and utilize it as a resource for information and planning throughout the school year. All the best for a rewarding school year!

Always remember our motto, "*after the struggle, the reward*". (Post Proleium Praemium.)

School Timetable

Period 1	8:35-9:50
Homeroom/Opening Ex.	9:50-9:55
Period 2	10:00-11:15
Period 3	11:20-12:35
Period 4	12:40-1:55
Period 5	2:00-3:15
After School Program 1	3:20-4:35
After School Program 2	4:40-5:55

To report "absences" or "lates", please call 905-889-5453, extension 303.

Finding Your Way Around The School

Our classrooms and workrooms are numbered counter-clockwise starting at the Main Entrance.

SCHOOL CODES AND POLICIES

Code of Student Behaviour

You have the right to attend school and learn in an environment that is safe, caring, purposeful and supportive. You are expected to behave at all times in a thoughtful, respectful manner as a contributing member of the school community. This will enhance your sense of self-worth and develop the self-discipline required of responsible members of society as a whole.

Expectations of Students

- It is expected that you treat all other students and staff with courtesy and respect.
- Teachers, secretaries, custodians, administrators, and other educational/support workers all play important roles in the operation of the school. Students are expected to follow the instructions of staff members when asked by any staff member you must give your full name and/or accompany him/her to the Main Office.
- Punctuality and regular attendance are required habits that need to be practiced and mastered to help ensure academic success. It is also important that you are prepared and properly equipped for class each day with all required materials; complete homework; hand in assignments on due dates; and are prepared for tests and examinations. These experiences are excellent preparation for the workforce and for post-secondary education.
- The condition of the school property directly reflects the attitude of the student body. Pride in the school is largely demonstrated by respect for the appearance of the school grounds. You *must* familiarize yourself with and obey the rules governing the use of lockers, textbooks communication devices, bulletin boards, and the cafeteria.
- You are free to express your individuality through your clothing within the confines of modesty and good taste. Please refer to the TSS Dress Code Policy on Pages 18 to 20.

Improving Behaviour

Any, or a combination, of the following actions may be used to support students to improve their behaviour:

- Counseling by teachers, guidance counselors, vice-principals, and/or the principal
- Parent/Guardian consultation by telephone or meetings at the school
- Detentions
- Referral to outside support agencies
- Payment for or replacement of stolen or damaged goods
- Student contract
- Exclusion from class for a specified time
- Withdrawal of privileges such as attendance at dances, participation in school events, and team membership
- Restorative interventions
- Suspension from school
- Expulsion from the York Region District School Board (YRDSB)

Suspension from School

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 forms of behaviour. This consequence may be applied for:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or drugs
- Being under the influence of alcohol or drugs
- Swearing at a teacher or another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property or to property located at school
- Bullying – physical, verbal, social, electronic, etc.
- Any other activity deemed “suspendable” under Board Policy

The following infractions merit suspension as well as investigation for possible expulsion:

- Possessing a weapon, or object used as a weapon
- Using a weapon to cause or threaten bodily harm to another person

- Committing physical assault on another person that causes bodily harm
 - Committing sexual assault
 - Trafficking in weapons or illegal substances
 - Committing robbery
 - Giving alcohol to a minor
 - Any other activity specified as meriting consideration for expulsion under Board Policy #668.0
- When required, police will also be involved.

Academic Integrity

Real learning is enhanced when you think independently and honestly. It is in your best interest to build habits which contribute to genuine academic, personal, and social growth. Continuously developing work habits of integrity creates a climate of growth.

True learning in an intellectually stimulating environment is enhanced when you consistently demonstrate respect for the intellectual property rights of others and adhere to a code of honour in the work that you produce. Whether intentional or pursued out of ignorance of the rules, acts of academic dishonesty can lead to significant consequences.

Cheating

- The buying and/or selling of essays/assignments, exams or test questions
- Submission of the same piece of work in more than one course without the permission of the teachers
- The preparation of an essay or assignment by someone other than the stated author
- Allowing one's essay or assignment to be copied by someone else
- The unauthorized giving or receiving of information or assistance during an examination, test or quiz
- Use of unauthorized resources during an in-class assessment (e.g. test, examination)

Any incident of cheating will be dealt with on a case-by-case basis.

Plagiarism

- The use of ideas or thoughts of some person other than the writer without proper acknowledgement

- The use of direct quotations or of material paraphrased and/or summarized by the writer without proper acknowledgement
- The submission of any essay or assignment which has been written in part or whole by someone else as one's own work
- The submission of material which has been obtained from a computerized or other source with or without modification, as one's own
- The submission of material which has been significantly revised by an editor or tutor

Since classroom teachers are experts in evaluation of the writing of their students and they are most familiar with the writing styles of their students, they are recognized as authorities in identifying plagiarism. Therefore, when a situation arises of suspected plagiarism, it is your responsibility to demonstrate the work to be your own (e.g. keep all rough drafts, process work).

Procedure

Depending on the severity of the incident, one or more of the following steps will be taken, to deal with plagiarism or cheating:

1. Parents or legal guardians will be contacted.
2. The department head and/or vice-principal will be informed.

Penalties

Any or all of the following penalties may be applied:

1. An oral and/or written warning or reprimand.
2. A make-up assignment or re-write.
3. A failing grade or mark of zero.
4. Meeting with an administrator to determine the final consequence.

Appeals will be heard first by the department head and, when necessary, by an administrator.

How To Avoid Plagiarism

- Acknowledge all sources. NOTE: This means more than just listing sources in a bibliography. It must be specifically stated what has been taken from each source.

- Provide embedded references for someone else's written work or ideas, including diagrams, maps, charts, etc.
- Consult with the subject teacher to clarify what is plagiarism.
- Have the teacher peruse the rough copy or work that is in progress.
- Do not lend/give work to another student. Students who lend/give their assignments to other students will be held accountable if the work is then copied.
- Plan out the research process and keep to timelines.
- Write notes in one's own words.
- Seek help from the teacher and/or teacher-librarian for research needs.
- Follow research strategies, note-taking strategies and documentation methods recommended by TSS.
- Use the *Citation Guidelines* available in this Agenda Book.
- Refer to on-line citation guides such as: <http://owl.english.purdue.edu>.

Assessment and Evaluation Policy

The primary purpose of assessment and evaluation is to improve student learning.

Assessment for Learning and Assessment of Learning

The primary purpose of assessment is to improve student learning by providing descriptive feedback needed to direct the refinement of programs and instruction to meet each student's strengths, needs and interests. Student involvement in effective assessment practices increases engagement, learning and achievement. High-quality assessment practices provide students with multiple and varied opportunities to demonstrate achievement and lead to deeper learning.

Assessment for learning plays a critical role in teaching and learning and has as its goal the development of each student as an independent and autonomous learner. This includes the timely completion and submission of assignments for evaluation, and academic honesty by students. Ongoing, clear and meaningful communication between home and school, including the provision of timely feedback, supports the learner in being successful.

Teachers will obtain assessment information through a variety of means, which may include, but are not limited to, formal and informal observations, discussions, learning conversations, questioning, conferences, homework, tasks done in groups, demonstrations, projects, portfolios, performances, peer and self-assessments, self-reflections, essays, and tests.

Evaluation is the process of judging the quality of student learning on the basis of performance standards and assigning a value to represent that quality. Evaluation is based on assessment of learning that provides data on student achievement at strategic times throughout the grade/subject/course, often at the end of a period of learning. Assignments for evaluation may include rich performance tasks, demonstrations, projects, and/or essays. To ensure equity for all students, assignments for evaluation, tests and exams are to be completed, under the supervision of a staff member at the time and place identified by the classroom teacher. Achievement on tests and assignments will be recorded using the four categories of knowledge and skills. This is done to help students deconstruct their strengths and weaknesses in their learning in order to determine how they can improve.

Categories of Knowledge and Skills

- **Knowledge and Understanding:** Subject-specific content acquired in each grade/course (knowledge), and the comprehension of its meaning and significance (understanding)
- **Thinking:** The use of critical and creative thinking skills and/or processes
- **Communication:** The conveying of meaning through various forms
- **Application:** The use of knowledge and skills to make connections within and between various contexts.

Learning Skills and Work Habits

Students will also be assessed on the following six learning skills and work habits:

SKILLS & HABITS	SAMPLE BEHAVIOURS/DESCRIPTORS (abridged list from <i>Growing Success, 2010</i>)
Responsibility	<ul style="list-style-type: none">• completes and submits class work, homework, and assignments according to agreed-upon timelines• takes responsibility for and manages own behaviour
Organization	<ul style="list-style-type: none">• devises and follows a plan and process for completing work and tasks• establishes priorities and manages time to complete tasks and achieve goals
Independent Work	<ul style="list-style-type: none">• independently monitors, assesses, and revises plans to complete tasks and meet goals• uses class time appropriately to complete tasks
Collaboration	<ul style="list-style-type: none">• responds positively to the ideas, opinions, values, and traditions of others• shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions
Initiative	<ul style="list-style-type: none">• looks for and acts on new ideas and opportunities for learning• demonstrates curiosity and interest in learning
Self-regulation	<ul style="list-style-type: none">• sets own individual goals and monitors progress towards achieving them• perseveres and makes an effort when responding to challenges

Each learning skill and work habit is evaluated as follows:

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement

Ratings are recorded on each report card.

Late and Missed Assignments

Students are responsible for providing evidence of their achievement of the overall course expectations within the time frame specified by the teacher, and in a form approved by the teacher. They must also understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late. In the teacher's professional judgment, a number of strategies may be used to help prevent and/or address late and missed assignments. They include:

- asking the student to clarify the reason for not completing the assignment;
- helping students develop better time-management skills;
- planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
- maintaining ongoing communication with students and/or parents about due dates and late assignments and scheduling conferences with parents if the problem persists;
- referring the student to the Student Success team or teacher;
- taking into consideration legitimate reasons for missed deadlines;
- setting up a student contract;
- using counseling or peer tutoring to try to deal positively with problems;
- holding teacher-student conferences;
- determining the need for extra support for English language learners;
- reviewing whether students require special education services;
- requiring the student to work with school staff to complete the assignment;
- deducting marks for late assignments, up to and including the full value of the assignment.

The course evaluation will be divided into two parts: 70% based on the summative assessments from term work, and 30% based on the final summative assessment(s). The final summative assessment will occur towards the end of the course. Examinations occur at the end of each semester.

Throughout each semester, you and your parents will have the opportunity to review and reflect on your progress in the following ways:

- (a) Interim Report Card - issued early on in each semester.
- (b) The Mid-Semester Report Card - issued approximately halfway through the course. This report is derived from whatever pieces of summative assessment have been completed, but does not include any part of the final summative assessment.

- (c) Parents' Night - you and your parents can conference with each subject teacher.
- (d) The Final Report Card - issued at the end of the semester. It is based on all summative assessments completed throughout the semester.

Missed Final Summative Assessment (30% of the final mark)

If you miss a final summative assessment, you will receive a mark of zero on that assessment. Extenuating circumstances, substantiated by documentation, may warrant an alternative arrangement; this decision rests with a school administrator. Vacation, employment and/or appointments must not be scheduled during a final summative assessment.

Conclusion

A credit is granted by the Principal when you have completed the requirements of the course; have completed your summative evaluation; have acquired 110 hours of instruction (55 hours of instruction for 0.5 credit), and have earned a final mark of at least 50%.

Examinations

All exams must be written at the school at the scheduled time. Vacation, employment and/or appointments must not be scheduled during the examination week.

If you miss an examination due to illness, inform the school immediately and submit a medical certificate to a school administrator within 48 hours. Failure to do so may result in a mark of zero. The school may verify information on medical certificates.

Attendance Policy and Procedures

You are expected to attend all scheduled classes, to arrive on time, and to obtain authorization for absence (see Authorizing Absences below). Attendance records are maintained for each class, and unauthorized absences are reported as trancies to the home by means of an automated telephone message.

Excused Absences

Absences for religious holidays and school-sponsored activities, such as field trips and athletic events, are

school-excused absences and are not included in the total number of absences indicated on your report card.

Authorizing Absences

To ensure that an absence is authorized, you must bring a note to the Attendance Office. The note must be signed by a parent or guardian and should indicate the current date; the date(s) and, if necessary, the time of absence; and the reason for the absence. You will be issued an Admit Slip to indicate to your teacher(s) that an absence was authorized. If you are 18-years-of-age or older, you may submit your own note. There is a maximum of 5 excused absences for students over 18 years old in each semester.

Absences may also be authorized by a telephone call to the Attendance Office at 905.889.5453, extension 303.

If you arrive to school late or leave school early, you must sign in or out with a signed note at the Attendance Office.

If you become ill during the day, you must report immediately to the Attendance Office. If necessary, arrangements will be made with a parent or guardian for you to go home.

In extenuating circumstances, where a student has a planned absence of 5 days or more, the student must complete a Request for Extraordinary Absence form, at least one week in advance of the leave. This form is available in the Attendance Office and is to be returned there, with signatures from teachers and administration in advance of the absence. Students are responsible for catching up on missed assignments. Extraordinary absences are not permitted during final summative assessments.

If students attempt to authorize absences by fraudulent means, they will be referred to an administrator.

Absences and Evaluation

Students will be given a reasonable opportunity to recover marks for assessments missed because of unavoidable authorized absence, including illness or medical appointment for which a medical certificate is required, or family bereavement. Extended absence, even when unavoidable, may jeopardize achievement of credits.

Lates

Coming late to class is very disruptive and affects everyone in the room. Students who are late (up to 20 minutes) are to report directly to their class and the late arrival will be marked on the teacher's attendance.

Student Attendance

A prerequisite to student achievement and wellbeing is consistently attending classes. The following process will be used to support students.

1- 3 Unauthorized Absences

- Classroom Teacher counsels student
- Classroom Teacher contacts parent/guardian, and ensures that supportive and corrective measures are put in place; details are documented

4 – 6 Unauthorized Absences

- Classroom teacher makes referral to Student Success Team (i.e. Guidance Counsellor, Student Success Teacher, or SERT)
- Student Success Team Member counsels student, and locates additional support, as needed; details are documented

7 - 9+ Unauthorized Absences

- Classroom Teacher makes referral to the Alpha Vice-Principal
- Vice-Principal and Student Success Team Member counsel student and make any necessary referrals (i.e., YRDSB Social Worker); details are documented
- Social worker follows up with student and makes any necessary referrals to outside agency; e.g. COMPASS, FSYP, ISCS

Leaving the Classroom

If a student needs to leave the classroom for any reason, the student is required to ask permission from the teacher. Once permission has been granted, the student must sign the "Classroom Sign-out Log" when leaving the class; he/she must sign-in upon returning to the class.

Computer Use Policy

The aim of the Computer Use Policy is to provide a safe and productive working environment for all students and staff using the computing facilities.

The use of the Internet and the school's network must be in support of research or consistent with the educational purposes of TSS. Frivolous use of the network (e.g. game playing) is not permitted.

Students are responsible for their network account, including its use and the data contained within it.

- Passwords must be kept confidential and must not be shared with anyone.
- Users must report to their classroom teacher any unauthorized account access.
- Users are responsible for the backup of their own files.
- Users shall not interfere with the functioning of the TSS network or of any other network.
- Users will not attempt to gain unauthorized access or cause service disruption to any computer system.
- Users will not intentionally seek information about, or browse, copy or modify files, passwords or data belonging to others.
- All users must endeavour to protect the TSS network by scanning all files for viruses.
- Users will not attempt to find or exploit gaps within the TSS network or any other network. If users are aware of any security weaknesses they should report them to their classroom teacher.
- Users shall not use the network to access, create or distribute obscene, pornographic, sexist, racist, harassing, inflammatory, malicious, fraudulent or libelous material.
- Users shall respect the intellectual and property rights of others. They shall respect intellectual property laws, including copyright.
- Students will use proper citation (i.e. as in a bibliography) for information that is obtained from the Internet and used in their assignments. Plagiarism will not be tolerated.
- Students will not download any executable, MP3, audio or video files from the Internet, without the express permission of their teacher.

- Students will not use the TSS network for personal or private business, commercial or for-profit purposes.
- Students should not provide information of a personal nature to anyone on the Internet.
- The use of any messaging/chat software is prohibited.
- The installation of any software is not permitted without the approval of the classroom teacher.

Any damaged equipment or equipment failure should be reported immediately to a teacher. Do not try to fix any equipment problems without permission from a teacher.

Students who fail to abide by the Computer Use Policy will face sanctions.

Consent to Contact Parents

Students who are 18 years of age or older, and, who want staff members to communicate academic achievement, attendance or behavior profile with parents/guardians, should complete the “Consent to Contact Parents” form (in this Agenda Book) and submit it to the Main Office.

Cyberspace Etiquette & Safety

Students are encouraged to exercise careful thought and discretion when interacting or posting messages/images on the internet. The school name should not be used in labels or titles for internet posts without the explicit permission of the school administration.

Dance Policy

Dances at TSS are sponsored and organized by the Board of Student Senators (BOSS), an approved student club, or an approved school organization in consultation with a teacher/supervisor and an administrator. All dances are supervised by student leaders, teachers, administration and police officers/security personnel.

Dances are limited to TSS students and their guests. You are responsible for registering your guest(s) at least one day prior to the dance. To register a guest you must complete a form, which is available in the

Main Office, and then return it to the Main Office prior to the event.

Students and guests who arrive later than 30 minutes after the start time of a dance will not be admitted.

The school's Dress Code is in effect during all dances.

No one may leave a dance and then return. When the dance is over, students are expected to leave the school property promptly.

No one suspected of using drugs or alcohol will be admitted to the dance. Smoking is not permitted at any point during the event.

Since this is a school-sponsored event, the Board's Safe, Supportive and Caring Schools Policy is in effect.

Dress Code Policy

The Thornhill Secondary School Dress Code is the result of a consultative and collaborative process involving students, parents, staff, and school administration. Our Dress Code Policy:

- Meets the requirements of the Ministry of Education; Safe Schools Act, 2000, subsection 302(5) that "a board shall establish policies and guidelines respecting appropriate dress for pupils in schools within the board's jurisdiction, and the policies and guidelines must address such matters and include such requirements as the Minister may specify".
- Is consistent with the Human Rights Code and the Charter of Rights and Freedoms.
- Respects the rights of persons of all cultures, faiths and abilities.
- Addresses issues of compliance and affordability.

Students, school personnel and visitors to the school are expected to dress appropriately for the workplace and present themselves in a respectable manner. In an environment that is focused on student learning and student success, respectful dress serves as an important prerequisite in the establishment of a proper tone within the school.

All school personnel are expected to uphold the school dress code. This may include requesting students to meet with school administration when they believe a student is dressed in an inappropriate manner. Staff will refer students by stating: 'I have a concern and you need to see administration now about how you are dressed today'. Failure to respect the request of school

personnel will result in escalated consequences for the student.

First Referral:

The student will discuss the incident with an administrator and will remove or cover the inappropriate clothing. Inappropriately dressed students will be expected to find an immediate solution.

Second Referral:

Same as above with a call home to parents/guardians.

Third Referral:

Student behaviour will now be deemed in 'opposition to authority' and the student will meet with an administrator to determine a consequence.

Student attire should be clean and whole. It should always project a positive image of an individual and should be appropriate to a school/workplace setting at all times.

Choice in appearance is a powerful tool. Through it, students make a statement about how they feel about themselves, how they wish others to view them and the contribution that they are prepared to make within the learning community.

The following items are not to be worn within the school or at any school-sponsored event:

Head Wear

- Sunglasses that are covering the eyes
- Hoods that are pulled over the head
- Bandanas of any kind or colour
- Hats during the playing of the National Anthem

Clothing

- Garments containing offensive or provocative visuals, slogans or comments
- Garments that promote violence or harm to humans, animals or the environment
- Items that expose midriff, cleavage, bottom or back
- Ripped, torn or cut garments
- Tops or bottoms that reveal undergarments
- Shorts and skirts which end above mid-thigh or fingertip level
- See-through or translucent materials which expose any of the above

Foot Wear

- For safety reasons, footwear must be worn at all times within the school environment

Accessories

- Spiked jewellery
- Long Chains
- Gang or Drug-related paraphernalia or colours

Food and Allergy Policy

Allergies

Please recognize that members of the school community have life-threatening allergies to items such as nuts and foods containing nut products and sesame seed. Please consume and dispose of these food products in the cafeteria only. As these are life-threatening allergies for members of the TSS community, complete co-operation is needed and appreciated.

Please thoroughly wash hands after eating as this will help to prevent cross-contamination of potentially dangerous food items to other parts of the school building.

If you have a severe allergy (anaphylaxis), you must notify the Main Office about the medical situation so that proper emergency information can be maintained. If an EpiPen is required, it is imperative that you carry it with you at all times so that it is easily accessible in an emergency situation.

Freedom of Information & Protection of Privacy Act (FOI/POP)

According to the Education Act and FOI/POP, parents have access to information maintained in the Ontario Student Record (OSR) until you are 18 years of age. If you are 18 years of age or older then a FOIPOP form must be signed to open your OSR to your parents/guardians. FOI/POP forms can be obtained at the Main Office.

Full-time Student Status

Consistent with YRDSB expectations all students at Thornhill Secondary School must maintain full-time status in each semester. Those students who maintain

a full timetable tend to be our most successful students.

Full-time status is defined as:

- Eight courses per year for Grade 9 and 10 students
- Eight courses for Grade 11 students, with fewer than 24 credits
- A minimum of seven credits for Grade 11 students, with 24 credits or more
- A minimum of six credits for Grade 12 students with 24 credits or more (3 each semester)
- Most students will complete 30 credits in 4 years to meet Ontario Secondary School Diploma requirements; however, if needed students may earn up to 34 credits within 5 years. Please see Guidance for more details about the 34 credit threshold or visit www.yrdsb.ca/students

Students are expected to maintain full-time status at Thornhill Secondary School, in order to graduate from TSS, and to receive school awards.

Full Disclosure

1. Grades 9 and 10

Only those courses where credits have been earned will be recorded on the Ontario Student Transcript (OST).

2. Grades 11 to 12

If you withdraw from a course within five instructional days following the issue of the mid-semester report card, your withdrawal is not recorded on the OST.

If you withdraw from a course after five instructional days following the issue of the mid-semester report card, your mark as of the day of withdrawal will be recorded on the OST with an indication that you withdrew from the course. In addition, a credit value of zero will be assigned.

Fundraising Activities

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

initiative. Personal pan-handling is forbidden on school property.

Gambling

Gambling is prohibited on or adjacent to school property.

Graduation Ceremony Participation

Students must have completed all graduation requirements in order to participate in graduation exercises. All community involvement hours must be logged by the end of May in the students' final year. Graduating students will be provided with specifics about their graduation and will select their valedictorian at the annual graduation assembly (held in the Spring).

Graduation Photos

You are considered a graduate the year you achieve 30 required credits (including the 16 compulsory credits). Your name will appear in the Graduation Program and your photo will be on the grad composite that year only, even if you return to take more credits. You must get your picture taken that year, usually in January, but you do not have to buy a package. You may have your picture taken if you return after graduation, but it will not appear on the composite.

Guilt by Association

A student found in the company of an individual student or group of individuals who engaged in an illegal act may be subject to the same civil/criminal and school consequences.

Homework Policy

At TSS, we believe that homework is an integral part of the learning process. Homework provides opportunities for:

- Completion of daily assignments and specific tasks;
- The review of and revision of previously studied material; long-term planning and preparation for major assignments;
- Research and preparation for upcoming learning and independent study unit(s);

- Review of concepts and skills taught in class;
- The development of learning skills, and the pursuit of student success and excellence;
- Parents/guardians to be more engaged in their child's in-school learning experiences.

Expectations and Procedures:

- The length and time for homework varies by student need, program and grade level.
- Students are encouraged to use the Student Agenda Book to record homework assignments.
- If a student is not meeting homework requirements, teachers will discuss this with the student and parent/guardian. Parental contact will be at the teacher's discretion.
- In-class time may be given to assist with homework completion (including group activities).
- Teachers, with prior notification, from students/parents, will use discretion in assigning homework to students who are participating in major school events.

Personal Electronic Devices (PED) Policy

At Thornhill Secondary School we are committed to providing a safe, caring and engaging learning environment which promotes and supports the educational benefits of technology use. PED's are an integral part of our society and are embedded in our lives on a daily basis. When used appropriately, PED's can augment and support the development of skills and learning. Respectful use of PED's is permitted during the school day. *Respectful use* refers to using the PED at the appropriate time and the appropriate place.

Examples of PED use that are not respectful, include, and are not limited to:

- Music/dialogue/sounds from the device being audible to others
- Music/dialogue/sounds limiting the ability of a student to hear or respond to others
- Using technology for social purposes during instructional time
- Any infringement upon another person's privacy
- Electronic bullying

- Recording video, image or audio of any member of the school community without the permission from a teacher or administrator
- Use of PED's during crisis or emergency situations e.g. lockdown

Within instructional settings (including assemblies and field trips) PED's can only be used with the explicit permission of the teacher. Without that permission, they must be turned off and kept out of sight.

During assessments and exams, only PED's explicitly approved by the teacher are permitted. Students using PED's without permission may be disciplined for academic dishonesty.

For safety reasons, students may not use PED's while using stairs. It is expected that students restrict their use of cell phones to outside of instructional time.

Parents are requested not to contact their child during class time by cell phone. If you need to contact your child, please call the Main Office and we will forward the message.

Infractions will be dealt with as student discipline, under the Board's Safe and Supportive Schools Policy. Consequences may include detentions, parent contact, meetings with administration and suspension.

Note: The school and staff do not assume responsibility for the loss, damage, recovery, repair or misuse of PED's.

General Information

Assemblies

Assemblies are held periodically to present topics of interest or concern to the student body. All designated students are expected to attend. Please leave your belongings in a locked classroom or your locker. No food, drinks or personal electronic devices are permitted. Please arrive punctually, take your seat and listen carefully and respectfully. You must remain in the assembly unless you have extenuating circumstances. You may not be in the halls during an assembly.

Awards

Academic Awards

There are many special proficiency awards, individual subject awards, memorial scholarships and York Region awards available to you at TSS. You are welcome to make an appointment with a guidance counsellor to seek information about these scholarships, awards and prizes.

Generally, to qualify for school awards and scholarship, students must be registered on a full-time basis at TSS.

Athletic Awards

TSS Athletic letters are awarded for points gained through participation in inter-school sports. Letters are awarded to students who, with outstanding achievement, have participated in sports as well as coaching and working on the TSS Athletic Council. Students earn a letter for 100 points and a second letter for 250 points.

Spirit Letters

If you have modeled citizenship by participating in a wide range of activities within the school community, you will be awarded a Spirit Pin or Letter. You are awarded 1 point for every 10 hours of participation. For a Spirit Pin, 40 points are needed. For a Spirit Letter, another 40 points (80 points in total) are needed.

Bicycles, Skateboards and Roller-Blades

If you choose to bring your bicycle to school, you must ensure that it is secured by a quality locking device. For the safety of all of our students, skateboards and roller blades cannot be used either on school property or on the street in front of the school. Roller blades and skateboards will be held in the office until picked up by a parent.

Board of Student Senators

The Board of Student Senators (BOSS) is the student government of the school. All members are full-time students elected by the student body and who maintain sound character and marks at Provincial standard. BOSS sponsors a variety of activities and events that add interest and fun to school life.

2017-2018 BOSS Executive

President	Christopher Mohan
Vice-President	Ayush Kumar
Treasurer	Bob Pang
Social Director	Janice Baek
Spirit Director	Jack Rosenbaum
Publicity Director	Leona Li
Student Issues Director	Daria Lisus
Clubs Co-ordinator	Adam Dorfman

Clubs Bulletin Boards

Nothing may be placed on, or removed from, the bulletin boards without explicit instructions/approval of a staff member. All posted signs must have the approval and/or signature of an administrator. Students are expected to remove signs immediately following their advertised activity.

Bullying, Cyber-bullying or Intimidation

Bullying hurts. Generally, we think of bullying as a form of either actual physical intimidation or threatened physical intimidation; however, there are other forms as well. Relational Aggression is a form of bullying that is defined as "behavior that is intended to harm someone by damaging or manipulating his or her relationships with others." Electronic Bullying occurs when an individual or group uses information and communication technologies including, but not limited to e-mail, text messages, defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate and hostile behavior that is intended to harm others. Misconduct occurring over the Internet may be subject to school discipline whether carried out at school, home or elsewhere if it affects the culture of the school.

Instances of bullying, cyber-bullying or intimidation are dealt with under Board Policy #668 Safe, Caring and Supportive Schools.

We can all make a difference. Don't leave it up to others.

What To Do

If you are being bullied, or if you are worried about someone else who is being bullied, the most important thing to remember is to talk to someone you trust. You can also use the Board's Report It! tool at www.yrdsb.ca

or get in touch with Kids Help Phone at 1-800-668-6868 or www.kidshelphone.ca.

What Not To Do

Don't hide what is happening from the adults or others you trust. There is nothing wrong with asking for help when you are in trouble.

Support the target of bullying

You can help others who are being bullied. Be an upstander and encourage them to talk to an adult, or you could offer to talk to an adult on their behalf. Whenever possible, let bullies know that you do not like what they are doing and that the bullying must stop.

Remember

Nobody has the right to hurt other people by hitting them, calling them names or doing anything which is intended to be hurtful.

Help at TSS

Here are some ways that you can promote anti-bullying:

- Join clubs such as ESP (Empowered Student Partnerships) or SJL (Social Justice League).
- Ask student leaders such as BOSS to address the issue of bullying.
- Use Restorative Justice approaches to resolve conflict.
- Create campaigns, such as an "Anti-Bullying Day" or set up/participate in conferences to eradicate bullying.
- Speak up against comments that "put down" others.

You can help to make our school a better place for everyone and learn some useful skills at the same time by joining these and other clubs and activities at TSS!

Cafeteria

The cafeteria offers meals, light lunches, snacks and beverages. You are permitted to eat lunches brought from home in the cafeteria provided you place all waste in the appropriate garbage and recycling containers. Your assistance in keeping the cafeteria clean is appreciated. Food and drink are to be consumed in the cafeteria. Water is the only item that may be consumed outside of the cafeteria.

You are responsible at all times for cleaning up and sorting waste properly into the garbage/recycling

containers supplied both inside and outside the school for all litter.

Change of Address or Phone Number

Students are expected to provide information regarding change of address or phone number to the office. A government-issued item with the new address (eg. license, utility bill) is required. Student records and information regarding students that are mailed will be sent to the parent at the address on file.

Daily Announcements

Announcements are an important way of communicating information about daily school life to all staff and students. If you wish to make an announcement, first get a form from the Main Office, print neatly, and have a staff member sign it. Announcements must be submitted on the form, by 8:30 a.m., in order to be read on a particular day. Announcements will be read a maximum of three consecutive times. Announcements are posted on the bulletin board located in the hallway between the Gym and the Cafeteria.

Co-Curricular Activities

We are very proud of the participation of students and staff in the extensive array of co-curricular activities available at Thornhill. You are encouraged to join the groups that interest you most and thus broaden your high school experience. Check the clubs or teams that are listed on the school website. If you want to start a new club or team, find a staff member (willing to act as an advisor) to assist you.

At co-curricular events (sports events, dances, plays, field trips and academic competitions) it is expected that students will dress and behave appropriately. There will be no name-calling, swearing, signs or behavior meant to degrade other individuals or groups. Offensive and abusive language will not be tolerated.

Communications

Effective communication between home and school is a high priority for members of the Thornhill community. Here are some ways in which we communicate about

specific individual's needs, and for families to keep up-to-date on events at Thornhill:

- **Guidance Counsellors and Vice-Principals** – Every student is assigned a counsellor and a Vice-Principal. Apart from your Homeroom Teacher communication contact. Student contacts are determined alphabetically, by last name.
- **Information Evenings** – This is a chance to visit the school and to learn about important topics. Among other things, you will have a chance to tour the school, to meet school staff and/or presenters from post-secondary institutions and community agencies.
- **Newsletters and Bulletins** – School newsletters are distributed four times a year (with each report card). Weekly announcements and reminders are shared with parents electronically. Be part of our mailing list. Please submit parent/guardian e-mail address(es) to the school
- **Parent-Teacher Interview Night** – Parents will have an opportunity to meet with each of their child's teachers once each semester, to discuss their child's progress. These meetings are by appointment.
- **School Council** – At regularly scheduled meetings, parents and guardians have a forum to receive information about the school, and to share input on school matters. Please join us. All parents are welcome at any meeting. Meeting dates are listed in our calendar in this Agenda Book and on the school's website.
- **Teacher Meetings/Conferences** – You are welcome to phone your child's teachers at the school with queries or to share information. You may wish to arrange a meeting time to address your concerns.
- **Electronic Updates:** – Parents may access progress reports on TeachAssist. As well, visit the school's website at www.thornhill.ss.yrdsb.ca to access news items and current information about activities, athletic events, department programs, calendars, etc.

Please note that the subject-teacher is usually the first line of contact regarding a student's progress. Where necessary, the Subject Head may be included in the

related discussion. Students with ongoing learning difficulties or needs may be supported via referral to In-School Team, Guidance Services, Student Support Services, English as a Second Language staff, Student Success staff and/or Administration.

Emergency Procedures Lockdown

In the event of the presence or suspected presence of an armed intruder or other similar violent threat within the school, the Lockdown Procedure will be put into effect. An announcement will declare that a lockdown will commence. All students and staff should immediately follow the lockdown procedure below.

- 1) All students should immediately seek out the closest secure area such as a locked classroom, gym or change room.
- 2) Each teacher will ensure that the classroom door is locked. If this is not possible, the teacher will barricade the door.
- 3) Your teacher will ensure the window of the door is covered, blinds and curtains are closed and that lights are turned off.
- 4) No one should leave the room.
- 5) All students should stay away from doors and windows, stay quiet and remain concealed on the floor.
- 6) Stay off your cell-phone as they illuminate your surroundings and make you noticeable in the dark.

Once the lockdown is over, the school will be advised by an administrator that the building is secure and the lockdown has ended.

Hold-And-Secure

In the event that there is a potential threat that occurs close to the school, the Hold and Secure procedure will go into effect.

- 1) All exterior doors are locked and staff and students remain in the building until the emergency is lifted.
- 2) Normal school activities carry on.
- 3) Students cannot leave the security of the school regardless of the reason.
- 4) Staff and students in the portables will come into the main building as the Hold-and Secure can last for a prolonged period of time and individuals may

need access to the washrooms. The cafeteria and the library may be used for classroom instruction. Once the police have notified the school that the potential threat no longer exists, the administration will announce that the Hold-and-Secure is over.

Emergency Evacuation

If an emergency situation occurs, the alarm will be sounded and you are expected to follow emergency procedures. You will leave by the fire exits, proceed immediately away from the school and follow the directions of school staff or emergency personnel. You must not leave the school property or get into any vehicles. Please keep all driveways and school entrances clear for use by emergency vehicles.

False Fire Alarms

Pulling a fire alarm without proper cause may result in suspension and criminal charges.

Fees

In accordance with Ministry of Education guidelines, students in Ontario secondary schools pay fees for the cost of materials and activities for enhanced or optional programming. Fees are charged for extracurricular sports, trips, enhancements in courses, student/school activities, replacement of lost or damaged materials, etc. Fees are not charged for items that relate to meeting graduation requirements.

Our School Activity Fee serves to engage students in the broader school community by providing a wide range of opportunities that occur before school at lunch or after school. The funds collected will cover or subsidize the operating cost of clubs, teams, student-groups, etc. These groups, events and activities promote school spirit and enrich students' learning experiences beyond the classroom. This is an important element in building and strengthening the sense of community at TSS. Students who pay the Activity Fee receive discounts on ticketed events such as concerts, dances, banquet(s), and the Prom.

Credit payments will be accepted for all school activities. Register and follow the simple instructions at <https://yrdsb.schoolcashonline.com>.

Field Trips and Activities

Field trips are an integral part of many of our courses. You are responsible for the following:

- Obtaining permission forms. These must be signed, and returned, and payment made, in advance of the trip.
- Getting consent from each subject teacher at least three (3) days in advance of the trip.
- Completing school work such as assignments, tests and homework, missed as a result of attending the field trip.
- Arranging alternate due dates, in advance, when there are assignments, test, presentations, or any other deadline that must be met.

All Board and school policies are in effect during a field trip. Students who arrive for a trip in violation of the Dress Code will be denied participation and any refund.

Inclement Weather Days

Schools are traditionally open on inclement weather days although school bus service may be cancelled or delayed. Information will be communicated through the media by 6:45a.m. and will be available on the board website: www.yrdsb.ca. It is your parent/guardian's decision whether or not to send you to school. Please read the attendance policy regarding absences. If buses are cancelled all evaluations, including tests and final exams will be rescheduled. Please note that on inclement weather days, field trips requiring transportation will be cancelled.

Guidance and Career Education

Guidance Services assists students with personal, educational and career decisions which may include selecting a program, planning academic future, dealing with personal or family concerns, acquiring better study skills and developing job search techniques.

You may make an appointment with a counsellor by writing your name in the appointment book in the Guidance Office. Parents may make appointments by phoning the Guidance secretary at 905.889.5453 ext 304. For further information, click on the Guidance link on the TSS website: <http://thornhill.ss.yrdsb.ca>.

Community Involvement Hours:

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities during their secondary school years. This encourages civic responsibility and strengthens communities.

The requirement is to be completed outside the student's normal instructional hours. The activities can take place in the student's designated lunch hours, after school, on weekends, or during school holidays. Before engaging in volunteer activities, students **MUST** confirm the eligibility of all intended volunteer activities with their school's principal or Guidance Office. Students must submit documentation of completed community hours to the Guidance Office to have this graduation requirement entered on their transcript.

Accumulation of community involvement hours may begin the summer after grade 8. Only Eligible Activities, i.e. volunteer activities performed for not-for-profit organizations, may be counted.

Eligible Activities include:

- Elementary Schools - assisting with school events, School Councils, activities for children;
- Secondary Schools - organization and leadership of school activities that benefit the community;
- Animal Care - volunteering in a zoo, animal shelter, or on a farm;
- Arts and Culture - volunteering in galleries, libraries, community productions;
- Charitable Organizations - assisting with special events, programs, clerical tasks;
- Children/Youth Programs - assisting with children/youth programs, volunteering in a child care centre or camp;
- Community Organizations - assisting with special events, food banks, community support services, shelters, clerical tasks;
- Community Service for Individuals - assisting community members in need;
- Environmental Projects - flower/tree planting, beautification projects, recycling projects, recycling depot;
- Health Agencies - volunteering in hospitals,

hospices, Canadian Blood Services (volunteering to organize or assist with a blood donor clinic), donating blood (time required to donate);

- Law Enforcement Agencies - volunteering for activities sponsored by the police;
- Political Organizations - activities related to legitimate and recognized political organizations; municipal, provincial and federal political activities except for York Region District School Board Trustees; Note: students may not receive hours for campaigning for a political party during an election campaign.
- Religious Organizations - assisting with programs, special events;
- Senior Citizens - assisting in seniors' residences, providing services for seniors in the community;
- Sports and Recreation - coaching, organizing special events, assisting with projects/events; or
- Service Focused Club Activities - those activities that expand community service to others beyond the school day (holiday dinner participation, environmental action activities, etc.).

Lasers and Other Devices

Laser pointers and electronic gaming devices are prohibited at our school.

Letters of Reference/Support

When requesting a letter of reference/support for a scholarship, award, job or college/university entrance, it is a courtesy to provide the staff member with at least two weeks' notice from the date that you require the letter. It is also important to provide the staff member with an up-to-date resume and a description of the job, or the award/scholarship criteria.

Lockers

You are assigned a locker, annually on registration day. The locker will be secured with a lock provided for you by the school. Lockers are school property and may be searched without notice. The locker number and lock combination will be kept on file in the office. By the last day of school, all locker contents must be removed. The school will designate locker clean out time for all students towards the end of each semester.

Lost/Stolen Property

Students should refrain from bringing valuable items to school. Found articles should be turned in at the Main Office and may be claimed there.

Thornhill Secondary School will not be held responsible for items that go missing anywhere on school property.

Lunch

Students may have a scheduled lunch in Period 2, 3 or 4. All food is to be consumed in the Cafeteria. During the lunch periods, students in the building are expected to be either in the cafeteria or in the Student Resource Centre (Library). Students will not be permitted to loiter in the halls during the lunch period.

Math Homework Help

Students in Grades 7-10 can access free, online math tutoring from a certified Ontario math teacher. Students also have access to resources such as interactive tutorials, presentations, videos on commonly asked questions, a virtual locker and a glossary.

Homework help is free, live and anonymous. Chats take place Sunday to Thursday evenings from 5:30pm-9:30pm. Other resources are available on-line 24/7.

Students need their Ontario Education Number (found on the Provincial Report Card), and date of birth, to register. To learn more, go to <https://homeworkhelp.ilc.org>. This is a partnership between the Ministry of Education and TVO's Independent Learning Centre.

Medication

School staff members are not permitted to dispense medication without written parent consent. Written instructions from a physician are required for all requests to administer prescription medication.

Music Program

The Music Department promotes several events and activities throughout the school year. These include: assemblies, music concerts, and festivals. In addition to our winter and spring concerts the Music Department occasionally sponsors a Fall Band Camp

and a Spring Music Trip. There are various ensembles that are available to music students.

The TSS Music Council is a core group of elected music students who play an integral role in organizing Music Department activities. Come out and become involved.

Neighbours' Rights

Community members have the rights of privacy, property and freedom from abuse as provided by law. Do not loiter, trespass, litter or be a nuisance in the community. School administrators will cooperate fully with property owners and law enforcement to identify students who violate these expectations.

Opening Exercises

Opening Exercises and Announcements occur at the end of Period 1 each day. You are asked to stand and remove your hat during the playing of the National Anthem. You are to stay in your Period 1 class, silent and attentive, during the entire opening exercises and announcements.

Parking

For an annual fee of \$50.00 (\$25.00/semester) parking is available to you in the south parking lot only.

Cars without permits will be ticketed and towed at the owner's expense. The school is not responsible when you receive parking violation tickets or for damages incurred on school property.

Peer Mentors

Students, in Grade 10 and above, who wish to assist other students with academics, decision-making and problem-solving may apply to become Peer Mentors. The Mentors facilitate transition activities, such as visiting Grade 8 students in their elementary schools and helping Grade 9's adjust to secondary school, including exam preparation. They also assist with other school-wide activities.

Personal Privacy

It is an invasion of privacy for unauthorized individuals to capture, manipulate, produce, publish or display pictures or stories of a person or group, without

permission of the featured person(s). Unsolicited or unwelcome personal contact of staff by students outside of school will not be tolerated. Serious consequences will follow such infringement.

Personal Property

Do not bring large amounts of money or valuable personal property to school. The school is not responsible for lost or stolen property. Never leave money or valuables in the Change Room.

Physical Safety

Students' physical safety and well-being are of utmost importance. Students must refrain from engaging in behaviours that put themselves or others at risk. To that end, horse-playing, birthday beats and other similar types of behaviour are disallowed. Please see the Safe & Supportive Schools Policy on the YRDSB website for further information.

Prefects

The Prefects embody Thornhill Secondary School's strong commitment to a 'community of character'. Students, who have displayed exemplary behaviour in Grades 9 or 10, or subsequent years, may be selected by a committee to assist with school functions such as dances, school assemblies, Parents' Night and Open Houses. These students are divided into four houses-- Simcoe, Colbourne, MacKenzie, and Thorne. Prefects perform their duties under the direction of Head Prefects.

The Head Prefects for 2017-2018 are Alvin Lee and Maggie Feldbloom. The House Captains are Gal Armon, Isabell Pitigoi, Daniel Brickman, Selena Meng, Samuel Salmanovitch, Evening K'necht, Rainey Guo and Arianne Frigiliana.. The Prefects provide leadership for the school while working hard and having fun at the same time.

Printing and Photocopying

Students will be given a personal paper allocation of \$5.00 for 100 sheets for printing purposes. Students who exceed this amount will be charged 5 cents a page. Students will still need to pay for regular photocopying. Students will be able to log onto School Connect and

access a networked printer. Print jobs should be run in the department or classroom to which the assignment is linked.

Religious Accommodations

Our commitment to positive climates for learning and working includes honouring our diverse school population and faith communities by ensuring that appropriate accommodations are in place. Accommodations may include different instruction/assessment opportunities in support of specific religious beliefs and practices. Students who require an accommodation on these grounds should complete and submit the related form (available in the Main Office).

Report Cards

Report cards are to be shared with parent(s)/guardian(s). They will be issued twice per semester:

Semester One

mid-November

second week of February

Semester Two

mid-April

early in July

Safe, Equitable and Inclusive Schools

Thornhill Secondary School recognizes the need to promote inclusive and equitable education for all students. We believe in the intrinsic value of each student and challenge ourselves to identify and eliminate discriminatory biases and barriers related to student learning. Addressing equity issues in outcomes is foundational for every student to achieve success. Thornhill Secondary School believes that: Culture is a predominant force in shaping behaviours and values. We need to honour behaviours and values that reflect the different cultural beliefs and traditions in our society.

Smoking and Related Activities

To protect the health of staff and students and to comply with the Tobacco Control Act, YRDSB properties are smoke-free. Chewing tobacco, smoking tobacco or holding list tobacco is, therefore, prohibited on board property and in board operated buildings. E-cigarettes

are also prohibited. Violation may result in suspension from school and/or fines.

The Library or Student Resource Center (SRC)

The Library will be open by 8:20 a.m. and will close after 3:15 p.m. Computers are available for you to do research and complete assignments. Printing is also available in the SRC and payment is through the student's P-card. Students are permitted to use personal electronic devices for course and or research purposes only. Use of headphones or earbuds is required for listening to music. No food or drink is permitted in the SRC with the exception of water. The SRC has a large variety of print and electronic resources available for your use.

A student card is required to access some services in the library.

Visit the Library section of the TSS web page to have access to fiction, non-fiction and DVD collections; online databases; links to worthwhile Internet sites; and other information about services the Library has to offer. The library staff will be pleased to assist you with any questions you have. As well, you may access digital technology support through the student IT Team.

Textbooks

All textbooks are the property of YRDSB. Textbooks are on loan to you and must be returned in good condition. You will reimburse the school for lost or damaged books. You will need to present your textbook in order to be admitted to your course exam. If textbooks or money is not submitted to the school, report cards and/or transcripts may be withheld. If you pay the fine and then find missing textbook(s), you must present your receipt (IOU card) in order to receive a refund.

Thornhill Athletic Council (TAC)

The TAC is a group of spirited physical and health education students who organize various events throughout the year. Activities include intramural sports, fundraising, dances and the Athletic Awards

Banquet. Individuals from all grades are welcome to join.

1. Team and Club Membership

At TSS you are encouraged not only to strive for academic excellence, but also to broaden the scope of your high school experiences by participating in extra-curricular sports. You are expected to maintain a high standard of behaviour and are responsible for completing all class work, homework and assignments on time for each of your subjects.

2. Code of Behaviour for Spectators

Athletic events are tests of skill, fitness, teamwork and training. They provide challenging encounters for athletes and exciting entertainment for fans. Being a spectator at school events is a privilege, not a right, which may be withdrawn for inappropriate behaviour. Spectators are expected to:

- ✓ Treat the premises, students, staff and players of the host school, and the officials with respect.
- ✓ Abide by the decisions of the officials whether or not they are in favour of a TSS team.
- ✓ Respond politely to the requests of officials.
- ✓ Remain seated in the areas designated for spectators and leave the playing surface clear at all times.
- ✓ Be polite and use only appropriate language.
- ✓ Refrain from any behaviour that might distract the athletes or interfere with the progress of the game.
- ✓ Applaud good plays and never make derogatory remarks about the officials, spectators, players or coaches of the other teams.

Timetable Changes

You must attend all classes as scheduled. Changes to your timetable are made through a Guidance Counsellor and approved by the parent/guardian/adult student. You must follow the old timetable until a new one is issued.

Transcript Request

Individuals who are currently enrolled at Thornhill SS are welcome to contact our Guidance Department for transcript assistance.

Individuals no longer enrolled at Thornhill SS should contact the YRDSB Central Transcript Services for assistance.

<http://www.yrdsb.ca/AboutUs/Departments/Transcripts/Pages/default.aspx>

Trespassers

Trespassing is the unauthorized entry onto school property. If you bring or encourage a trespasser to come onto school property, you will be held liable. Only currently enrolled students are allowed on school property.

Valedictorian Criteria

The valedictorian is selected by the graduating class. To be nominated for valedictorian, you must meet the following criteria:

- Academics: 80% + average in grades 11 and 12
- Full-time student status with 6 Grade 12 credits at TSS in your graduating year
- Extra-curricular involvement that enhances the school and wider community
- Consistent attendance at school
- Teacher references

Video Surveillance

Video surveillance cameras are located throughout the school. The school premises are monitored on a regular basis.

Visitors to the School

Persons on school property and not registered at TSS are considered visitors and must report to the Main Office. Only visitors conducting school-related business are welcome. Please report to the Main Office before proceeding. Students are asked to not bring friends, siblings or pets to the school to spend the day. Such requests cannot be accommodated.

Withdrawal from School

Students who stop attending school for any reason during the school year must complete the appropriate forms, available in the Guidance Office, and ensure that all textbooks and school materials are returned.

Yearbook

You may purchase your yearbook during registration in August or listen to announcements in early September for dates and times of yearbook sales. (Partial refunds only for students who leave the school before year-end.)

Help Phone Numbers

Addiction Services for York Region (ASYR)

- 1.800.263.2288 or 905.841.7007, 9:00 am to 5:00 pm
- individual, family and group outpatient counseling
- consultation and outreach
- youth group program dealing with substance use and the transition to adulthood

Alcoholics Anonymous (AA) Meeting Information Line

- 416.487.5591 / 877.404.5591
- Monday to Friday from 9:00 am to 10:30 pm
- Weekends and holidays from 9:00 am to 10:00 pm
- Various meeting times and locations
- www.aatoronto.org

Bereaved Families of Ontario

- 905.898.6265, Toll Free 1.800.969.6904
- www.bfoyr.com,
- email: bfoyr_program@bellnet.ca
- Provides volunteer bereavement support to families and individuals grieving the death of a loved one

Center for Addiction and Mental Health (CAMH) Drug Info Line

- 1.800.463.6273 or 416.595.6111
- referrals to prevention and treatment resources
- 24 hours a day, 7 days a week
- free, anonymous and confidential
- www.camh.net
- Crime Stoppers 416.222.TIPS (8477)
- Crisis Line 905.310.COPE (2673) or 905.953.5412
- 7:00 am to 4:00 am, 7 days a week
- short-term crisis intervention and support
- free, anonymous and confidential

Eating Disorders

- Eating Disorders of York Region
- 905-886-6632 / 1.888.407.8813
- NEDIC (National Eating Disorder Info Centre)
- 1.866.NEDIC.20 / 1.866.633.4220

York Region Youth Shelter

- 905.898.1015 / 1.888.554.5525
 - Life skills development & pre-employment training
- #### **Pathways Home Base Youth Centre**
- 905.884.3070, Monday to Thursday, Saturday and Sunday 1:00 pm to 8:00 pm
 - Friday 1:00 pm to 7:00 pm
 - 10944 Yonge Street in Richmond Hill
 - meals, counseling, employment skills, life skills, support group and assistance finding shelter/housing

Kids Help Phone

- 1.800.668.6868
- crisis counseling 24 hours a day, 7 days a week
- free, anonymous and confidential
- www.kidshelpphone.ca

Narcotics Anonymous (NA) Meeting and Info Line

- 416.236.8956 / 1.888.811.3887
- various meeting times and locations
- www.orscna.org

The Drug and Alcohol Registry of Treatment (DART)

- 1.800.565.8603
- 24 hours a day, 7 days a week
- information line on how to access
- free, anonymous and confidential

The Krasman Centre Warm Line

- 1.888.777.0979
- Noon-Midnight daily
- Resource for the community of Psychiatric Survivors and their Families and Friends serving York Region

York Region Health Services Department Sexual Health Clinic

- 905.762.1282x4811 / 1.800.361.5653
- appointments and information line
- Monday to Friday 8:30 am to 4:30 pm
- HIV testing, emergency contraceptives and pregnancy testing free and confidential

Lesbian, Gay, Bisexual, Trans Youthline

- 1.800.268.YOUTH(9688) or 416.962.YOUTH(9688)
- Sunday to Friday from 4:00 pm to 9:30 pm
- Free, anonymous and confidential

York Region Street Outreach Services

- 905.853.3400 in Newmarket, Aurora and Georgina
- 416.274.4972 in Markham, Woodbridge & Richmond Hill
- After hours: 905-553-4053, Toll Free: 1.866.553.4053
- mobile van service 2:00 pm to 9:00 pm, 7 days a week
- medical advice, short-term follow-up, supportive counseling, referrals to shelters, food, clothing, blankets and needle exchange

TSS POLICY SIGN-OFF

THIS FORM MUST BE SIGNED AND RETURNED TO YOUR FIRST PERIOD TEACHER (OR TO THE MAIN OFFICE FOR STUDENTS WITH “OFFICE HOMEROOM”)

I have read, understood and will respect the expectations and consequences outlined in:

- Attendance Policy
- Code of Student Behaviour Policy
- Academic Integrity Policy
- Assessment & Evaluation Policy
- Dress Code Policy
- Food & Allergy Policy
- Personal Electronic Devices Policy

Student Name: _____ **Grade:** _____

Period 1 Teacher: _____ **Room:** _____

Student Signature: _____

Date: _____

As the parent/guardian, I have read, understood and will support the implementation of the policies listed above.

Comments: _____

Parent/Guardian Signature: _____

Date: _____

06/22/17

STUDENT EDITION

THORNHILL SECONDARY SCHOOL SCHOOL ACTIVITY CALENDAR – 2017 / 2018
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	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
SEPTEMBER	4 H	5 FDG9 VSD	6 FD 10-12	7	8	11	12	13 TC	14 SAA SC	15 SAA	18	19 G12 PSID	20	21 RH	22 RH	25 PA	26 SW	27 SW PRD	28 SW TF/C	29 SW					
OCTOBER	2 G9GV	3 G9GV	4 G9GV	5 G9GV G9BE	6 G9GV	9 H	10	11	12 SC	13 IR	16	17	18 RH	19 PN	20 PA	23	24	25	26 AA	27	30	31			
NOVEMBER			1 TOKW TOKHS	2 G8OH	3	6 CS	7 CS BCC	8 CS TS	9	10 CT	13 GP PSF	14 GP	15 GP	16 GP SC	17 GP DT	20 GP RC	21 GP	22 CMC	23 SEMI	24 PA	27	28 FD	29	30	
DECEMBER					1	4	5	6 COSP	7 COSP MN	8	11	12 MN	13	14 LDDC	15	18	19	20	21	22	25 H	26 H	27 H	28 H	29 H
JANUARY	1 H	2 H	3 H	4 H	5 H	8 CR	9	10	11	12 LC	15	16	17 EQAO LDT CS	18 EQAO SC CS	19 CS	22	23	24	25 EX	26 EX	29 EX	30 EX	31 EX		

<p>AUGUST Registration/Photo DayAug 29</p> <p>SEPTEMBER RH-Eid-ul-Adha(Islam) Sept 1 Labour Day Sept 4 First Day School (Gr9)..... Sept 5 Visa Students Day Sept 5 First Day School (Gr10-12) .. Sept 6 Timetable Changes (Last Day to Make a Request) Sept 13 School Council..... Sept 14 Safe Schools Assembly..Sept14-15 Gr 12 Post-Sec Info Day . Sept 19 RH-Rosh Hashanah.. Sept 21&22 PA Day..... Sept 25 Safety Week.....Sept 26-29 Photo Retake Day Sept 27 Terry Fox/Carnival Sept 28 RH-Yom Kippur Sept 30</p>	<p>OCTOBER Gr 9 Guidance VisitsOct 2-6 Gr 9 BOSS ElectionsOct 5 ThanksgivingOct 9 School Council.....Oct 12 Interim ReportsOct 13 RH-Diwali (Hindu).....Oct 18 Parents' NightOct 19 PA DayOct 20 Awards AssemblyOct 26</p>	<p>NOVEMBER Take Our Kids To Work....Nov 1 Take Our Kids to HSNov 1 Grade 8 Open HouseNov 2 Civics SummativesNov 6-8 Beaver Comp Challenge ...Nov 7 Tech SummativesNov 8 Course Turnover.....Nov 10 Post-Secondary FairNov 13 Grad Photos.....Nov 13-21 School CouncilNov 16 Debating Tournament.Nov 17&18 DECA RegionalsNov 19 Report Cards.....Nov 20 Cdn Math CompNov 22 Semi-FormalNov 23 P.A. DayNov 24 Full Disclosure.....Nov 28</p>	<p>DECEMBER Course Option Selection Presentations Dec 6&7 Movie Night Dec 7 Music Night..... Dec 12 Last Day to Drop Courses ... Dec 14 RH-Christmas Day Dec 25 Winter BreakDec 25-Jan 5</p>	<p>JANUARY RH-Julian Christmas Jan 6 Classes Resume Jan 8 Locker Clean OutJan 12 Last Day for Sem 1 Tests .Jan 17 Gr 9 EQAO Math Jan 17&18 Civics Summatives Jan 17-19 School Council Jan 18 Exams Jan 25-31</p>
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STUDENT EDITION

**THORNHILL SECONDARY SCHOOL
SCHOOL ACTIVITY CALENDAR – 2017 / 2018**

	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
FEBRUARY				1 EMR	2 PA	5 CR	6	7	8 DP	9 DP TC	12	13 RGP	14 GCOS CCC	15 GCOS SC	16 GCOS RH	19 H	20 GCOS RC	21 GCOS	22 GCOS	23 GCOS	26	27 PCF	28		
MARCH				1	2	5 SW	6 SW	7 SW	8 SW	9 SW	12 H	13 H	14 H	15 H	16 H	19	20	21	22	23	26	27 IR RR	28 RR	29 SC	30 H
APRIL	2 H	3	4	5 CTMC PN	6 RH	9	10 CS OSSLT	11 CS EMC	12 CS FGH	13 RH	16 EW TS	17 EW	18 EW FPS CT	19 EW	20 EW DECA RH	23 DECA RC	24 GA	25	26 HD UTBC	27 HD	30 HD FD				
MAY		1 HD	2 HD	3 HD SC	4 PA	7 APCE	8	9 APEE	10	11	14 APBE	15 APCC APCSE MN	16 APME	17	18 APME	21 H	22	23 BE	24 PROM LDDC	25	28	29 PD	30 SP	31 RF	
JUNE				1	4	5 DN	6 DN	7 AB SC	8 LC	11	12 EQAO LDT CS	13 EQAO CS	14 CS	15 RH	18	19	20 EX	21 EX	22 EX	25 EX	26 EX	27 EMR GRAD	28 PA	29 PA	

<p>FEBRUARY Exam & Mark Review Day Feb 1 P.A. Day Feb 2 Classes Resume Feb 5 DECA Provincials..... Feb 8-10 Timetable Changes (Last Day to Make a Request) Feb 9 Retake Grad Photos Feb 13 Cdn Computing Comp.Feb 14 Guidance Walk-In Lib Course Option Selection Feb 14-23 School Council..... Feb 15 RH-Lunar New Year(Buddhist) Feb 16 Family Day Feb 19 Report Cards Feb 20 PCF Math CompetitionFeb 27 Safe Schools AssemblyTBA</p>	<p>MARCH Spirit WeekMar 5-9 March BreakMar 12-16 Interim Reports Mar 27 Relay Rally Mar 27&28 School Council..... Mar 29 RH-Good Friday Mar 30</p> <p>APRIL RH-Pesach/Passover Apr 1 RH-Easter Monday Apr 2 Parents Night Apr 5 Cdn Team Math Comp Apr 5 RH-Holy Friday Apr 6 OSSLT (Literacy Test) Apr 10 Civics Summatives Apr 10-12 Euclid Math Comp..... Apr 11 OSSLT (Literacy Test) Apr 10 Civics Summatives Apr 10-12</p>	<p>APRIL (...CONTINUED) Euclid Math Comp.....Apr 11 FGH Math CompApr 12 RH-Vaisakhi (Sikh)Apr 13 Tech SummativesApr 16 Earth Week Apr 16-22 Financing Post-SecApr 18 Course TurnoverApr 18 RH-Ridvan (Baha'i)Apr 20 DECA ICDC Apr 20-23 Report CardsApr 23 Graduation AssemblyApr 24 UofT Nat Biology Comp .Apr 26 Hot Docs Apr 26-May 4 Full Disclosure.....Apr 30</p> <p>MAY School Council May 3 P.A. Day May 4 AP Chemistry Exam May 7</p>	<p>MAY (...CONTINUED) AP English Exam May 9 AP Biology Exam May 14 AP Comp Science Exam May 15 AP Calculus Exam May 15 Music Night May 15 AP Macroeconomics Exam May 16 AP Microeconomics Exam May 18 Victoria Day May 21 BOSS Elections May 23 Last Day to Drop Courses .. May 24 Prom May 24 Scholarship Presentation May 30 Relay for Life May 31 Prefect Day May 31 Chemistry ContestTBA Avogadro Chem ContestTBA Asian Heritage FestivalTBA</p>	<p>JUNE Drama Night Jun 5&6 Athletic Banquet..... Jun 7 School Council Jun 7 Locker Clean Out Jun 8 Last Day for Sem 2 Tests . Jun 12 Civics Summatives Jun 12-14 Gr 9 EQAO Math..... Jun 12&13 RH-Eid-UI-Fitr Jun 15 Exams..... Jun 20-26 Graduation..... Jun 27 Exam & Mark Review Day Jun 27 P.A. Days Jun 28-29 *Report Cards..... July</p>
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