MARKVILLE
SECONDARY SCHOOL

HOME OF THE MAVERICKS
SCHOOL COLOURS: BLUE AND GREEN

ADDRESS: 1000 Carlton Road
Markham, ON
L3P 7P5

TELEPHONE: (905) 940-8840
FAX: (905) 940-8895

WEB ADDRESS: www.markville.ss.yrdsb.edu.on.ca
GUIDANCE: www.yrdsb.edu.on.ca/guidance.services

KID’S HELP LINE: 1-800-668-6868
CRIME STOPPERS: 1-800-222-TIPS (8477)

THIS AGENDA BELONGS TO:

NAME: ________________________________

ADDRESS: ________________________________

CITY: ___________ POSTAL CODE: __________

TELEPHONE: ___________ E-MAIL: ___________

SEM.1 HOMEROOM: _______ SEM.2 HOMEROOM: _______
**MARKVILLE SECONDARY SCHOOL ADMINISTRATION**

Mr. S. Bewcyk  
Principal

Ms. S. Nunes  Ms. D. Linkewich  
Vice-Principal  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.
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STUDENTS' ACTIVITY COUNCIL MESSAGE

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 335; all members of the school body are welcome to attend.
The SAC executive for the 2006/2007 school year is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Grade 11 Reps</th>
<th>Grade 10 Reps</th>
<th>Grade 9 Reps</th>
<th>Grad. Reps</th>
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<td>President</td>
<td>Man Wah Yeung</td>
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<td>Vice-President</td>
<td>Alex Ng</td>
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<td>Treasurer</td>
<td>Kitty Law</td>
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<td>Secretary</td>
<td>Allison Clarke</td>
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<td>Store Rep</td>
<td>Patrick Dubreuil</td>
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<td>Publicity</td>
<td>Arina Xharlanov</td>
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<td>Social Dir</td>
<td>Sapna Sehravat</td>
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<td>Simran Gohal</td>
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<td>Jeff McLellan</td>
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<td>Spirit Coord</td>
<td>Vivien Lee</td>
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<td>Charity Coord</td>
<td>Kimi Lee</td>
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STUDENT IDENTIFICATION TAGS
Over the years, students have been required to purchase a student identification card, also known as a Student Activity Card (SAC), to access the Markville S.S. Library, participate in school activities and events, join school clubs and teams, as well as receive a discount on public transit. In order to continue to ensure a safe environment for all staff and students, the wearing of the photo identification card is required for all individuals while on school property. Any person on school property must wear their identification card on the Markville lanyard, around their necks, so that the photo is visible at all times.

ATTENDANCE
Regular attendance and punctuality are directly related to student success. Students are required to attend and participate in all scheduled classes. Students are responsible for all work missed during absences. 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. If a student is absent, the student’s parent/guardian (if the student is under 18) must phone the school prior to the student’s return or provide a note, detailing date(s) and reason(s) for absence which should be submitted to the attendance office before 8:15 a.m. on the first day back.

Students who are late must go directly to class where the teacher will adjust the attendance record. If students arrive late after period 1, they must sign in at the office.
If a student must leave during the day for any reason (s)he must sign out at the office. Students who are under 18 must provide a note from a parent/guardian. Students over 18 years of age may sign their own notes but are expected to maintain good attendance. Students who are over 18 and have irregular attendance will be referred to administration.

CHANGE OF PERSONAL INFORMATION
When you move to a new residence, or change telephone numbers, you must report the change to the Main Office. You will fill out a change of information form. In an emergency situation the school must be able to contact your parent/guardian or emergency designate.

ACADEMIC HONESTY POLICY
Students are expected to be academically honest in all aspects of their schoolwork. A student who cheats on tests, or presents work done by others as if it were his/her own (plagiarizes), is being academically dishonest. Internet translations are considered plagiarism. In all cases, the teacher will discuss the situation with the student and parent(s)/guardian(s). Depending on the severity of the infraction and/or the number of instances, the consequences may include one or more of the following: a mark of zero (0) for the entire assignment or test, an alternate assignment, and/or disciplinary actions. Students must keep rough drafts for submitted assignments and be prepared to give them to the teacher if requested. For information about how to correctly reference material, create footnotes or bibliographies, please go to the M.S.S. Library and ask for assistance.

ANTI-GAMBLING POLICY
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.

FOOD
Food is to be eaten only in the cafeteria and front foyer in order to maintain a safe and healthy environment.
CELL PHONE AND ELECTRONIC DEVICE POLICY
Students may use cell phones before and after school, as long as they do not create a distraction or disruption. Students may also use cell phones during class changes and during their lunch, as long as they do not create a distraction or cause the student to be late for the next class period. Cell phone usage is strictly prohibited in classrooms, locker rooms, restrooms and the library. Only personal stereos equipped with headphones for individual use are permitted on school property.
Cell Phone Etiquette: Cell phones should be set to silent or turned off before students enter the school. Repeated misuse will result in the removal of the cell phone by Administration for up to a week. Inappropriate use of camera phones can result in suspension. During Tests, Evaluations and Exams, cell phones are to be off and stored in the student’s locker or their bags. If a phone is accessible during an evaluation or exam, a zero and/or other consequences may be incurred.

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 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, and is prepared for tests and examinations; shows respect for themselves, 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 action; identifies him/herself when asked for his/her name by a staff member; 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.

**CONDUCT AND PARTICIPATION IN EXTRACURRICULAR 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.

**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 for up to twenty days
- expulsion from the York Region District School Board

**COMPUTER AND INTERNET USE POLICY**

MSS has the ability to enhance students' education through the use of computers, e-mail, and the Internet. With this opportunity also comes responsibility, as laid out in this Policy. It is the school's expectation that students will abide by this Policy. Students who do not adhere to it will incur consequences as outlined in the Code of Conduct, including the possibility of removal of computer privileges.
1. All rules and expectations of the MSS Code of Conduct are considered to be appropriate and in effect when using computers at MSS. All use of the Internet must be in support of research or consistent with the educational purposes of Markville Secondary School.

2. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of the computer or computing system is prohibited.

3. It is the user's responsibility to keep files of a viral nature off any school computer. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.

4. No use of a computer at Markville shall serve to disrupt the further use of that computer or the network by others; hardware or software shall not be destroyed, modified, or abused in any way.

5. Students are not permitted to attach a personal computer, such as a laptop, to the school network.

6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.

7. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.

8. The use of hate mail, harassment, discriminatory remarks and other anti-social behaviours is strictly prohibited.

9. No student is permitted to download or install any software programs without the express permission of the supervising teacher.

10. Use of the Internet for product advertisement, commercial, or for-profit purposes is prohibited.

11. Use of the Internet for personal and private business is prohibited.

12. Users should not provide information of a personal nature, either about themselves or anyone else, to anyone on the Internet.

13. Any information which is obtained from the Internet and incorporated into a student's assignment must be properly referenced (cited/footnoted) and included in a bibliography (Works Cited List). Plagiarism will not be tolerated. Staff will provide students with Internet sites that allow them to search for information needed for specific projects, and teach research methods for using the Internet.

14. A Personal Login for the Markville Network gives the student access to his/her own personal directory on the file server to
save files. Material stored in this directory must be of an appropriate educational nature. The student is responsible for all files/data stored in this directory. A Personal Login and Password should not be shared with other students. Staff has the right to view any material in a student’s personal directory. Since these personal directories will be periodically cleaned out by the school, the student should maintain a backup copy on disk of any important files s/he wishes to retain.

**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 Schools, Anti-Racism and Ethno cultural Equity, and Human Rights.

- The Markville Identification Photo Card must be worn on the Markville lanyard, around the neck by each student while on school property.
- 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.
- Undergarments cannot be exposed.
- 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, etc. 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 students will be asked to go home and change if they come to school dressed inappropriately or without the proper Markville Identification Photo Card on their Markville Lanyard.

**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. The schedule is 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 indicated on the exam schedule. 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 will be required to write a make-up exam in order to receive their credit.

GUIDANCE SERVICES
The Guidance Department provides a broad range of programs and services for our students, their parents 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. 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. 315. For further information, including the course calendar refer to: http://www.guidanceservices.ca

SUSPENSIONS
Students under suspension are not allowed on school property, properties adjacent to Markville S.S. or on any York Region District School Board property. Suspended students must make arrangements to have homework assignments picked up from the main office.

LOCKERS
Lockers are school property and as such are subject to being searched if necessary. Lockers will be assigned to specific individuals 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 expected to use only the locker assigned to them and their locker partner. Do not divulge the locker combination to anyone. Students are expected to share the locker in a mature and respectful manner. Each student is loaned a locker to share with one other student, provided that:
• takes good care of the locker: maintains it in an orderly fashion
• keeps it locked using a combination lock
• is aware that the school cannot assume responsibility for lost or stolen articles

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 $20.00 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.

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

ANTI-SMOKING POLICY
Consistent with the Tobacco Control Act of Ontario, we are trying to promote healthy lifestyles 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.

SKATEBOARDS/ROLLERBLADES/SCOOTERS ON SCHOOL PROPERTY
Students are not allowed to use skateboards, rollerblades or scooters on school property. If a student does not comply, these items may be confiscated.

TEXTBOOK AND LIBRARY RESOURCES
Textbooks and Library Resources are the property of the YRDSB. Students are required to return all textbooks and materials in good condition or pay the replacement cost by the end of each semester. Students are also required to return all library materials and pay any 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 identification badge 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.
**Important Dates (Semester 1)**

August 28 ...................................... Grade 9 Registration, Pictures Taken
August 29 ...................................... Grade 10, 11, 12 Registration, Pictures Taken
August 30 .................................................. First Day for all Grades
September 4 .................................................. Labour Day
September 8 .................................................. SAC Attack
September 8 .................................................. Last Day to Request a Timetable Change
September 11 .................................................. School Council Meeting
September 12 .................................................. Picture Re-take Day
September 18 .................................................. ID Tags Mandatory
September 22 .................................................. Professional Activity Day
September 23 - 24 .................................................. Rosh Hashanah
September 27 .................................................. Camp Robin Hood
September 29 .................................................. Terry Fox Run
October 2 .................................................. Yom Kippur
October 3 .................................................. School Council Meeting
October 3 - 4 .................................................. Interim Reports
October 5 .................................................. Graduation
October 9 .................................................. Thanksgiving
October 18 .................................................. Parents Night
October 21 .................................................. Diwali
October 24 .................................................. Eid-ul-Adha
October 26 .................................................. University/College Information Night
October 30 - November 3 .................................................. School Break
November 6 .................................................. Parent Engagement Activity
November 9 .................................................. Civics/Careers Course Turnover
November 9 .................................................. Marking Period 2
November 11 .................................................. Remembrance Day
November 17 .................................................. Mid-Semester Report Cards
November 1/8 .................................................. Grade 9 Take Our Kids to Work Day
November 24 .................................................. Full Disclosure
December 25 - January 5 .................................................. Winter Break
January 7 .................................................. Eastern Christmas
January 15 .................................................. School Council Meeting
January 26 - February 1 .................................................. Examinations
February 2 .................................................. P.A. Day
IMPORTANT DATES (SEMESTER 2)

February 5................................................................. Semester 2 Begins
February 5................................................................. Marking Period 3
February 5................................................................. School Council Meeting
February 5................................................................. Exam Feedback Day
February 8................................................................. Grade 8 Parents Night
February 12........................................................ Last Day to Request a Timetable Change
February 12........................................................ Semester 1 Report Cards
February 16......................................................... Course Selection Signing
February 18............................................................. Lunar New Year
February 23........................................................... Course Selections Due
March 6 - 7............................................................... Interim Reports
March 12 - 16............................................................. March Break
March 28................................................................. Parents’ Night
April 2................................................................. Parent Engagement Activity
April 3................................................................. Passover/Pesah
April 6................................................................. Good Friday
April 6................................................................. Holy Friday (Eastern)
April 9................................................................. Easter Monday
April 13................................................................. Baisakhi
April 17................................................................. Course Turnover
April 17................................................................. Marking Period 4
April 21................................................................. Ridvan
April 26................................................................. Mid-Semester Report Cards
May 3................................................................. Full Disclosure
May 7................................................................. School Council
May 21................................................................. Victoria Day
June 4................................................................. School Council
June 6................................................................. Athletic Banquet
June 7................................................................. Prom
June 20 - June 26........................................ Examinations
June 27................................................................. P.A. Day
June 28................................................................. P.A. Day