



Student Agenda 2014-2015

THORNLEA SECONDARY SCHOOL

8075 Bayview Avenue
Thornhill, Ontario
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At Thornlea Secondary School we are committed to providing you with a quality education that considers the past, prepares for the future, and expects the best from you.

The Thornlea Way

Motto: Think and be thought of

Mission: At Thornlea Secondary School, we envision a community of life-long learners whose decisions and actions are guided by the values of respect, honesty, integrity, responsibility, empathy, fairness, initiative, courage, perseverance and optimism.

We focus on the development of the whole person to his or her fullest potential.

Thornlea Timetable 2014-2015

Regular Timetable

Period 1	8:50 am -10:05 am
Period 2 + announcements	10:10 am – 11:30 am
LUNCH	11:30 am – 12:30 pm
Period 3	12:30 pm – 1:45 pm
Period 4	1:50 pm – 3:05 pm

Assembly Timetable

Period 1 & Assembly	8:50 am -10:55 am Block A: 8:55 am - 9:55 am Block B: 9:55 am -10:55 am
Period 2 + announcements	11:00 am – 12:00 pm
LUNCH	12:00 pm – 1:00 pm
Period 3	1:00 pm – 2:00 pm
Period 4	2:05 pm – 3:05 pm

Reminders

Notes

Code of Conduct

Members of the Thornlea Secondary School community of learners are committed to their success and are expected to behave in a manner that is consistent with the following character traits and the spirit of each of the terms.

T Trustworthiness
H Honesty
O Optimism
R Respect
N Nobleness
L Leadership
E Empathy
A Achievement

“**Thornlea**” defines how the business of education is carried out on a daily basis at Thornlea Secondary School.

Individuals whose behaviour violates the Code of Conduct will be held accountable. This will result in an obligation to make things right and repair the harm done. Restitution and possible disciplinary consequences are required before these individuals can be welcomed back to the Thornlea community of learners.

School Policies

Academic Honesty

Honesty is essential in school life, our home lives, work lives and in our personal relationships. At Thornlea Secondary School all students are expected to be academically honest. Academic Dishonesty includes Cheating and Plagiarism. Cheating involves obtaining work from other students or sources or giving work to other students. Any information that is obtained from the Internet and/or other software programs or other sources and incorporated into assignments must be properly documented.

Teachers are expected to review departmental policies for academic honesty with their students.

Any violations of the Academic Policy will be treated as a violation of the Code of Conduct. Each incidence of plagiarism will be dealt with on an individual basis. The teacher, department head and, if necessary, an administrator will consult together in order to arrive at a fair and equitable response to the problem. Depending on the severity of the infraction and/or the number of instances, the consequences may include: contact with parents, an alternate assignment, or a mark of zero which in some cases, could result in the loss of the credit.

Video Surveillance/Security

Video surveillance cameras monitor Thornlea. These cameras are for the protection of Thornlea staff and students. The school premises are monitored on a regular basis.

Visitors to the School

Visitors (other than guest speakers) will not be given permission to attend classes. All visitors must report to the main office as soon as they enter the building.

Posters

Each poster has to be initialed by the teacher in charge of the activity or an Administrator to signify its approval. Posters should never be taped to glass surfaces but may be posted on the brick walls and display areas in the school. No more than 15 copies of the same poster may be on display at any one time. Posters must be removed by the take-down date agreed to at the time of their registration. Posters not complying will be taken down.

Smoking

The Ministry of Health indicates that smoking anywhere on school property or within the school building may result in a three-day suspension and/or a fine. **This includes smoking in a vehicle that is standing or moving on school property.** If you wish to smoke, you must leave the property to smoke and use the sidewalks running north and south of the school's boundary fences. You should be aware that if you are standing with other students who are smoking, you can be charged with smoking on school property under the 'guilt by association' and 'joint offense' provisions. If you wish to avoid this situation, simply walk away.

Student Crime Stoppers

Do you want a safe school? Call 1(800) 222-TIPS if you see a crime taking place. You will receive a special code number. Call back in three weeks. If your tip solved the crime or helped the school resolve a problem, you'll be told to go to any TD Bank in the Greater Toronto area and pick up your reward. All this is done anonymously. Get involved. Help continue to keep Thornlea's community safe!

Textbooks

Textbooks and other materials are the property of the York Region District School Board and are on loan to students. Students are responsible for the return of their texts to their subject teachers at the end of each semester.
Materials that are lost or damaged must be paid for.

Accidents

Accidents should be reported promptly to the Office in order that the appropriate forms may be completed within the 24 hour time limit.

Students have an opportunity to subscribe to a student accident insurance plan at the beginning of each school year.

Allergies

Please recognize that many members of our school community have severe allergies that can often be life threatening. Out of respect for these people, please be conscientious about cleaning up garbage in the cafeteria, and please thoroughly wash hands after eating. 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 (anaphylactic), you must inform 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.

Assessment & Evaluation Policy

The purpose of assessment and evaluation is to improve student learning. Assessment and evaluation will include diagnostic, formative and summative tasks. Only summative evaluations will be used in determining a student's grade.

Students are expected to attend class regularly. For each assessment or evaluation task, fair deadlines will be established by the teacher. In order to develop and demonstrate good learning skills it is recommended that students plan their time wisely to meet these deadlines.

If a student is unable to attend on a test day and/or meet a deadline, he/she must discuss this with his/her teacher prior to the day and negotiate an alternate day and time.

If a student becomes ill or there are other extenuating circumstances, his/her parent/guardian must contact the attendance office. In addition, the student is expected to contact the teacher by leaving him/her a voicemail explaining his/her situation in detail.

This policy is not for final summative assessment activities that occur towards the end of a semester. These activities are in place of or in addition to an exam and must occur on the date and at the time specified.

Final Evaluation Policy

All students in York Region Secondary Schools are required to participate in the final summative assessment(s) which constitutes the final evaluation representing 30% of the student's report card grade. **Students are expected to complete all final summative assessments, at the place, date and time indicated by the teacher and/or the examination schedule provided by the school. Students should not book trips or engage in other activities such as summer camps during the examination schedule.**

In the case of extenuating circumstances, such as illness, the principal will decide, in consultation with the subject teacher, the most appropriate method of determining the student's final standing in the course.

In the case of an unexcused absence, a zero may be assigned for the missed portion(s) of the assessment and used in the determination of the final grade.

Lockers

At the beginning of the school year, a locker and lock will be assigned to you in a designated area. **Your locker is school property and may be searched by school authorities if deemed necessary.** You are responsible for the contents of your locker. The conditions of this loan require that you take care of the locker.

Keep it locked with the lock provided to you. Do not share your locker combination with anyone other than the school staff. Immediately report any problems with your locker to the Vice-Principal.

When you leave the school at the end of the year, you are required to clean out your locker. Lockers should be cleared out by Exam Review Day. Any items left in lockers after this date will be given to charitable organizations. The school will not be responsible for any valuable items lost.

Lost and Found

If you find a lost article, your responsibility is to take it to the Main Office. **Keeping found items will be considered an act of dishonesty.** If you need to find a lost article, there are two locations where articles are stored. Clothing, books, and school bags are kept by Room 104. Jewelry and keys are kept in the Main Office. If something has been taken/stolen from you, you should report it to the office.

Personal Property

You should not bring large amounts of money or valuable personal property to school. Neither the school nor the York Region District School Board will be responsible for lost, damaged, or stolen articles. Under no circumstances should you leave money or valuables unattended anywhere in the school. If you are the victim of theft or damage to personal property, go immediately to the office to report it.

changed. Parents and students have access to this information until the student reaches the age of 18. Thereafter, parents have access only with the consent of the student. For other personal information about a student, parents may access personal information about their child held by the Board until the child reaches the age of 16. At the age of 16, students may make a written request to prevent the disclosure of specifically identified information to parents/guardians.

Full Disclosure

Grade 9 and 10

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

Grades 11 to 12

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

If you withdraw from a course after five instructional days following the issue of the first provincial report card of the semester, 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.

Full-Time Student

The philosophy of Thornlea Secondary School is that all students must maintain full-time status for the entire school year. Those students who maintain a full timetable tend to be our most successful students because they do not encounter time management problems arising from unassigned periods each day. Full-time status is defined as:

Grade 9 and 10 students must be enrolled in a minimum of 8 courses (4 per semester);

Grade 11 students must be enrolled in a minimum of 8 courses; and,

Grade 12 students must be enrolled in a minimum of 6 courses.

Attendance

It is the shared responsibility of the students, parents and staff of Thornlea to promote individual excellence in academic achievement. Attendance is an essential component of all courses. Students are expected to attend all scheduled classes. A full credit course requires that a student attend for a minimum of 110 hours. Teachers and administrators monitor student attendance, maintain accurate attendance records, counsel students with attendance problems, and inform parents/guardians of attendance problems. Acceptable reasons for student absence from class include: illness, authorized school activity, or other unavoidable causes approved by the administration. Students are expected to be in class on time, including being in their first period class before the National Anthem begins.

Reporting an Absence

Parents must CALL the Attendance Office at (905) 889-9696, option 2 (a 24 hour voice-mail service) to report a student's absence, if the student is under 18. You can also EMAIL the school at thornlea.ss@yrdsb.ca or send a note signed by a parent.

If the student is 18 years of age or older, it is the student's responsibility to notify the school.

Signing In and Out of School

All students must sign in and out of the school at the attendance office if leaving during the school day. A note from a parent or guardian is required if the reason for this brief absence from school has not been telephoned in by a parent or guardian (if the student is under 18 years of age).

Extended Absences of Five or More Days

If you are planning to be absent for an extended period of time, you are expected to complete the extended absence form, available in the attendance office, prior to leaving. On the form, teachers will outline the consequences for the missed classes and if make-up work is possible.

Failure to complete the form can mean a loss of marks for tests and other missed work. Students who are away because of extended illness should contact Attendance at the time of the illness by calling 889-9696, option 2.

Dress Code

The York Region District School Board believes that school is a place of learning and, to be successful, students must focus their attention and energy on school-related matters. For this reason, it is important that students dress appropriately for the task of learning. Clothing which demonstrates respect for self and others is expected at all times.

At Thornlea Secondary, students are expected to dress in neat, clean clothing appropriate for a school environment. Students may not wear clothing that is revealing or provocative. Midribs will remain covered at all times. Language or graphics on clothing will not display obscene, racist, or sexist slogans or refer to drugs, alcohol, smoking or sex. Bandanas or any gang related clothing bearing gang insignias is unacceptable. The wearing of hoodies, do-rags, bandanas, and sunglasses are also not permitted on school property. Consequences will be determined on a case by case basis through the administration.

Electronic and Communication Devices

We live in a wired-up world; but while at school, you must not use devices that infringe on the rights of others to learn in an appropriate environment. Teachers will decide what is acceptable in each individual classroom. **The school is not responsible for personal items that go missing.**

Equity

Thornlea acknowledges the need for equality in education for all students. Neither the York Region District School Board nor Thornlea Secondary School tolerates any expression of racial, cultural, sexist or religious prejudice by its trustees, staff, students, or visitors. Curriculum content and materials

reflect the value and worth of all persons and provide opportunities for students to develop positive attitudes, as well as an understanding of and respect for racial, ethno-cultural, and religious diversity.

Field Trip Policy

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

- Obtaining permission forms to be signed, returned, along with money, which must be done in advance of the trip;
- Informing your teachers, in advance, of upcoming absences;
- 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, tests, presentations, or any other deadline that must be met; and displaying exemplary behaviour as you are representing Thornlea S.S.

Since field trips and activities can require you to miss important lessons, please remember the following:

- Teachers are fair and accommodating. The sooner you approach your teachers to say that you will be absent, the easier it is to negotiate and make changes in deadlines.

Field Trip Transportation

You must accompany your class or team to and from the out-of-school activity on the school bus or taxi provided.

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

On January 1, 1991 the Municipal Freedom of Information and Protection of Privacy Act came into existence. It affects local governments, including the York Region District School Board. The law relating to the information contained in Ontario Student Records and in suspension letters has not