

# TOMMY DOUGLAS SECONDARY SCHOOL

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## School Start-Up Package

2019-2020

## **A Message from the Administration Team Welcome to the 2019 – 2020 School Year!**

Dear Student:

Your teachers and the Administration Team look forward to working with you and helping you to be successful. We want you to develop the skills and acquire the knowledge you need to realize your potential academically, socially and emotionally. During your years at Tommy Douglas Secondary School, we will help you become:

- Confident in your own abilities
- Respectful of yourself and others
- A good problem solver and decision-maker
- An effective communicator
- A socially responsible member of the community

Work collaboratively and treat all members of our school community with the same level of respect that you would like and you will be taking steps to support your own success.

Best of luck in 2019-2020

Ms. A. Pace  
Principal

Mr. D. Cashmore  
Vice-Principal

Mr. S. Fornazzari San Martín  
Vice-Principal

## Information Package and Form Checklist

The package includes important information about the school, and a number of forms that you need to complete for each child.

Return the completed forms to your child's homeroom teacher by Tuesday, September 17th.

### Required Forms

These forms must be completed:

- ☐ Student Index Card
- ☐ School Start-Up Permissions Form
- ☐ Student Information Consent Form

### Additional Forms

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

- ☐ Consent for Information Sharing – Students at the Age of Majority Form.
- ☐ Faith Request for Curriculum Accommodations Form
- ☐ School Council Nomination Form
- ☐ Student Accident Insurance Enrolment Form

## Our School

### School Day Schedule:

Period 1	Period 2	Lunch	Period 3	Period 4
8:10 – 9:30 am	9:35 – 10:50 am	10:50 – 11:45 am	11:50 – 1:05 pm	1:10 – 2:25 pm

The school office is open from 7:30am to 4:00pm.

## Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they come into contact with these foods, they may have an anaphylactic reaction. To help create an allergen-safe environment, please refrain from taking any foods listed as restricted from specific classrooms and from the Careers Room (Room 104).

If your child has a serious allergy or medical condition such as Asthma, Diabetes or Epilepsy, please contact the school office to share potentially life saving information and to complete the appropriate Emergency Health Care Plans.

## Opening Exercises

Important information is shared with students during the morning announcements and all announcements are posted on the bulletin board located in between the main office and the Guidance office. Students should listen attentively and respectfully during the announcements. Students who arrive during opening exercises must stand silently during the national anthem and announcements.

## Arrivals and Departures

All parent/guardians who drive their children to school are asked to use the North Parking lot to drop off and pick up their child. Please do not pick up or drop off at the front of the school. Students who drive themselves to school are permitted to park their vehicle in the north lot only.

Parents should be aware that TDSS and the YRDSB accept no responsibility for any damage to vehicles while on school property. Please remind students to use safe driving practices at all times.

**For students who take the school bus,** pick up and drop off will be at the front of the school.

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com). It is important that Parents/guardians remember the appropriate bus number and pick-up/drop-off times for their children.

**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. They are not to be used in the building as this presents a safety hazard.

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

## Assessment and Evaluation Practice

To be updated September 2019

### Academic Honesty

If a student engages in academic dishonesty, e.g. plagiarism, or cheating, the steps for consequences are outlined below.

#### Definitions

**Academic Honesty** refers to students providing original evidence of their learning and appropriately acknowledging the work of others.

**Cheating** is the attempt to gain an unfair advantage, which may misrepresent the demonstration of a student's learning or the learning of others. Cheating *includes* giving away one's own work knowing it will be misrepresented.

**Plagiarism** occurs when "representing someone else's ideas, writing or other intellectual property as one's own. Any use of the work of others, whether it is published, unpublished, or posted electronically, attributed or anonymous, must include proper acknowledgement" (York Region District School Board. *Guide to the School Year*. Aurora: YRDSB Communications, 2018. Print.) Plagiarism interferes with learning and impedes the development of essential learning skills and work habits.

According to the York Region District School Board's Policy #305.0 (Assessment, Evaluation and Communication of Student Learning and Achievement), forms of plagiarism include, but are not limited to, the use of the following without appropriate references or citations:

- the written and /or spoken idea, theory or opinion of someone else
- misrepresentation of collaboratively written or co-authored work as one's own
- reproduction of photography, drawings, designs, music, dance and other artistic or technical work created by someone else
- reproduction of graphs, tables or any other graphic element produced by someone else
- information and facts that are not generally known
- summary or paraphrase
- submission of work prepared, in whole or in part, by another person or source and representing that work as one's own
- failure to use quotation marks to indicate phrases and other pieces of language from sources
- failure to accurately and fully record all your references and sources in a Works Cited or References list
- having a tutor, editor or other helper write or produce much of the work for you
- resubmission of your own work that has been submitted for evaluation in one course for other courses
- copying from books or the Internet without giving proper acknowledgement to the source
- downloading research papers from the Internet, in whole or in part, and the submission of this paper as one's own original work

#### Procedure for Suspected Academic Dishonesty

- The student and teacher, in consultation with administration, will engage in a conversation to seek information and understand the circumstances. Parents will be notified of any incident of academic dishonesty involving their child.

- The teacher, in consultation with administration, will determine academic and behavioural consequences that maintain the integrity of the learning.

### Consequences and Responses to Academic Dishonesty

Consequences for academic dishonesty will involve a combination of both behavioural and academic responses.

- Academic Responses
  - i. Re-do the original *in whole or in part*
  - ii. complete an alternate assignment in order to demonstrate learning of the expectations
- Behavioural Responses
  - i. Students involved in plagiarism will be required to meet with the Teacher – Librarian to complete a program/assignment about plagiarism.

Disciplinary restorative action that supports the student's awareness of and accountability for his or her actions that may also include:

- Communication with parents and referral to administration
- Detention
- Suspension (if a student continuously displays actions of academic dishonesty)
- Restorative reflection, which may take the form of an appropriate assignment

### Learning Skills: Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation

The Ministry of Education and Training has identified various learning skills which have a direct impact on the potential for academic success. Teachers will work with students and their parents/guardians to help them develop these six learning skills and work habits:

- |                    |                   |
|--------------------|-------------------|
| • responsibility   | • collaboration   |
| • organization     | • initiative      |
| • independent work | • self-regulation |

Each learning skill and work habit is evaluated on the report cards using the following scale:

E = Excellent  
G = Good

S = Satisfactory  
N = Needs Improvement

Developing good learning skills is crucial to student success; such skills will be assessed and tracked separately from achievement. Teachers will provide ongoing constructive feedback on your performance in learning skills at various points in the semester. Strong learning skills and positive work habits are often an indicator of future success in school, at home, and in life in general.

## Athletic Council

### Overview

The TDSS Athletic Council is a group of students supported by staff members who organize various events throughout the year. Activities include fundraising, intramural sports, dances and the Athletic Awards Banquet. Volunteers from all grades are welcome to join.

### Participation on School Teams

In order to participate on a school team, students must have a student I.D. card. The athletic fee is \$25.00 for the first team only and this includes one ticket to the end of year Athletic Awards banquet. Please be aware that individual teams will have team-specific fees that will be charged to each player to cover transportation costs to away games, exhibition

tournaments, officials, uniforms, etc. All athletes are invited to celebrate the year's achievements at the Athletic Awards Banquet in June.

### **A 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 as a result of inappropriate behaviour.

*Spectators are expected to do the following:*

- Treat the premises, students, staff, players, and the officials with courtesy and respect.
- Abide by the decisions of the officials whether or not they are in favour of your team.
- Respond politely to the requests of officials.
- Remain seated in designated spectator areas and leave the playing surface clear at all times.
- Be polite and courteous in action and language.
- Refrain from behaviour that may distract athletes or interfere with the game's progress.
- Applaud good plays; never make derogatory remarks about any officials, players or coaches.

Good athletes compete fiercely to the best of their abilities and limits of their training. Good spectators respect the commitment of the athletes enough to cheer every good play and appreciate the effort, time and dedication contributed by all competitors.

Have a good time cheering for your team and enjoy the game no matter who wins or loses.

### **Attendance Policy**

Students are expected to attend all scheduled classes, to arrive on time, and to obtain authorization for any absence. Attendance records are maintained for each class, and unauthorized absences are reported as truancies to the home by means of an automated telephone message and an email to your parents or guardians. The school administration monitors student attendance and will work with the student and their family to support regular attendance at school. Frequent absence impacts student's ability to provide sufficient evidence of achievement of the overall expectations of a course, even when a student has completed all course assessments. Frequently absent students may be removed from courses regardless of their academic performance.

#### **Reported Absences**

Absences for religious holidays and school-sponsored activities, such as field trips and athletic events, are excused absences and are not included in the total number of absences indicated on your report card.

#### **Authorizing Absences**

To authorize an absence parent/guardians must

- Call the school
- Email [tommy.douglas.ss@yrdsb.ca](mailto:tommy.douglas.ss@yrdsb.ca) or,
- Send a signed note through their child to the Main Office.

In each case, please indicate the current date; the date(s) and, if necessary, the time of the absence; and the reason for the absence.

Students who have authorization to arrive late or leave early, must sign in/out at the Main Office. Once students are given permission to sign out, they must leave the building.

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

For planned absences of 5 days or more, students must obtain and complete an Extended Absence Form which is available in the Main Office and is to be returned there well in advance of the absence.

If a student is 18 years of age or older, he/she may authorize his/her absence as outlined above; however excessive absences will impact achievement and will also be addressed by an administrator.

Students always remain responsible for catching up on instructional material missed due to absence.

### **Lates**

If you are late within the first 15 minutes of class time, report directly to class. If you arrive after the first 15 minutes of class you must go to the Main Office to receive an admit slip.

## **Code of Student Conduct**

The Code of Student Conduct sets standards of behavior for students and members of the school community. The code of conduct supports a caring and safe school environment and creates a shared understanding of expectations of behavior.

Students are expected to follow these rules of behavior on school property and during Board or school-sponsored events and activities. To enhance caring and safe school climates, positive student behaviour supports are provided and inappropriate behavior is addressed using a progressive discipline approach that takes into account mitigating factors.

### **Code of Student Conduct:**

School climate is the sum total of all the personal relationships within a school. These relationships must be based on mutual acceptance, respect, inclusion, responsibility, and civility regardless of race, religion, gender, sexual orientation, age, or ability.

To help create a positive school climate for everyone, at TDSS we will be working with students to help them to understand the importance of the impact of one's actions rather than the intent. In working toward this goal, our staff will address issues of non-inclusionary behavior using a staff protocol. We will also be asking our students to participate in intervening with non-inclusionary behavior using the following protocol, if they feel comfortable. If they don't feel comfortable intervening, then we are asking that students report the incident to guidance or another staff member.

### ***Standards of Respectful and Responsible Behaviour:***

The standards of respectful and responsible behaviour apply on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate including, but not limited to, before school, after school, on weekends and through electronic communications.

All members of the Tommy Douglas school community must adhere to the following standards of respectful and responsible behaviour.

- Respect the rights of others.
- Respect differences between people.
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age, ability or disability.



- Ensure verbal, non-verbal and electronic communication is conducted respectfully.
- Respect the need of others to work in a safe and healthy environment that encourages teaching and learning.
- Demonstrate the Board's 10 Character Attributes (respect, responsibility, honesty, empathy, fairness, initiative, perseverance, courage, integrity and optimism) in all day-to-day interactions.
- Treat each other with dignity and respect.
- Show care and respect for the property of others.
- Take appropriate measures to help those in need.
- Seek help to resolve conflict peacefully.
- Dress and present themselves suitably for a learning or working environment.
- Follow all safety procedures.

***Inappropriate Behaviour:***

Students are expected to demonstrate behaviours that positively impact the learning environment by following the Caring and Safe Schools policy and related procedures.

The list below identifies inappropriate behaviour that must be avoided at all times. Students that participate in these offenses can be suspended.

- Engaging in bullying or intimidating behaviour, whether in person or through technology.
- Committing sexual or physical assault.
- Trafficking in weapons or illegal drugs.
- Committing theft or robbery.
- Being in possession or under the influence of alcohol or illegal drugs, or supply alcohol or illegal drugs to others.
- Being in possession of a weapon or replica weapon, including firearms.
- Using, or encouraging others to use, an object to threaten, intimidate, or injure another person.
- Uttering threats.
- Engaging in hate propaganda or other types of behaviour caused by hate or bias.
- Committing an act of vandalism that causes damage to Board property, or disrupts the operations of the Board.

At Tommy Douglas S.S. students must:

- understand that they are critical partners in establishing and supporting a positive school climate and are expected to learn and practice the standards of respectful and responsible behaviour;
- contribute to the positive school climate;
- accept responsibility for protecting their own rights while respecting the rights of others;
- be accountable for their actions; and
- uphold the standards of responsible behaviour by;
  - communicating respectfully verbally, non-verbally and through technology,
  - making positive decisions that develop character and promote well-being,
  - coming to school prepared, on time and ready to learn,
  - showing respect for themselves and for others,
  - following the established rules and taking responsibility for their own actions,
  - refraining from any action or behaviour that may put their safety or the safety of others at risk, and
  - reporting incidents of inappropriate or unsafe behaviour.

*The Board Code of Student Conduct is part of the Caring and Safe Schools policy.*

## **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.

### **Weekly Parent e-Bulletin**

Each week, we will send home an electronic bulletin, to both parents/guardians listed on the index card, that will update you regarding upcoming events and celebrate events that have already occurred. Included in the bulletin is a weekly summary of your child's late and/or absences for the week. Please ensure that we have a current email account on the index card. If you do not receive the bulletin, please contact the office.

### **Email**

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. Teachers will regularly use email to communicate student progress and advise of upcoming events in their courses. Your email will not be sold, distributed or publicly posted.

### **Stay Connected Online**

You can also stay connected online through our school website, [www.tommydouglas.ss@yrdsb.ca](mailto:www.tommydouglas.ss@yrdsb.ca) and Twitter feed @TDSS\_YRDSB. Teachers will also communicate through TeachAssist to help you stay connected. Your child's teacher will provide more information at the start of semester.

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

- [www.yrdsb.ca](http://www.yrdsb.ca),
- Twitter @YRDSB
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile

### **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 to receive our commercial electronic messages, parents/guardians should visit the school website and, using the link provided, submit a valid email address.

## **Concussion Management**

A concussion:

- is a brain injury that causes changes in how the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);
- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness; and

- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

If your child has been diagnosed with a concussion, please report this to the office so that we may support your child through our Concussion Management Protocol.

## 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 will cease to go to the parents/guardians as the student is deemed an adult for the purposes of the Education Act. Should the student wish to continue sharing information with parents/guardians they may complete the **Consent for Information Sharing – Students at the Age of Majority Form** available in the school office.

## Dances

Tommy Douglas Secondary School and the York Region District School Board recognize that school dances are a vital component of a healthy school atmosphere. It is hoped that all dances are well attended and that you seek to make these events an enjoyable experience for all.

Supervision is provided by staff and, in accordance with The York Region District School Board policies and regulations, uniformed police officers also attend. The following regulations have been developed by Tommy Douglas' Administration so that dances at Tommy Douglas Secondary School are enjoyable and memorable experiences for all.

1. All proposals for and scheduling of dances must be sensitive to the cultural and religious diversity of the Tommy Douglas Community.
2. Only students who show their Tommy Douglas Student ID Card (see #3) may purchase tickets for or be admitted to a school focused event such as a school dance, the Semi Formal Dance, or Prom.
3. If it is decided by the administration that students may bring one guest who is not a student at Tommy Douglas to a dance, this guest must complete a *Tommy Douglas Secondary School Guest Application Form* that is available in the main office. This form is not complete until it is signed by an administrator from the guest's home school. For guests who do not attend a secondary school, each guest application will be considered by a TDSS Administrator and discussed with the sponsoring student from TDSS. Any guest ticket sold prior to gaining administrative approval for the guest may be refused when presented at the event. Please follow the process as outlined above. You must enter your name and the name of your guest on the guest list when purchasing tickets. Guests who have not been signed in at this time will not be admitted. You, as the sponsor of your guest, are held responsible for the actions and behaviour of your guest while at the dance. The administration of Tommy Douglas Secondary School reserves the right to refuse admission to an event. The administration also reserves the right to refuse admission to any student who does not appear in a satisfactory state for attendance at a Tommy Douglas School function. Guest photo I.D. and prior visitor reference check will be required.
4. The doors close 30 minutes after the start of a school dance.
5. The contents of all purses, bags, coats etc. are subject to examination upon entry.
6. Any person who leaves the building for any reason during the event will not be re-admitted.
7. The use of alcohol and/or drugs at school events is strictly prohibited by both school regulations and by the law. Infractions will result in suspensions from school, and possible charges being laid by the police.
8. Smoking is not permitted on school property.
9. Refreshments purchased at a dance must be consumed in designated areas.
10. While in attendance at school events, you are allowed only in designated areas.
11. Attending police officers may also check cars in the parking lot and patrol the outside area around the building.

## Dress Code

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 Tommy Douglas Secondary School, 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. Outerwear tops and bottoms must overlap so that any clothing item worn under the outer layer of clothing is not visible. Hoods or any headgear that obscures the face are not to be worn in the school. Language or graphics on clothing will not display obscene, racist, or sexist slogans, promote criminal activity or violence or refer to drugs, alcohol, smoking or sex.

Consequences for violations of the school dress code will be determined on a case by case basis through the school administration.

## Electronic Devices

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 classroom teacher.

The recording functions of personal electronic devices (cell phones, iPods, tablets, cameras, etc.) are not to be used on school property without the explicit permission of the administration or classroom teacher.

The school is not responsible for personal items that go missing.

Any violations will be treated as a violation of the Code of Conduct

## Elevator

Elevator use is available for injured students or those unable to use the stairs. Conditions of use are decided by the administration. When an elevator key is loaned to a student a \$30.00 deposit and medical note are required. The deposit is reimbursed upon the return of the key. Students and staff are not to use the elevator during fire alarms, but are to follow their pre-arranged exit procedures.

## 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)

## Examinations

Semester One Exam Period	Semester Two Exam Period
Thursday, January 23rd to Thursday January 30th	Wednesday, June 17th to Wednesday June 23rd

All students are expected to write their examinations at the scheduled time. Extenuating circumstances such as a health issues accompanied by a medical note, funeral or court date will be considered equitably and compassionately on a case-

by-case basis. In most cases a missed exam will be written at a later date. In these circumstances a mark of zero will be entered until the exam has been written. It is the responsibility of each student to confirm scheduled examination time, date, and location with his/her course teachers.

A planned absence such as a family vacation is not considered an extenuating circumstance. Vacation, employment and/or appointments must not be scheduled during the examination period. Students must be available throughout the exam schedule in the unforeseen event that any exam needs to be rescheduled. If a student misses their exam, they may be given a mark of "zero."

## **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.

## **Field Trips and Activities**

Field trips are an integral part of many courses. It is your responsibility to:

- Obtain permission forms to be signed and returned, along with payment, 48 business hours before the trip (Students who fail to return signed sheets and payment in a timely fashion may not be able to participate);
- Inform your teachers, in advance, of upcoming absences;
- Complete school work, such as assignments, tests and homework, missed as a result of attending the field trip;
- Arrange alternate due dates, in advance, when there are assignments, tests, presentations, or any other deadline that must be met; and
- Display exemplary behaviour as you will be representing TDSS.

When participating in a Field Trip, please remember the following:

- Teachers are fair and accommodating. The sooner you approach them about an absence, the easier it is to arrange changes in deadlines.
- Failure to comply with school and Board behavioural codes and expectations will result in disciplinary action and may result in exclusion from future field trips and activities.
- You must take responsibility for your own actions and choices.

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

## **Fire Alarm**

Always assume that a fire alarm signals an emergency; therefore, all people in the building must vacate immediately by the designated exit. Misuse of a fire alarm is a criminal offence. (Criminal Code: Sections 433/434)

## **Graduation**

Tommy Douglas Secondary School will be holding our first graduation ceremony on Thursday, June 25th, 2020. More information will be shared with our graduates as we progress through the school year.

## **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 (289) 342-0001 extension 103.

Students may also book an appointment with a counselor online through TeachAssist.

## 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 the Board Homework policy and procedure.

## How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. If you have a school-related question or concern, please follow these steps:

1. Arrange a meeting with your child’s teacher or the appropriate school staff member
2. If you need further assistance, the school vice-principal may be contacted to review the matter, mediate and help facilitate the process in consultation with the principal.
3. Contact the superintendent for our school if the matter remains unresolved.

We are committed to addressing concerns in a fair, equitable and timely manner.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the superintendent. Following a review of the matter, a determination is made on whether or not it is to be referred to the Board’s Human Rights Commissioner’s Office. The independent Office of the Integrity Commissioner may also be engaged to address concerns related to trustee behavior. Contact information is available in the Guide to the School Year and on the Board website.

## Library Learning Commons

We offer a range of fiction and non-fiction materials for leisure reading and curricular support in both print and digital format. We always welcome requests for new materials. Classes are regularly scheduled into the library for lessons and research, but students can come in during lunch and after school to browse, read, study, or complete assignments. The TDSS Library staff is available to assist you – just ask! We are here to assist you in the planning of your assignments, the selection and critical evaluation of sources, and citing your sources in MLA or APA format. As well as assisting students to develop the research and critical evaluation skills necessary for academic success, our library program actively fosters literacy and reading for the love of it. We provide you with a variety of lessons and student-friendly handouts to help you to find quality resources and document them correctly.

The TDSS Library is located on the first floor of the school across from the cafeteria and main office; the physical library space is open to everyone in the community from 7:40 a.m. – 3:30 p.m. Early closings occur when there is a staff meeting scheduled. Our physical doors may close at 3:30 p.m. every day but our virtual library on our school website is open 24 hours, 7 days a week.

### BORROWING LIBRARY RESOURCES

- All students are issued a student card – this is also your library card.
- You must present your student card when borrowing materials.
- There is a maximum of 3 items on loan, but only 1 book per subject.

- Books (except reference): 2 weeks
- Reference Books: no circulation
- Magazines: 3 days
- DVDs: 3 days
- Fines: \$0.25 per day, \$5.00 maximum per item
- Borrowed resources can be renewed as often as desired provided any outstanding overdue fines are paid first and no other student has requested the item.
- You may renew an item with your student card even if the item is not present.
- The replacement cost of an item will be charged if the item is lost or seriously damaged.

#### **LIBRARY COMPUTER POLICY**

- In addition to the Information Technology Acceptable Use Agreement, please note the following rules which apply to the library:
- Priority for computer use goes to scheduled classes.
- Computers are only to be used for subject-based research and project completion. Be prepared to show documentation for assignments.
- Each student requires a login and password to use a school computer. Logins and passwords are given to students by homeroom teachers each year, and students need to take responsibility for remembering, or having such information readily accessible. Record this information in a place where you will not forget it.
- It is inappropriate to use computers for chat groups, games, personal email, and websites that do not conform to the Information Technology Acceptable Use Agreement.
- No external devices such as laptops can be attached to the school network.

#### **PRINTER**

- Each student receives a \$5.00 print credit at the beginning of each school year.
- Black and white printing is available in the library at a cost of 10 cents per page.
- Students may replenish their print credit accounts at a coin-operated station in the library.

#### **BEHAVIOUR IN THE LIBRARY**

Our intention is to maintain a positive and productive learning environment for all. Our Library is a wonderful facility. It is expected that you will use it to support your learning and with due respect for other students, for library staff, and for the physical space itself.

- **DO** make wise use of class time that you are given to research in the library, and consult with the teacher-librarian about how best to conduct your research.
- **DO** respect everyone's need for a quiet, peaceful environment in which to study.
- **DO** work and speak quietly while using the library.
- **DO** recognize that the library is a teaching area as well, and that scheduled classes have priority for use of seating and computers.
- **DO** show your student card when borrowing materials and return them on the due date or late fines will apply.
- **DO** leave a tidy work space for the next student. Clean up after yourself.
- **DO** leave all backpacks, knapsacks, and bags in your locker.
- **DO NOT** bring food or beverages into the library. There is too much risk of damage to our resources when food and drink is consumed in addition to posing a risk to other students suffering from various food allergies.



## Lockers

Please refrain from bringing expensive possessions to school. The school cannot accept responsibility for the disappearance of personal property from lockers or classrooms.

At TDSS each student will have a locker assigned to them. For your protection, do not share your combination with anyone or use a locker as a communal storage area. All non-school locks will be removed. Remember that lockers are school property and are therefore subject to search at any time. You must use the locker registered to you and require office permission to make any changes. Always lock your locker for the protection of your property.

## Lost and Found

Found articles should be turned in to the Main Office or placed in the Lost and Found trunk outside of Room 108 and may be claimed there. Periodically unclaimed items will be displayed for pick-up in the main foyer and unclaimed items will be donated to charity.

## Music Program

The Music Department hosts many events and activities throughout the school year. There are many opportunities for you to become involved and to perform various styles of music in a number of different ensembles, at assemblies, concerts, musicals, local schools, and festivals across the province.

The TDSS 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!

## Reporting Student Achievement

There are three reports generated each semester. The Interim Reports are prepared after the first six weeks of school, while the mid-semester reports are issued in November and April with the final reports being issued in February and July.

## Requests for Religious Accommodations

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. 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 on Equity and Inclusivity: Religious Accommodations.

## School Council

There are many ways for parent/guardian(s) to become 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 will be available during the registration date in September and at the first School Council meeting on Wednesday September 25<sup>th</sup> at 7:30 pm in the Library.



## Student Council

The Tommy Douglas Student Council serves as the official voice of the student body. All registered Tommy Douglas students may vote for the Student Council. Student Council promotes the general welfare of the students by unifying and coordinating all student activities. In doing so, the Council works to promote high standards in scholastic work, high ideals in all student activities, interest and commitment in community affairs. The Student Council's functions include: promoting school spirit, providing financial support to school clubs and teams, and the organization of dances and programs designed to meet the needs of Tommy Douglas students. Elections for positions are held in June for the following year's council. Any student may run for a position on Student Council provided that she/he meets the requirements of nomination as outlined in the Student Council Constitution. Students may volunteer their time in the assisting and sponsoring of council activities.

## 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. Parents/guardians please sign the **Student Information Consent Form** and see the section on Student Personal Information in the Guide to the School Year for more 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.

## Technology and the Learner

To enhance learning and empower our students, we must all be skillful users of the tools related to information technology. Modern, responsive learning environments integrate technology seamlessly into all aspects of learning. Throughout our educational community, all users must recognize the strengths of technology and know when to appropriately use it for instruction both inside and outside of the classroom.

## Information Technology Acceptable Use Agreement

### Acceptable Use

At Tommy Douglas, use of the Internet supports research and the opportunity for collaborative work. Transmission of any material in violation of any Canadian regulation is prohibited (this includes copyrighted material and threatening or obscene material). The intent of this policy is to eliminate problems with viruses, copyright violations, and conduct injurious to the moral tone of the school.

### The Internet and School Network

1. All rules and expectations of the Tommy Douglas Code of Conduct are in effect when using the Internet.
2. All use of the Internet must be in support of research or consistent with the educational purposes of TDSS.
3. Use of the Internet for personal and private business is prohibited.
4. Users should not provide information of a personal nature to anyone on the Internet.
5. No student may download any software programs without the express permission of the teaching staff.
6. Information (including text, graphics, video, etc.) from the Internet sources used in student papers and reports should be cited the same as references to printed materials. Plagiarism will not be tolerated.

### Internet Safety – Social Networking Sites

In our Internet generation, children are interacting with the world around them in ways many adults might never have imagined. The benefits of Internet access are enormous, but unfortunately there are also serious risks. Unsupervised,

some children may be downloading inappropriate information. We have also become aware of some students uploading information about themselves (e.g. pictures, personal information and family details) onto social networking sites. This practice has been known to lead to many personal tragedies.

Parental involvement is the key to keeping children safe online. Engaging in dialogue, installing filters to block objectionable websites, spying or even keeping children off the Internet are tactics that some parents have employed, with greater or lesser success. However, none of these are as effective as engaging your children in ongoing conversation about what they are doing online. Try to keep the lines of communication open about this important aspect of their lives. For more information about keeping your children safe on the Internet, visit the York Regional Police website at [www.yrp.ca](http://www.yrp.ca) and click the Crime Prevention for Parents heading and follow the materials under the heading "Online Safety".

### **Cyber bullying**

Be aware that neither the Tommy Douglas Secondary School network nor the broader Internet (whether accessed at school or at home or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings. Often the author (sender or poster) of the inappropriate materials is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to their parent/guardian and school authorities such as the school administration team, and/or teacher.

### **Violations of Policy**

Violation of Board or school policies, damages or criminal activities such as copyright violations and software piracy or vandalism will be considered violations of the Code of Conduct and will be addressed by the school administration. Consequences may include, but are not limited to, the loss of computer privileges, counselling, and other consequences as determined by the administration that follow the policy of progressive discipline.

### **School Resources on Loan**

You are responsible for returning all textbooks and school resources issued to you during the school year in the same condition as loaned. Students must pay in full for any loss or damage.

### **Trespassing**

Trespassing is unauthorized entry onto school property. All students who cease to be enrolled during the school year are only allowed on school property with permission from an administrator. If you bring or encourage a trespasser to come onto school property both the trespasser and you will be held accountable under the Safe Schools Policy.

### **Use of Non-Board Electronic Devices**

We recognize that learning can be enhanced by technology and we have created opportunities in our classrooms to leverage digital tools to enhance teaching, learning and communication. Each school has its own guidelines about electronic devices. At Tommy Douglas Secondary School we encourage the appropriate use of technology in our classes through our 1:1 environment. We identify student laptops and tablets as **primary** devices and cell phones as **secondary**

devices. Students are encouraged to respect the learning environment and only use their primary and secondary devices as directed by their teacher while in class.

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 Caring and Safe Schools and its related procedures.

Students are responsible for the care and security of their personal devices. There are 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**

All visitors to the school, including parents/guardians, must use the main entrance to the school and sign in at the main office upon arrival. The office staff can relay important messages and materials to your child.

### **Yearbook**

Tommy Douglas Secondary School's yearbook provides a profile of the school year and can be ordered in the fall.

### **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](http://www.yrdsb.ca).

**BEST WISHES FOR A SUCCESSFUL SCHOOL YEAR!**