



HOME OF THE BLUE AND GREEN MAVERICKS

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THIS AGENDA BELONGS TO:

Name			
Address			
City			
Postal Code			
Telephone			
Email			
Semester 1 Homeroom		Semester 2 Homeroom	

MARKVILLE SECONDARY SCHOOL ADMINISTRATION

Mr. S. Bewcyk
Principal

Ms. R. Li
Vice-Principal

Ms. K. Pummell
Vice-Principal

MARKVILLE'S MOTTO

Living, Sharing, and Learning Together

VISION STATEMENT

Our vision is that Markville Secondary School is a community of future-oriented, self-disciplined, life-long learners, dedicated to the pursuit of excellence.

Our commitment is to a safe, caring, positive environment that fosters communication and mutual respect.

Our focus is on the personal and ethical values in conjunction with the creative, social, academic, and technological skills needed to be successful in the ever-changing and competitive world.

Welcome to Markville Secondary School

This handbook and planner has been designed to assist students and parents/guardians in preparing for an exciting and successful year of study and school activity. The handbook contains a daily planner, information on school organization, and expectations of students. It is hoped that students and parents will take time to read the handbook carefully and use it as a resource.

Students' Activity Council (SAC)

Markville's SAC is the student government of the school, and it is elected by the student body. It consists of approximately 20 members who are students in Grades 9 through 12. Throughout the school year, this council plans, organizes and holds many social events that foster spirit and school pride. Dances, the semi-formal, the prom, charity fundraisers, and spirit days are all run by this dynamic group of students. Student Council's first event, SAC Attack lets students jumpstart their school year and allows them to learn about the broad range of activities and clubs offered at Markville. Listen for announcements and keep your eyes open to learn more about future SAC events. Regular SAC meetings are held each Tuesday after school in room 215; all members of the school body are welcome to attend.

THE SAC EXECUTIVE FOR THE 2009- 2010 SCHOOL YEAR IS AS FOLLOWS:

President:	Tiara Dailleboust	Grad. Reps:	Sanaz Baghbani Sandy Cao Vesna Gjorsovski
Vice-President:	Emily Snowball		
Treasurer:	John Liu	Gr.12 Rep.	Zahra Remtulla
Store Treasurer:	Anni Dong		
Secretary:	Heena Batlawala	Gr.11 Reps:	Barry Cheung Brittney Lee–Own
Publicity:	Kevin Chao,	Gr.10 Reps:	Halina Li, Shirley Long Nikita Wallia
Publicity:	Erica Wang		
Publicity:	Adaline Zaman		
Sr.Social Rep:	Tiffany Law	Gr. 9 Reps:	TBD
Jr.Social Rep:	Vanessa Tan		
Spirit Coordinator:	Jamie Liddell	Tech Rep (Sr.) (Jr.)	Jonathan Ristovski Frederick Yuan
Charity Coordinator:	Catherine Ma	Ext. Aff. Rep:	Savoula Stylianou

Academy Honesty Policy - Plagiarism

Students are expected to think independently and be academically honest in all aspects of their schoolwork. A student, who presents work done by others as if it were his/her own, is being academically dishonest. Internet translations are considered plagiarism.

Plagiarism is not acceptable. The first offence may result in a mark of zero, referral to an administrator, and parents/guardians of students under 18 yrs will be contacted. Any subsequent offence will result in a mark of zero, and other consequences as determined by the teacher and/or administrator. In all cases, the teacher will discuss the situation with the student and parent/guardian.

Students must keep rough drafts for submitted assignments and be prepared to give them to the teacher if requested. To avoid plagiarism, assistance is available from subject teachers and staff in the resource centre. For information about how to correctly reference material, create footnotes or bibliographies, please visit the M.S.S. Library and ask for assistance.

Age of Majority

Once a student reaches the age of 18, he/she is considered to have reached the age of majority. 18+ students have the responsibility of notifying the school of any absence, and of signing in/out when necessary. 18+ students are to complete an age of majority form, located in the main office, to give consent for school communication with parents/guardians, and/or to give access to his/her school records.

Announcements

Announcements will be made each day over the public address system at the end of the first period. If members of a school club or organization wish to have an announcement made, the written announcement must be signed by the staff advisor and submitted a day in advance.

During announcements, students are to listen respectfully. If in the hall during announcements, students are to stand still and listen until the announcements are over.

Attendance

Regular attendance and punctuality are directly related to student success. Students, therefore, are required to attend and participate in **all** scheduled classes.

- **Absences** - A student's parent/guardian (if the student is under 18) must phone the school to report the absence preferably on the day of the absence before 2:00 a.m., or provide a note, detailing date(s) and reason(s) for the absence. The note is to be submitted to the attendance office before 8:15a.m. on the first day back.

- **Lates** - Students who are late must go directly to class where the teacher will record the late. If a student arrives late to school after 30 minutes into period 1, he/she must sign in at the office prior to going to their class.
- **Leaving** - If a student must leave during the day for any reason he/she must sign out at the office. Students who are under 18 years of age must provide a note from a parent/guardian, or phone for parental permission.
- **Work Missed during Absence** - Students are responsible for all work missed during absences, and will be evaluated on all work for the course. Teachers must be notified in advance when a student will be absent for appointments, field trips, etc. It is the responsibility of the student to make arrangements with individual teachers to complete missed assignments and evaluations.
- **Students over 18 years of age** may sign their own notes but are expected to maintain good attendance.

Bullying Prevention - MSS Mission Statement:

Markville Secondary School supports the research indicating that all forms of abuse and assault are linked to bullying; they are an abuse of power with the intent to dominate another person. Effective bullying prevention is a part of Markville's overall strategy for promoting respectful student conduct.

Markville Secondary School does not tolerate the following:

- forms of cruelty, exploitation, domination, humiliation, and abuse that represent a negative form of power and control
- bullying taking place in the form of physical, verbal, social, electronic, gender based, racial/ethno-cultural, sexual and religious based

Types of Bullying Not Tolerated:

Physical: Hitting, pushing, shoving, slapping, kicking

Verbal: Name calling, hurtful teasing, insulting, humiliating, or threatening someone

Social: Exclusion, gossiping

Electronic: Sending e-mails, text messages, or pictures that threaten or hurt someone, inappropriate use of chat and e-communication forums

Gender Based: Exclusion based on gender, uttering sexist jokes or comments

Racial/Ethno-Cultural: Treating others adversely due to their cultural/racial/ethnic background

Sexual Orientation: Sexual Harassment, homophobic remarks, inappropriate sexual gestures

Religious Based: Treating others adversely due to their religious beliefs

Students are strongly encouraged to report all incidents of bullying to their teachers, guidance counsellors and/or to an Administrator. Reporting will ensure that effective measures can be taken to ensure perpetrators are addressed and bullying behaviour stops.

"To remain silent and indifferent is the greatest sin of all." - Elie Wiesel

Cell Phone and Electronic Device Policy

Students may use cell phones:

- before and after school
- during class changes and during their lunch

Cell phone usage is strictly prohibited in classrooms, locker rooms, washrooms and the library, and during tests, assessments, and examinations.

Cell Phone Etiquette:

- cell phones should be set to silent or turned off during class
- use of the cell phone is not be disruptive
- use of a cell phone is not to make a student late for class.

Repeated misuse may result in the removal of cell phone privileges. Inappropriate use of camera phones, including taking a photo of anyone without his/her permission, can result in a suspension. During tests, evaluations and exams, cell phones are to be off and stored in the student's locker or his/her school bag. If a phone is accessible during an evaluation or exam, a mark of zero and/or other consequences may be incurred. While personal stereos equipped with headphones for individual use are permitted on school property students are discouraged from bringing them to school.

Change of Personal Information

It is the responsibility of the student and the parent/guardian to notify the school when there has been a change of address, or a change in telephone numbers, including cell phone numbers. In an emergency situation the school must be able to contact a parent/guardian or the emergency designate.

Code of Conduct

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour in accordance with the Safe and Supportive Schools Policy. Failure to follow these guidelines may lead to consequences including suspension.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- completes homework
- submits assignments on due dates
- is prepared for tests and examinations
- shows respect for him/herself, for others and for those in authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the rules and takes responsibility for his or her own actions
- identifies him/herself when asked for his/her name by a staff member
- shows his/her student ID card when asked
- follows a staff member's directions when asked to accompany them to the office

Insults, disrespect, and other hurtful acts disrupt learning and teaching.

Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility. Thus, all school members must:

- respect differences in people, their ideas and opinions
- treat one another with dignity, fairness and respect at all times, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- show proper care and regard for school property and the property of others
- take measures to help those in need

Use/possession of harmful and/or illegal substances such as alcohol and drugs on school property or at school-authorized events will result in suspension from school and may also result in criminal prosecution. This also applies to students who use alcohol or drugs off school property and come to school under the influence of such substances.

Improving Behaviour

Any one or more of the following actions may be employed to improve student behaviour:

- counseling by teachers, guidance counselors, and/or Administration
- parent consultation by phone or through meetings at the school
- exclusion from class for a specified time; removal of privileges
- community work within the school property boundaries
- referral to outside agencies and/or student contract
- referral to Peer Mediation
- payment for or replacement of stolen or damaged goods
- suspension from school
- expulsion from the York Region District School Board

Computer and Internet Use

Markville Secondary School provides students with access to a variety of computers at many locations throughout the school. These computers are for the benefit of all MSS students. It is the school's expectation that in addition to the Code of Conduct, students will continue to be responsible users of these important tools. Students who do not do so may incur consequences such as the removal of computer privileges and/or referral to the administration. Students who witness or suspect that another student has misused computer privileges are encouraged to report the details to any teacher to protect the safety and well-being of other students.

1. Each student will be given a unique personal Login and Password to allow access to Markville's computer network and will have access to his or her personal directory on the school's file server. Students are responsible for maintaining the security of his or her password. Any student that suspects that another student has obtained his or her password should inform any teacher immediately. The teacher will report the incident to the school's administration and a new password will be issued. Passwords are not to be shared with any other individual.
2. Each student may access the network using his or her authorized Login only. Students must not intentionally seek or share information about other users of the network, including passwords and files. Students must not alter, copy or share files that belong to other students. Students must not misrepresent other users on the network.
3. Students are responsible for all files and data that are stored in their directories. All files must be consistent with and directly related to the educational purposes of Markville Secondary School. Staff members have the right to view any material in a student's personal directory at any time. Since the contents of these personal directories will be periodically deleted by the school, students should maintain a backup copy of any files they wish to retain.
4. MSS computers are to be used for educational not entertainment purposes. All use of the Internet must be consistent with and directly related to the educational purposes of Markville Secondary School. Accessing games (online or downloaded), videos, social networks, and similar sites is not permitted without the expressed permission of the supervising teacher. The storage of executable computer game files in a student's directory is not permitted.
5. A student is not permitted to download or install any software (from the Internet or from personal storage devices) or any hardware without the expressed permission of the supervising teacher. Students are not permitted to connect any personal computers, including laptops, to the school network.
6. Using the computer in a manner which causes interference to the normal operation of other computers or causes other computers on the MSS network to be disabled in any way is strictly forbidden.

7. The deliberate destruction or alteration of hardware including keyboards, mice, optical drives, video terminals or network components that interferes with the normal function of such hardware is prohibited.
8. The consumption of food and drink (except water) is not permitted near any computer or network device.
9. The use of a computer for bullying, harassment, discriminatory remarks or other anti-social behaviour is strictly prohibited (See Bullying Prevention).
10. Any information which is obtained from the Internet and incorporated into a student's assignment must be properly referenced (cited or footnoted) and included in a bibliography (Works Cited List).

Dress Code

A school dress code promotes a safe and respectful environment for teaching and learning. Dressing in an appropriate manner is important in the development of a positive school environment. Our dress code is supported by the following York Region District School Board policies: Safe and Supportive Schools, Anti-Racism and Ethnocultural Equity, and Human Rights.

- tops must meet bottoms; bottoms must meet tops (even while seated)
- short shorts, low-cut tops, and other revealing articles of clothing are not permitted. Tops should have wide straps. Shorts are "short" when the hem is less than two hand lengths from the waist
- undergarments cannot be exposed
- pants or trousers must be secured at the waist or hip
- statements or pictures on clothing depicting or promoting alcohol or illegal drugs are not permitted. Clothing depicting or promoting violence, cruelty, obscenities, or racist comments is not permitted
- bulky jackets and overcoats must be kept in lockers
- chains and other potentially harmful accessories are not permitted on school property

Parents will be contacted and the student will be asked to go home to change if a student comes to school dressed inappropriately.

Examinations

All students are required to write their exams in the place, at the scheduled time, and on the date indicated on the exam schedule. A schedule and a list of guidelines are made available to students at least two weeks prior to the commencement of each exam period. Vacations, summer jobs, and other planned excursions are to be scheduled outside of the dates identified as the exam period (found in the calendar pages, in this planner.) Any student who misses an exam due to extenuating circumstances (medical emergency, court appearance, bereavement) must provide proper documentation (medical certificate, court

subpoena, death certificate). These students may be required to write a make-up exam in order to receive their credit.

Extra-Curricular Clubs and Organizations

There are many extra-curricular clubs and organizations that meet regularly at MSS. The Student Council (SAC) supports all clubs, organizations, teams, and activities which have a staff advisor. To take part in any of these clubs, a student must have a current student identification card.

Extra-Curricular Sports

Markville Secondary School's Athletic Department proudly offers students many opportunities to enhance their educational experience through school sports. Markville's athletes have always had a favorable reputation throughout York Region. In order to continue this tradition, students must remember that participation on a school team is a privilege. Unsportsmanlike behaviour will not be tolerated or condoned by the coach, athletic department, or administration. This includes criticism of officials, confrontations with other athletes, and/or the use of profanities during practices or games. Athletes who do not represent Markville in a positive manner will not be allowed to continue participation on school teams.

Each participant on a Markville Varsity Team is a student first and an athlete second. Participation in this program requires an academic and attendance record that satisfies the parent, coach, and subject teacher. Participation in this program also requires payment of an athletic fee that must be paid to the school before an athlete plays in any league game.

Food, Snacks, and Drinks

The eating of food or snacks, and the drinking of milk, pop, or juice is restricted to only the cafeteria and the first floor in order to maintain a safe and healthy environment.

Guidance Services

The Guidance Department provides a broad range of programs and services for our students, their parents and guardians, and the school community. Guidance counselors address questions and concerns regarding high school program planning and academic success, post-secondary educational alternatives and career choices. In addition, counselors assist students with personal and social issues. Students will be assigned a counselor according to their surname. Students, please check in the Guidance Office for the name of your counselor.

Appointments may be arranged in the Guidance Office or by calling 905-940-8840 ext. 105.

The Guidance Department also provides a wide range of services for new Canadians. Services include academic testing in mathematics and

language skills as well as comprehensive English as a Second Language learner assessment. Further support is available through school settlement workers who aid new Canadians with settlement issues and personal concerns.

For further information, including the course calendar refer to: www.yrdsb.edu.on.ca – *Secondary School course calendars*; Markville S.S. website: www.markville.ss.yrdsb.edu.on.ca

Lockers

A locker will be assigned to one or two students (depending on their grade level), and only the lock registered for a specific locker is to be fastened to that locker. The correct combination must be recorded in the Main Office.

Students are:

- to use only the locker assigned to them and/or their locker partner
- not to divulge their locker combination to anyone
- to share the locker in a mature and respectful manner

Each student is loaned a locker to share with one other student, provided that she/he

- takes good care of the locker; keeps it tidy and does not damage or deface it
- keeps it locked using a combination lock
- is aware that the school cannot assume responsibility for lost or stolen articles

Note: Lockers are school property and as such are subject to being searched if necessary.

No Gambling

Markville Secondary School actively promotes an academic environment. We strongly encourage the use of the school's resources to enhance learning and positive social interaction during the school day. Consequently, gambling is not permitted in the school building, on school property, or in association with school activities. Students participating in gambling activities will be subject to disciplinary action with the possibility of suspension.

No Smoking Policy

Consistent with the Tobacco Control Act of Ontario, we are trying to promote healthy life styles and therefore, do not permit smoking or holding lit tobacco on school property. Students who are caught smoking on school property are warned by administration and a letter is sent home. Subsequent incidents will result in a three day suspension from school and the York Region Public Health Department may impose a minimum \$305.00 fine.

Personal Property

Students are advised not to bring valuables to school. Do not keep valuables, money or expensive clothing in a locker or gymnasium change room as the school is not responsible for missing items. Leave your valuables at home.

Reporting of Marks

An interim report card may be issued at the beginning of a semester to provide an informal assessment of a student's progress to date in a course.

Students will receive two report cards in a semester, a mid-term report card and a final report card. The final report card will include a completion of graduation requirements record.

The report card also provides a record of the learning skills demonstrated by the student in every course, in the following five categories:

- works independently
- teamwork
- organization
- work habits
- initiative

Student Identification Card

Students are required to purchase a MSS student photo identification card, also known as a Student Activity Card (SAC). The student photo identification card is to be used:

- to access the Markville S.S. Library
- to participate in and/or attend school activities and events
- to join school clubs and teams

As an additional benefit, students may receive a discount on public transit when using their student ID card.

To ensure a safe and secure environment for all staff and students, all individuals while on school property must have their photo identification card in their possession. Students are required to show their ID card immediately, if they are asked to do so.

Suspensions

Students under suspension are not allowed on school property, properties adjacent to Markville S.S. and/or on any York Region District School Board property. Suspended students must make arrangements to have homework assignments completed during the suspension.

Student Parking

In order to attain parking privileges, students must complete an application form. Once an application form is approved there will be a charge of \$25.00 per year for a parking tag. Retention of this privilege will depend upon strict adherence to conditions outlined at the time of application and consistent adherence to the identification tag policy. Students must park in student designated parking areas.

Skateboards, Rollerblades, Scooters

Students are not allowed to use skateboards, rollerblades or scooters on school property. If a student does not comply, these items may be confiscated.

Textbooks and Library Resources

Textbooks and Library Resources are the property of the YRDSB. Students are required to return all textbooks and library resources on time and in good condition, or pay the replacement cost by the end of each semester. Students are also required to pay outstanding library fines.

Visitors

Anyone not registered at Markville S.S. is a visitor. Visitors to the school MUST report to the main office upon entry. Visitors must wear a valid Markville visitor identification tag issued by the school office. Normally, visitors are expected to contact the school prior to their arrival to discuss their proposed visit to the school. Unauthorized visitors are subject to charges under the Trespass to Property Act.