



Thornlea Secondary School



School Start-Up Package 2018-2019

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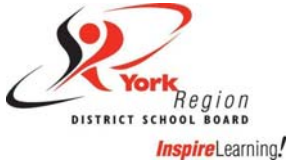
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Inspire Learning!



Thornlea Secondary School



Welcome Letter from Principal

Dear Parents/Guardians/Community Members,

We would like to welcome all our new and returning families. I hope you had a wonderful, relaxing summer and are looking forward to the new school year. This package includes important information about our school. There are a few upcoming dates that I would like to highlight. The school year begins on Tuesday September 4th. On that date only grade 9's attend the school. The rest of the school attends on Wednesday September 5th and regular classes will commence. Our grade 9 FIT Day will take place at Green Acres camp on September 13th with team building the focus of the day.

Here at Thornlea we have a dedicated staff with a strong commitment to student well-being and achievement, and to creating an environment where everyone feels safe, welcome and respected. We look forward to speaking and working with you in the months ahead. If at any time you have any questions or concerns please do not hesitate to contact the school. We welcome the opportunity to speak with you. I wish you all a happy, safe and successful school year.

Sincerely,

Joe Foti
Principal
Thornlea Secondary School

Information Package and Forms Checklist

On the first week of school, your child's homeroom teacher will distribute a package of important forms for review and signature. The FORMS package will include important forms that you need to complete for each child.

Return the completed forms to your child's homeroom teacher by September 21, 2018.

Required Forms

These forms must be completed.

- School Start-Up Permissions Form
- Policy Agreement
- Caring & Safe Schools Agreement
- Information Technology Acceptable Use Agreement
- Student Information Consent Form

Additional Forms

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

- Media Consent Form
- Faith Request for Curriculum Accommodations Form
- School Council Nomination Form
- Volunteers in Our Schools
- Student Accident Insurance Enrolment Form *(to be distributed in homerooms first week of school)*

Our Mission Statement

Thornlea Secondary School is dedicated to creating active and informed citizens who seek to make positive contributions to our world!

Office hours: 8:00 a.m. to 4:00 p.m.

School Day Regular Timetable

Period	Times
Announcements	8:50-8:55
Period 1 Homeroom	8:55-10:10
Period 2	10:15-11:30
Lunch	11:30-12:30
Period 3	12:30-1:45
Period 4	1:50-3:05
ASC	3:10-4:25
ASP	4:30-5:45

School Day Assembly Timetable

Period	Times
Announcements	8:50-8:55
Period 1/Assembly	8:55-10:55
Period 2	11:00-12:00
Lunch	12:00-1:00
Period 3	1:00-2:00
Period 4	2:05-3:05
ASC	3:10-4:25
ASP	4:30-5:45

Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction. Please be respectful of our students and staff with life-threatening allergies. Students with life-threatening allergies are expected to complete a medical form. These forms will be available in the student's homeroom during the first week of school. For more information on helping to create an allergen-safe environment, please see the section on Allergies in the Guide to the School Year.

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If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.

Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements.

Arrivals and Departures

Parents/guardians who **drive their children to school**, please quickly drop off your child at the front of the school. Please make sure to keep the fire route clear.

For students that are bussed, more information about bus routes and times can be found at www.schoolbuscity.com. Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike rack.
- Must store rollerblades, skateboards or scooters in their locker or backpack or in another school designated area.

The school is not responsible for any lost or damaged personal items.

Code of Student Conduct

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. These expectations are indicated in our School Code of Student Conduct. Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities.

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

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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 behavior 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.

Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

Canada’s Anti-Spam Legislation (CASL)

Canada’s Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, visit the school website and, using the link provided, submit a valid email address.

Email

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted. Our e-bulletin goes out via email, please make sure we have your email address and you give us permission to send to you.

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Stay Connected Online

You can also stay connected online through our school website, and Twitter feed
[+twitter.com/thornlea.ss](https://twitter.com/thornlea.ss).

In addition, you can follow Board news and updates through:

- www.yrdsb.ca
- Twitter @YRDSB
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile

Consent for Information Sharing – Students at the Age of Majority

Once a student reaches the age of majority (18) all communications regarding their school matters (e.g., absences, etc.) will cease to go to the parents/guardians as the student is deemed an adult for the purposes of the Education Act.

A student may complete the **Consent for Information Sharing – Students at the Age of Majority Form** available through the school to provide express approval for the school to contact parent(s)/guardian(s).

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, students are expected to dress in neat, clean clothing appropriate for a school environment. Students may not wear clothing that is revealing or provocative. Midriffs 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.

Emergency Information

Office staff should be notified as soon as possible if any of the following information changes:

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

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Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire, two lockdown and one hold and secure drill annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

In a hold and secure situation, York Regional Police will ask that outside doors of a school be locked. Normal school operations will continue inside the building, but no one may enter or leave the building until police indicate it is safe to do so. This will occur regardless of weather.

Excursions/Community Walkabouts

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

Guidance

The Guidance Department offers a number of services, including support for academic and career planning, personal counseling, referrals to community resources, and support for the development of study habits and life skills. For more information, contact the Guidance Department at extension 207.

Homework

The Ministry of Education defines homework as “work that students do at home to practise skills, consolidate knowledge and skills, and /or prepare for the next class.”

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and Board Policy and Procedure #320.0, Homework.

Requests for Religious Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal.

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If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations form** available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students.

For more information, see Board Procedure #261.8, Equity and Inclusivity: Religious Accommodation.

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. School council nomination forms are due by **September 14, 2018**.

Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you.

Please see the section on **Student Personal Information** in the **Guide to the School Year** for a list of examples of when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this information.

If you have any questions about your child's privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 ext. 2015.

Use of Non-Board Electronic Devices

Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the classroom teacher.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the principal or teacher. Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.

Check with the school's main office to find out if students may bring electronic devices into the classroom, use them in school, or if they must leave these items in their backpacks/lockers. There are

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exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. The use of these tools is managed by Board staff.

At no time may electronic devices be used in washrooms or change rooms.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.

Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school.
- Check in at the main office upon arrival.

The office staff will get important messages and materials to your child.

Volunteering in the School

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

Additional Information

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