# A.Y. JACKSON
# SECONDARY SCHOOL


| | |
|---|---|
| 50 Francine Drive<br>North York, Ontario<br>M2H 2G6 | **Telephone:** (416)395-3140<br>**Fax:** (416)395-4454 |
| **School Website:** | www.ayjackson.on.ca |
| **Principal:** | Boyd Bugden |
| **Vice Principals:** | Jane Lee (Surnames A-L)<br>Helen Vokas (Surnames M-Z) |
| **Superintendent:** | Linda Curtis |
| **Trustee:** | Alexander Brown |
| **School Council:** | ayjschoolcouncil@gmail.com |


## Student Agenda
## 2015 - 2016

## This agenda belongs to:

Name: _____

Home Form: _____

*By receiving this agenda you assume full acceptance and responsibility for all policies and procedures contained herein.*

**AYJSS/TDSB Not Responsible for Lost or Stolen Items**

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## STAFF LIST BY DEPARTMENT

**Administration**
**Principal**
**Boyd Bugden** (x. 20010)

**Vice – Principals**
**Jane Lee** (x. 20011) (surnames A-L)
**Helen Vokas** (x. 20012) (surnames M-Z)

**Biology - Chemistry ➔ x. 20098** – Rm. 269
**Laila Hassam (ACL)**
Linda Arfin x 20095, rm 256
Sophia Dimas x 20095, rm 256
Heather Kirk x 20095/20048, rms 256/210

**Business – Financial Literacy – COOP ➔ x. 20105** – Rm. 239
**Giulia Cicci (ACL)**
Kevin Bray
Steve Gallacher
Rani Vohra
Annette Zylber

**Canadian & World Studies – Eco-Literacy - Exchanges ➔ x. 20075** – Rm. 113
**Pat Dean (ACL)**
Maria Melessanakis
Farisa Rahman
Sarojnee Singh
Catherine Wooldridge

**Computers – Technology ➔ x. 20115** – Rm. 232
**Iris Lam (ACL)**
Sue Heffernan
Daniel Muttiah

**English - Library ➔ x. 20090** – Rm. 122
**Lindsy Dudgeon (ACL)**
Gordon Dick
Joyce Klug
Pamela MacKay
Barb Rose
Sarojnee Singh

**Library x 20020**
Lynda Levenstein

**ESL – Literacy ➔ x. 20091** – Rm. 213A
**Janice Field (ACL)**
Lynda Levenstein
Beth Spigelman
Annette Zylber

**Guidance – Careers ➔ x. 20040**
**Rani Vohra (ACL)**
Kevin Bray
Tara Breeze
Janice Field

**Mathematics – Numeracy ➔ x. 20080** – Rm. 219
**Calvin Lim (ACL)**
Bill Dulmage
Arron Eisen
Mezgebu Girmay
Daniel Muttiah
Nasser Nasrin
Sorina Petres

**Moderns - Literacy ➔ x. 20130** Rm. 134
**Natasha Satyanarayana (ACL)**
Madeleine Atchison
Tatsu Takada

**Music – Tech Crew ➔ x. 20137** – Rm. 142
**Dawn Hanley (ACL)**
Jane Genge
Linda Lee

**PhysEd. – Athletics ➔ x. 20030** – Rm. 146
**Andrew Ruston (ACL)**
Beth Spigelman

**Physics – General Sciences ➔ x. 20097** – Rm. 253
**Gavin Kanowitz (ACL)**
Sophia Dimas x 20095, rm 256
Helen Havaris
Daljit Randhawa

**Social Sciences – Humanities – Geography – Civics – Student Leadership ➔ x. 20085** – Rm. 133
**Maria Melessanakis (ACL)**
Lionel Margolin
Nasrin Nasser
Farisa Rahman
Tatsu Takada
Catherine Wooldridge

**Special Education ➔ x. 20048** – Rm. 210
**Abby Kwan (ACL)**
Barb Rose

**Student Success – Special Programs & Community Partnerships**
**Barb Rose (ACL)**
Linda Arfin
Natasha Satyanarayana

**Visual Arts – Media Arts – Drama – Dance ➔ x. 20135** – Rm. 245
**Peter Hendrickson (ACL)**
Nada Kelly
Lionel Margolin
Pamela Mackay

**Support Staff ➔ x. 20000**
**Adriana Tallevi (Office Admin)** x. 20001
Geraldine Smith (Budget) x. 20003
Nasly Ziglowski (Guidance) x. 20040
Grace Trotta (Attendance) x. 20000
Mindy Cao (Spec. Ed. E.A.) x. 20048
Evan Georgiou (Safety Monitor) x. 20000
Lilian Miric (Lifeguard) 416-395-7854

**Caretaking Staff ➔ x. 20050**
**David Clements (Head Caretaker)**
William Macdonald (Engineer)
Melissa McDonald
Christy Idrovo
Christina Koitsopoulos
Hyacinth Sealy

**Community Support – Settlement Workers**
Homa Forouzan (Farsi) – Cell: 647.999.6820
Sue Kim (Korean) – Cell: 416-455-8531
Theresa Pang (Canton./Mand.) – Cell: 647-888-6062

# A.Y. JACKSON S.S. DAILY TIMETABLE STRUCTURE

| Regular Day | Terms 1 & Term 2 | | |
|---|---|---|---|
| | | | |
| | | Day 1 | Day 2 |
| 09:00 – 10:15 | 1 | A | B |
| 10:15 – 10:20 | TT | | |
| 10:20 – 11:35 | 2 | B | A |
| 11:35 – 12:40 | L | | |
| 12:40 – 01:55 | 3 | D | E |
| 01:55 – 02:00 | TT | | |
| 02:00 – 03:15 | 4 | E | D |
| *75 min. Periods | | | |

| Late Start | Terms 1 & Term 2 | | |
|---|---|---|---|
| | | | |
| | | Day 1 | Day 2 |
| 10:10 – 11:10 | 1 | A | B |
| 11:10 – 11:15 | TT | | |
| 11:15 – 12:10 | 2 | B | A |
| 12:10 – 01:15 | L | | |
| 01:15 – 02:10 | 3 | D | E |
| 02:10 – 02:15 | TT | | |
| 02:15 – 03:15 | 4 | E | D |
| *55/60 min. Periods | | | |

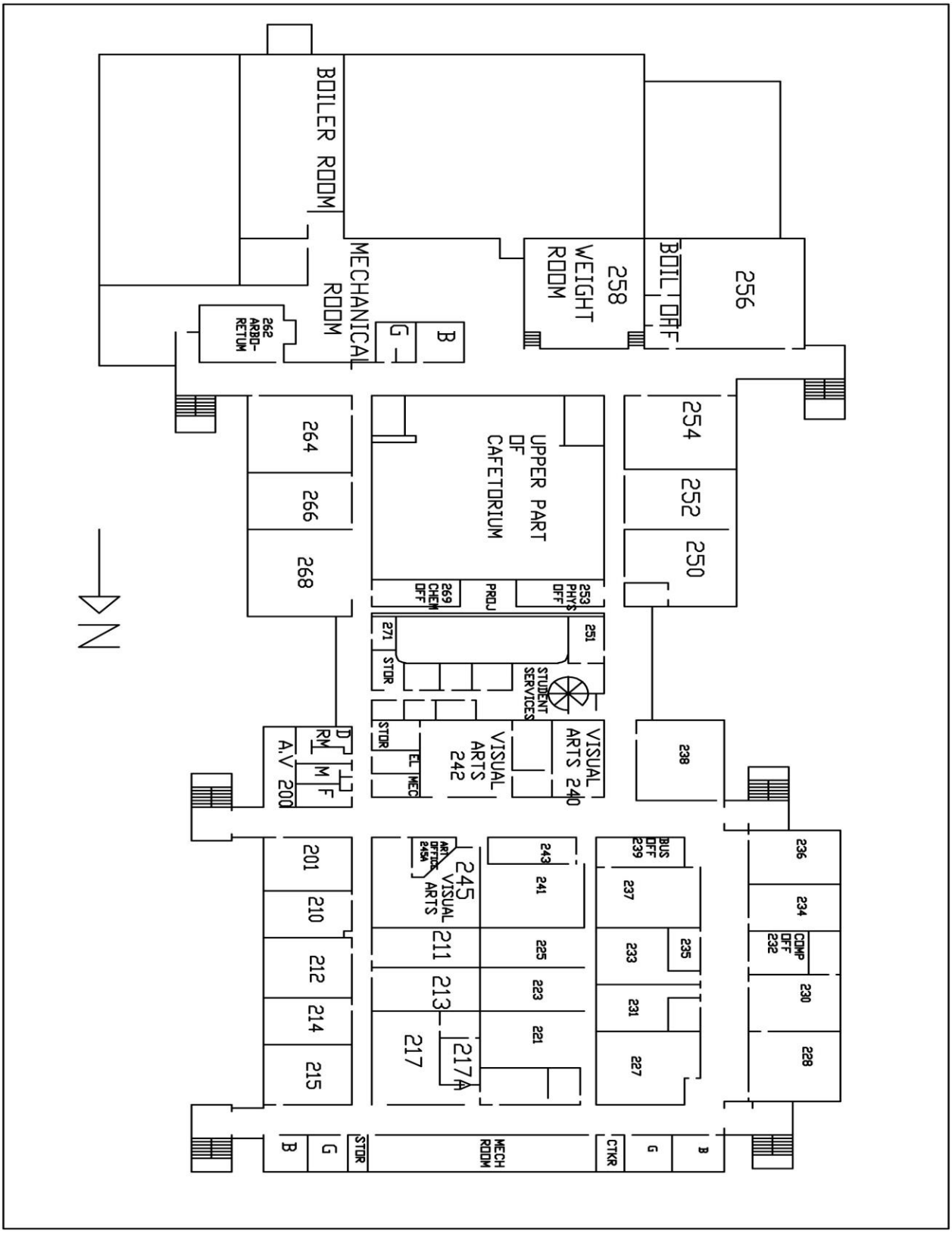
| Early Dismissal | Terms 1 & Term 2 | | |
|---|---|---|---|
| | | | |
| | | Day 1 | Day 2 |
| 09:00 – 10:05 | 1 | A | B |
| 10:05 – 10:10 | TT | | |
| 10:10 – 11:10 | 2 | B | A |
| 11:10 – 12:15 | L | | |
| 12:15 – 1:15 | 3 | D | E |
| 01:15 – 1:20 | TT | | |
| 01:20 – 2:20 | 4 | E | D |
| *55/60 min. Periods | | | |

| HF Day / Assembly | Day 1/Day 2 (Period 1) | | |
|---|---|---|---|
| | | | |
| 09:00 – 10:30 | 1 | HF/Assembly | 90 Minutes |
| 10:30 – 10:35 | TT | | |
| 10:35 – 11:45 | 2 | | 70 Minutes |
| 11:45 – 12:50 | L | 65 Minutes | |
| 12:50 – 2:00 | 3 | | 70 Minutes |
| 02:00 – 2:05 | TT | | |
| 02:05 – 3:15 | 4 | | 70 Minutes |

| HF Day / Assembly | Day 1/Day 2 (Period 2) | | |
|---|---|---|---|
| | | | |
| 09:00 – 10:10 | 1 | | 70 Minutes |
| 10:10 – 10:15 | TT | | |
| 10:15 – 11:45 | 2 | HF/Assembly | 90 Minutes |
| 11:45 – 12:50 | L | 65 Minutes | |
| 12:50 – 2:00 | 3 | | 70 Minutes |
| 02:00 – 2:05 | TT | | |
| 02:05 – 3:15 | 4 | | 70 Minutes |

**All Assemblies, where possible, will be attached to Period 2 Classes.**

**Testing Periods: Periods 1 & 3 – Days 1 & 2**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258
WEIGHT ROOM
BOILER ROOM
MECHANICAL ROOM
262 ARBO-RETUM
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264
266
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253 PHYS OFF
PROJ
269 CHEM OFF
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271
STOR
STUDENT SERVICES
VISUAL ARTS 240
VISUAL ARTS 242
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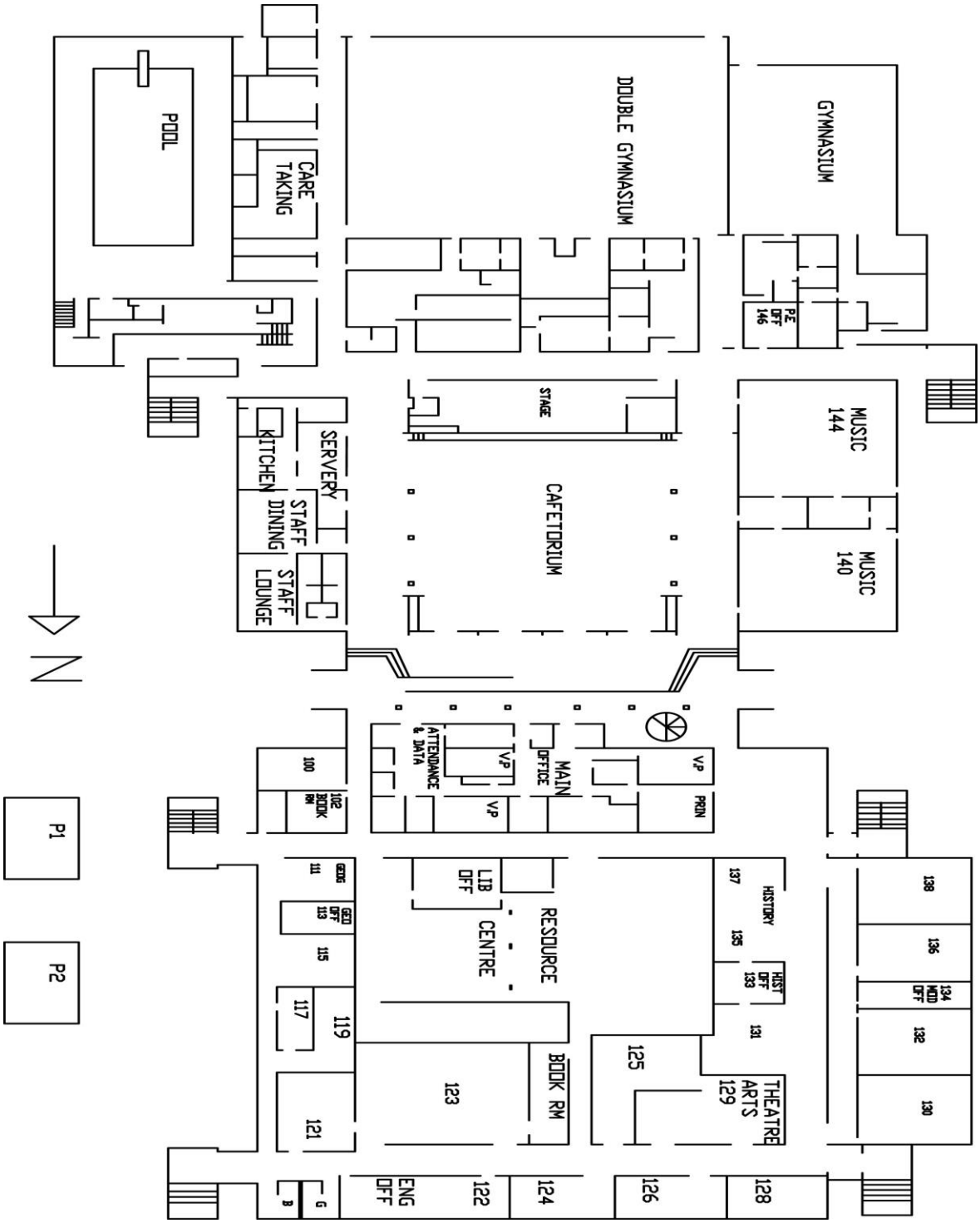
GYMNASIUM
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DOUBLE GYMNASIUM
POOL
CARE TAKING
MUSIC 144
MUSIC 140
STAGE
CAFETORIUM
SERVERY
KITCHEN
STAFF DINING
STAFF LOUNGE
N
VP
PRIN
MAIN OFFICE
VP
VP
ATTENDANCE & DATA
100
102 BOOK RM
P1
P2
138
136
134 MED OFF
132
130
HISTORY
137
135
HIST OFF 133
131
THEATRE ARTS 129
125
BOOK RM
RESOURCE
CENTRE
LIB OFF
123
124
126
128
122
ENG OFF
G
B
GEOG
111
GEO OFF 113
115
117
119
121

# The Students' Three R's For a Good School Tone

## R*ELATIONSHIPS (Intrapersonal)*

Students build caring relationships by:

- Supporting, caring for, and treating others with thoughtful behaviour
- responding politely and with appropriate language to staff members and peers
- demonstrating a cooperative attitude
- promoting positive interactions in the classroom, school, and community

## R*ESPECT (Interpersonal)*

Students show respect by:

- standing quietly at attention during the National Anthem and the Thought for the Day
- identifying themselves to teachers and other school officials when asked
- moderating their voices in and near areas where learning and teaching is taking place
- returning all lost and found items to the main office immediately
- refraining from the use of electronic devices and cellular telephones within the school

## R*ESPONSIBILITY (Personal)*

Students have the responsibility to:

- work towards academic, social and emotional excellence
- use planners for organization and permission to leave class
- carry student identification card at all times
- show respect and care for school facilities
- consume food and beverages in the cafeteria and other permitted designated areas only
- throw all garbage/recycling in the receptacles provided
- sit on the bench part of the cafeteria tables (not on the table tops or stage)
- park cars only in areas designated for student use

## VISITORS

Parents are always welcome to visit the school.

All visitors are required to report to the school office. Students from other schools and friends of students are discouraged from visiting the school during school hours. Persons who cannot justify their presence will be asked to leave the school property. Unauthorized persons (trespassers) may be prosecuted under the Provincial Trespass to Property Act.

Permission to bring a visitor under special circumstances, (e.g., overseas student), must be arranged **prior to the date** with an administrator (Principal or Vice-Principal).

## PARKING

There are very few spaces for student parking. These are limited to a first come, first served basis to the areas indicated outside the main staff parking lot. We encourage our students to use public transportation, as illegally parked cars will be ticketed. All driveway areas must be kept clear for delivery trucks, ambulances, fire engines as well as for general in/out access. One way signs are to be observed at all times.

## TELEPHONES

There are two public telephones for student use located in the back hall towards the parking lot.
For School Policy on Cell Phone Use, please see the section on "*Personal Electronic Devices, Cell Phones, iPods and MP3 Players, Hand Held Video Game Systems, Etc.*"; please see pages 25-27.

## LOCKS AND LOCKERS

Students will be issued a locker during the first week of school. Each student will be **assigned one** locker for the school year. Only Dudley® **combination** locks may be used. Grade 10 students will be supplied a Dudley® lock by the school that they are to use for the duration of their time spent at A.Y. Jackson. Your locker must be cleared out at the end of each school year, otherwise the lock will be cut off and the locker contents discarded. **It is advisable not to leave valuables in lockers as they are not totally secure. Neither the school nor the TDSB, are responsible for items stolen from lockers. The locker is the property of the TDSB and may be searched at any time at the discretion of the Principal.**

Students who use a locker that has not been assigned to them risk having the lock removed, at the owner's expense, and the contents removed. Students requiring a locker change must do so through the Main Office. Students requiring a new combination lock must notify the Main Office of their new lock combination/serial number.

## SCHOOL PROCEDURES

**STUDENT EXPECTATIONS: WHAT TO DO IF...**

1. **THE FIRE ALARM RINGS?**

   Check the notice posted in the room for the nearest exit. Follow those instructions.

2. **YOU ARE ASKED BY THE PRINCIPAL TO EVACUATE THE BUILDING?**

   Exit the building with your subject teacher, remain with your class, and proceed to the backfield to follow further instructions from your teacher.

3. **LOCKDOWN**

   ONE EXTENDED BEEP followed by an announcement stating "ATTENTION ALL TEACHERS AND STAFF! THIS IS AN A.Y. JACKSON EMERENCY. THE SCHOOL IS NOW IN _____ MODE."

LOCKDOWN – INTERNAL/IMMEDIATE THREAT:

- ✓ All students must remain calm and quiet, and await further instructions.
- ✓ All students must remain in their classrooms.
- ✓ Students in the halls must report to the nearest classroom.
- ✓ Students in the Cafetorium must report to the adjoining music rooms.
- ✓ Students in the Servery must remain there.
- ✓ Any students in the washrooms must proceed to the nearest classroom; *if this is not possible; remain in the stall with your feet off the ground*.
- ✓ No electronic devices or cell phones can be used and must be turned off.

HOLD AND SECURE (COMMUNITY/EXTERNAL THREAT)

- ✓ All classes and operations proceed as per usual within the school.
- ✓ No one is permitted to leave the school until notification is made via the P.A. system.
- ✓ No electronic devices or cell phones can be used and must be turned off.

4. **YOU WANT TO MAKE A P.A. ANNOUNCEMENT?**

P.A. announcement forms are available in the Main Office.
You must have a staff member sign your announcement. Bring it to the Main Office for authorization prior to 9:00 a.m.

5. **YOU FIND OR LOSE SOMETHING?**

Lost and Found is located in the bin in the front foyer.

6. **SOMEONE COMES TO VISIT YOU?**

If, in case of an emergency, someone must see you, he/she must report to the Main Office first.

7. **YOU HAVE A PERSONAL PROBLEM?**

See a Counsellor in Student Services.

8. **YOU WANT TO USE THE SCHOOL AFTER HOURS?**

Students under the supervision of a staff member may be involved in co-curricular activities until 6:00 p.m. Students without supervision must see a Vice-Principal to use school facilities after 4 p.m.

9. **YOU WANT TO START A NEW CLUB?**
   Find a Staff Sponsor / Complete an application form/ Talk to a Vice-Principal

10. **YOU NOTICE SOMETHING OR SOMEONE SUSPICIOUS?**
    Report the situation to the Main Office immediately.

11. **YOU WANT TO POST SIGNS?**
    See a Vice-Principal for authorizing signature.

12. **YOU BELIEVE YOU'RE BEING HARRASSED OR BULLIED?**
    See the Safety Monitor, a Guidance Counsellor, or a Vice-Principal immediately.

13. **YOUR TEACHER DOES NOT ARRIVE TO A SCHEDULED CLASS?**
    Students must report to the Caf for supervision. Have a member of the class, (e.g., Class Rep.), report to the Main Office for related information and instruction. Wait seated in the Caf until your teacher, or a designate, comes to get your class.

14. **YOU HAVE A QUESTION OR CONCERN ABOUT A SPECIFIC SCHOOL POLICY?**
    e.g., attendance - parking - testing - field trips - see a V.P.

## ASSESSMENT AND EVALUATION POLICY AND PROCEDURES

At A.Y. Jackson Secondary School, we believe that the goal of assessment and evaluation is to support and enhance student learning. Assessment is the continuous process of gathering and interpreting information about student learning. Evaluation uses that information to make judgments about student achievement. Together, they promote the development of a positive learning experience. As we encourage our students to become lifelong learners, assessment and evaluation challenges them to reach their potential. Through assessment and evaluation processes, students, parents, and staff work together to nurture positive self-concept and self-knowledge in each individual student. The A.Y. Jackson policy reflects the expectations of the Ministry of Education which can be found on pages 27 – 46 of the “Growing Success Document”.

## ASSESSMENT AND EVALUATION AT A.Y.J.

Assessment and Evaluation at AY Jackson encompasses the following principles:

- Recognizes diverse student learning styles require a variety of assessment strategies
- States clear, realistic expectations in advance in writing
- Involves the student in the process of assessment and evaluation of their own achievements
- Is an ongoing process, which includes diagnostic, formative, and summative assessments
- Provides information for planning, implementing, and improving instruction, curriculum and educational programs
- Reflects instructional strategies and methods
- Provides constructive, timely, feedback to ensure each student is given clear directions for improvement
- Forms the basis for communicating progress between the student, the parent, and the teacher

### Tests

Major tests, (i.e., testing requiring 20 minutes or more), will be conducted only during the first period in the morning and the first period after lunch.

Quizzes, (i.e., a mini Intellectual Review of no more than 20 minutes), may be conducted during any period, with, or without, prior notice. Quizzes lasting more than 20 minutes shall only be conducted during testing periods, as per above.

Make-up testing, (or other form of opportunity to demonstrate the proficiency of the learning expectations), may occur as stated by department/course policy and will be conducted, at the teacher's convenience, during non-regularly scheduled classes (i.e., before school, noon hour, after school). The term to exam marks ratio is 70% to 30% according to Ministry Policy.

### Parent/Guardian Communication

Parents/Guardians will be notified by phone in order to maintain on-going communications regarding attendance and achievement.

## Honour Roll and School Awards

Honour Roll status is awarded to students who have earned an average of 80% in their regular day school courses, throughout a school year (*minimum 6 courses*). Students returning for only one semester must have achieved a minimum of 80% in each of their regular day school courses, including the semester immediately preceding their final semester at A.Y. Jackson S.S. (*minimum 6 courses*). Students with a minimum of 6 courses are eligible for school awards. Private school courses are not eligible as criteria for any school awards.

## ABSENCE DURING CLASSROOM TEST AND PERFORMANCE-BASED ASSESSMENTS & EVALUATIONS

**PLEASE NOTE …**
Students who are legitimately absent for assigned evaluation sessions, e.g., tests, presentations, etc. through illness, field trips, sports and other activities authorized by the school will NOT be penalized. The individual teacher will determine ways and means by which the missed work can be evaluated.

- The student must submit a note from his/her parents/guardian explaining the absence.
- If a note is submitted, the student will do a "make-up" at a time arranged with the teacher, or at the teacher's discretion the mark will be prorated. (Make-up means an opportunity to demonstrate the proficiency of the learning expectations and may not necessarily take the same form as the original test, assignment, etc.)
- It is the student's responsibility to find out what assessments and evaluations they may have missed during their absence.
- If a note is not submitted, the student will not have an opportunity to demonstrate proficiency of the expectations; therefore, a mark of zero will be assigned.

## ABSENCE FROM CULMINATING ACTIVITIES / SUMMATIVE EVALUATIONS / EXAMINATIONS

At the end of each semester, there will be summative evaluations in each course. Some of these will occur in the weeks preceding the final evaluation schedule for each semester. There will be no exemptions for these summative evaluations / examinations, and they can only be written or presented during their scheduled evaluation time slot.

**Planned vacation time, and/or employment, is not valid reasons for missing a Culminating Activity, Summative Evaluation and/or an Examination**. Students cannot write or present summative evaluations, and/or final examinations, outside of their scheduled time slot. Please check the January and June calendars in the Student Agenda before booking family vacations, trips, appointments, etc., during the Culminating Activities/Summative Evaluations/Examinations period.

If you miss an examination due to an extenuating circumstance, such as a medical illness prohibiting you from writing and/or presenting your summative evaluation and/or final examination, or an immediate death in the family, a medical note or other official documentation, (e.g., death certificate or pastor or spiritual leader letter), will be required to be submitted to a vice-principal. The note must specify the dates of the illness or passing of a loved one, and that said illness or death **prevented you from being able to write your summative evaluation** and/or final examination during its scheduled time block. The note must be presented to the appropriate Vice-Principal within 48 hours. Failure to do so will result in a mark of zero.

Students who submit appropriate documentation and are excused from a summative evaluation and/or final examination will receive a final mark based on 100% of their course work earned to date.

## ACADEMIC ACHIEVEMENT (STUDENT SUCCESS) & EXTRA HELP

Academic Achievement (Student Success) is the sole responsibility of each student. Students are encouraged to play an active role in their own success plan. If you find throughout the year that you require additional support/assistance with any of your courses, you are asked to speak to your respective teacher(s) and/or Guidance Counsellor. In addition, students can arrange for additional assistance with their course work, by making special arrangements with their course teacher(s), or by attending special before school, noon hour, or after-school teacher run help clinics, or by arranging for a peer tutor. There is no shortage of extra help opportunities available to students. Don't wait for little problems to become BIG problems. Take charge of your own success and seek out extra help when you need it!

## PEER TUTORING/PEER TUTORS

Need extra help with some of your subjects? No Problem! Available in the school is the peer tutoring program. Perhaps you would like to assist and teach your fellow classmates, or maybe you would like to see what it is like to be a teacher; then why not volunteer to be an A.Y. peer tutor. Please contact Student Services if interested.

## HOMEWORK

Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. The purpose of homework is to ensure it is both effective in promoting high quality student learning and achievement and it nurtures a desire for students to keep learning. Completion of homework can contribute to improved student achievement, particularly in the upper grades.

The amount of time a student spends on assigned homework depends on such factors as: the student's needs, learning ability, subject, school schedule, proximity to tests, examinations and assigned homework due dates.

Students, (or parents), who have homework concerns are encouraged to contact their (child's) teacher to discuss the situation.

***In the TDSB effective homework:***

- Is curriculum based and meets the developmental and individual needs of the student through differentiation and modification;
- Wherever possible, homework shall be assigned to be returned using blocks of time so that families can best support homework completion by balancing the time required to complete homework with extra-curricular activities scheduled outside of the school day and activities that support personal and family wellness;
- May be used to provide feedback to the student;
- Is designed to require no additional teaching outside of the classroom and is engaging and relevant to student learning;

Continued…

- Has a direct link to the topic or skills that have been taught in class;
- Ensures that students understand what is expected of them before leaving school;
- Is intended to be a positive experience and not punitive;
- May be designed to involve parents/guardians in supporting their children's learning but does not require them to teach concepts;
- Is communicated to parents in many ways including curriculum nights, parent-teacher conferences, student agendas, School Council meetings and newsletters.

### *Timing, Scheduling and Quantity of Homework (Grades 10 to 12)*

Homework in grades 10 to 12 shall be clearly articulated and planned with an estimated completion time of two hours or less. Students shall receive no more than 30-minutes/period/day, not including long-term assignments or projects for which students have been allotted reasonable in-school and/or out-of-school time in which to complete the assigned work or project.

***Students are responsible for:***

- Recording homework in his/her agenda or student planner;
- Ensuring that he/she clearly understands the homework assigned, i.e., homework criteria, and timelines, and asks for clarification or assistance from the teacher when homework tasks or the expectations are not clear or there is a time conflict due to homework in many different subjects;
- Managing time and materials, e.g. by bringing home necessary materials;
- Regularly completing assigned homework in a timely manner to the best of his/her ability.

**General:**

1.0. Where appropriate, there will be progressive consequences for incomplete homework.

1.1. Homework is reported on the Secondary Report Card as part of the Works Independently and Work Habits/Homework.

1.2. No homework shall be assigned on scheduled holidays as outlined in the school year calendar, or on days of significance identified by the TDSB. *

* [**Exception:** This does not apply in situations where homework/assignment was assigned in advance of a holiday or day of significance, and where ample opportunity has been provided, either in-school and/or out-of-school, to complete said homework/assignment outside of the scheduled holiday or day of significance.]

Students who miss homework/assignments assigned on a day of significance, and who provide parental, or other acceptable written proof confirming said absence, shall be granted additional time to complete the assigned work, or where no longer appropriate, be provided with an equal substitute assignment, or have the assigned work waived, at the discretion of the teacher.

1.3. During the moratorium period of four (4) school days prior to the scheduled mid-term or semester and final exam days, (including any A.Y. Jackson Summative Evaluation days), there shall be no:*

- projects or assignments for students writing an examination;
- culminating activities for students writing an examination;
- homework, other than homework that is considered to be part of the systematic review and examination preparation process (such as review quizzes, sample examination questions, or practice tests) and that do not count for marks, may be assigned during the pre-examination moratorium period.

* [**Exception:** This does not apply in situations where homework/assignment was assigned in advance of the moratorium period, and where ample opportunity has been provided, either in-school and/or out-of-school, to complete said homework/assignment outside of the moratorium period.]

1.4. Teachers shall not be expected to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of family-or parent-initiated absences. For absences due to extended illness, parents may contact the school Vice Principals to discuss available options.

## DUE DATES AND LATE ASSIGNMENTS

**Meeting deadlines is an important part of effective work and study habits!**

At A.Y. Jackson S.S. we believe that….

- Assignments (written, oral and performance-based) should be given realistic deadlines. When appropriate, teachers may invite student input into setting the due date.
- Students who are unable to meet a set deadline must inform their teachers prior to the due date, and where possible negotiate a second deadline that is reasonable, and make the necessary arrangements to complete the assignment.
- Although marks will not be deducted for lateness following a negotiated deadline, students will be held accountable.
- Some necessary arrangements could include: parental contact, remedial assistance, modified or alternative assignments, and a completion contract.
- Students who are habitually late with handing in assignments may lose the opportunity to negotiate a second deadline.
- Late submission for assignments will be reflected in the reporting of learning skills on the report card.
- Ultimately, if the assignment is not submitted within a reasonable time, the student has not demonstrated proficiency of the assignment's expectations; therefore, a mark of zero will be assigned.

**ACADEMIC HONESTY POLICY**
A Progressive Discipline Approach

**INTRODUCTION:**

A.Y. Jackson has an Academic Honesty Policy. The purpose of the policy is to encourage a high standard of academic conduct. It also outlines the consequences of academic dishonesty and the procedures for dealing with its occurrence.

Enrollment in A.Y. Jackson S.S. and receipt of this student agenda automatically acknowledges acceptance of, and one's responsibility for, the school's Academic Honesty Policy.

The Academic Honesty Policy appears below.

**PLAGIARISM:**

**Plagiarism** is defined as "the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work". (*Growing Success 2010*, p. 151)

Specific examples of plagiarism include but are not limited to:

- Directly copying information, ideas or images from another student, the Internet, books or magazines (all or in part).
- Using the original ideas/concepts of another, even if the words are changed, without appropriate documentation of the source.
- Submitting work done by another person as one's own.
- Lending work to another person.
- Using direct quotations without providing the source.
- Translating directly from one language to another and submitting the translation as one's original work.
- Oral presentations using information or ideas that are not original, without acknowledging the source.
- Copying of images and/or graphs from electronic sources without correct referencing.
- Resubmitting one's own previous work for a different assignment/course (if it has been already submitted/marked once in another course/assignment). The following quotation from The University of Texas at Austin clarifies this point as follows:

"You may not submit a substantially similar paper or project for credit in two (or more) courses unless expressly authorized to do so by your instructor(s)....You may, however, re-work or supplement previous work on a topic with the instructor's approval. Some students mistakenly assume that they are entitled to submit the same paper (or other assignment) for two (or more) classes simply because they authored the original work. Unfortunately, students with this viewpoint tend to overlook the relevant ethical and academic issues, focusing instead on their own "authorship" of the original material and personal interest in receiving essentially double credit for a single effort."

http://deanofstudents.utexas.edu/sjs/scholdis_multsub.php

This list is not exhaustive. All teachers at A.Y. Jackson Secondary School will provide information to students in each of their classes explaining what constitutes plagiarism in their subject area, with guidelines on how to avoid it.

**For further information on "How Not To Plagiarize", go to:**
**http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize**

**or your school's Library web page at:**
**http://www.tdsb.on.ca/libraries/Links.asp?schoolNo=3432&catId=41**

**CHEATING ON QUIZZES, TESTS AND EXAMINATIONS:**

Cheating, by any method or means, including electronic means, will not be tolerated at A.Y. Jackson Secondary School.

"**Cheating** is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation." (from **Academic Honesty Fact Sheet For Staff, TDSB, Appendix C**)

Specific examples of cheating include but are not limited to:

- Copying another student's homework.
- Using another student's work on a test or any other evaluation.
- Bringing unauthorized notes or notations into an evaluation.
- Asking for, or giving someone an answer during an evaluation.
- Unauthorized use of electronic media or any other devices to obtain or forward answers during an evaluation.
- Presenting assignments that have been completed by someone else as one's own.

Continued…

(The above 6 points are quoted from: TDSB ***Questions and Answers on Academic Honesty for Parents and Students***)

- Retaining copies of any part of a quiz or test without permission.
- Altering a marked quiz, test or examination in any way after it has been returned to the student.

**PROCEDURES** (as per TDSB document **"Academic Honesty Fact Sheet for Staff"**)

***a) Investigation***

- Discussion by teacher with student.
- Determination of whether plagiarism/cheating has occurred.
- Consultation with the principal/vice-principal to review the situation and determine any consistent patterns.

***b) Communication***

If the teacher confirms plagiarism/cheating has occurred:

- The teacher will inform the principal/vice-principal of the specific details of the matter using **The A.Y. Jackson Academic Honesty Tracking Form.**
- The teacher will inform the student of the consequences.
- The teacher will inform the parent(s)/guardian (when the student is under the age of 18) that plagiarism/cheating has occurred and the consequences of this action.

***c) Consequences for Plagiarism/Cheating***

- A mark of zero may be awarded for the evaluation in question.
- Depending on the nature of the offence, and in discussion with the principal/vice-principal, the student's other teachers may be alerted.
- A report on the incident will be filed in a binder in the main office, in order to track the occurrence of repeat offences.
- A repeated pattern of academic dishonesty may result in an escalating severity of consequences.

***d) Other Specific Consequences May Include:*** (as adapted from Humberside Collegiate's, *Academic Integrity* Policy Statement, 2008-09)

a. A student who is found to have plagiarized assignments or engaged in other forms of academic dishonesty will not be eligible for any subject- based awards in the subject in which this offence occurred in the year in which plagiarism occurred.
b. A student caught cheating on a quiz, test, or an examination will receive a mark of zero on the quiz, test, or examination. The student should not expect the opportunity to rewrite or make up the quiz, test or examination on which the cheating occurred.

c. All subject teachers of a repeat offender will be notified of the offender's tendency and preference to plagiarize/cheat on quizzes, tests, and/or examinations.
d. Repeated offences in plagiarism/ cheating will also make the student ineligible for any school-based award, and the student will be subject to an academic review.
e. The offender will not be given positive references for University admission.

***e) Appeal***

- All students who face the consequences of plagiarism or cheating have the right to appeal the teacher's decision to the principal/vice-principal.
- Students may appeal their case to the principal/vice-principal only after they have first discussed the matter with their teacher.

## Protocol for Resolving Student/Teacher Academic Issues:

If a student experiences a disagreement with a teacher regarding evaluation, assignments, deadlines or related concerns, he or she is advised to follow the protocol below:

**Step one:** Students should first talk to the teacher at a mutually agreeable time.

➲ *If the conflict is not resolved, then:*

**Step two:** Students should make an appointment with the Assistant Curriculum Leader to discuss the concern.

➲ *If speaking to the teacher does not resolve the issue, then:*

**Step three:** The parent may contact the teacher and then the Assistant Curriculum Leader.

➲ *After following the steps above:*

**Step four:** The student may go to a vice-principal with the concern.

**Step five:** The vice-principal will consult with the student and teacher and may contact the parents.

➲ *If no resolution is reached at this point, then:*

**Step six:** The parent may contact the vice-principal.

**Step seven:** The vice-principal will consult with the student, teacher and parents.

## PARENT/GUARDIAN TEACHER INTERVIEW NIGHT

Booking appoints for Parent/Guardian-Teacher Interviews has never been easier. Our new on-line PTI system has made booking appoints easier and more accessible to all. For further information on how to do this, please see our Parent/Guardian Handbook, and/or log onto our school's website at http://ayjackson.ca/pti/login.php, and follow our easy step-by-step instructions.

## STUDENT ACTIVITY FEES

Each student is expected to purchase a SAC card for $45.00. This fee is to be paid upon registration.

The SAC fee covers the cost of an A.Y. Jackson I.D. card, a student handbook, Yearbook, a SAC card, and membership to all clubs/councils and teams.

| ITEM | AMOUNT ($) |
|---|---|
| | |
| ✓ Student Agenda | $ 7.25 |
| ✓ Yearbook | $21.75 |
| ✓ Clubs/Councils/Sports Teams/Other | $16.00 |
| e.g., Tech Crew, Graduation | |
| | |
| | |
| **TOTAL** | **$45.00** |

Fees charged reflect the actual cost of the services or materials being provided to students.

Students who do not pay the $45 Student Activity fee will be prohibited from participating in Extra Curricular Activities that incur school expense(s), and/or will be required to pay a surcharge for participating in certain subsidized pay-to-participate events.

## TEXTBOOKS / COURSE MATERIALS / COURSE FEES

All textbooks are supplied for each course. It is expected that students will take reasonable care of those materials on loan to them. Students with outstanding textbooks and/or course materials will be expected to pay for the replacement cost of the textbooks/materials owing. (As outlined in the Parent/Guardian Handbook) Failure to do so could result in school loan privileges, being withheld.

All students in regular day school programs can expect to be provided with course materials in order to complete the course expectations. Successful completion of a required course leading to graduation will not be dependent on the payment of any course fee. No student will be refused admission to a course, program, or school because of failure to pay the course fee.

From time-to-time, however, there may be optional additional costs for learning resource materials that students may purchase to enhance their program or learning experiences. Students can choose to purchase higher quality materials, either through the school or on their own. Examples of these include, but are not limited to, uniforms for physical education classes, enhanced art supplies, personal reeds, (musical instrument mouth pieces), and similar personal or consumable items, participation in co/extra-curricular activities that enhance learning experiences, but are not dependent on earning a credit or achieving high grades, and so on.

## ANNOUNCEMENTS

General announcements are made daily. In a large school such as Jackson, it is important to listen attentively so as not to miss either current news or opportunities which may add to your involvement in the school community.

If you wish to make an announcement on behalf of an organization and/or club, complete the green sheet provided at the front desk in the Main Office. Keep your message brief and to the point. Obtain signed permission from your staff sponsor and hand it in to the office well before the first period in the morning. Announcements will be posted in the Cafeteria on the Announcements Bulletin Board/Message Screen, and/or on A.Y.J. Academic Works – School Announcements @ http://aw.tdsb.on.ca.

To post announcements on our Main Foyer announcement (TV) monitor, create a visually attractive/interactive PowerPoint slide, and once approved by your Staff Advisor, ask them to e-mail it, (camera ready), to Computers/IT Department. Be sure to let the Computers/IT Department know when you would like it posted and for how long.

## CAFETORIUM

Lunch and snack services for staff and students are provided by a board approved catering company from 8:15 A.M. – 12:45 P.M. Prices and food items are consistent with the policy of the Student and Community Services Department. In order to accommodate the needs of several hundred people at a time, the cafetorium area must be kept tidy by returning all trays and dishes to the washing area beside the cafetorium entrance. No service will be provided half an hour prior to the lunch period.

Bins are provided for garbage disposal – please use them! Eating is allowed only in the Cafetorium. Food must not be taken into the halls or classrooms. It is important for everybody to observe these rules in order to keep our school environment clean.

When using the Cafetorium, please do not sit on the tables or on the stage. The stage can only be used with permission from the Office.

## RECYCLING PROGRAM / GREEN COUNCIL (EcoSchools)

A.Y. is proud to be a platinum-certified Eco school, but we are working hard to achieve platinum, the highest status an ecoschool could earn! The EcoSchools program was created in 2002 to address environmental issues in the education system.

Our ecoschools program focuses on student leadership and teamwork, waste minimization, energy conservation, ecological literacy, creating vibrant school grounds, and contributing to our healthy, safe and caring school environment. Everyone who attends Jackson is part of our eco-team. Our team members include our School Administration, Green Council, Student Council (SAC), Caretaking Department, the History and Geography Department and the Science Department.
As a crucial member of our eco-team, please remember the following:

**School-Wide Recycling Program**
All classrooms, hallways and the cafeteria are equipped with recycling bins. Please recycle all paper products and metal/plastic containers! Remember, organic waste (e.g. food) must not enter any recycling bin. And please ensure all containers are emptied completely.

Students are asked to please not fill classroom desks with litter, especially food packaging, etc., in order to avoid health and safety issues in the building. Students are encouraged to use garbage/recycling bins, and, when possible, avoiding consuming food/drink in classrooms. Your co-operation with this matter would be greatly appreciated!

Once a week, a recycling call will be made. Students of each class will volunteer to take down their classroom recycling bin(s) to our mini recycling depot in the Phys. Ed. Hallway.

**Energy Conservation Program**
Please turn off the lights if you are the last one leaving the classroom.
If you see a door or window left open when the school's air conditioning system is turned on, please close it.

**Idle-Free School Zone**
Please remind your parents to turn off their engines while waiting in the school driveway. Idling pollutes and gets you nowhere.

**Student Leadership**: How you can get involved!
Joining Green Council is one way you can get involved in EcoSchools. It is a great way for you to develop leadership skills and get to know others at Jackson. Green Council is a student-run club that hosts many eco-events in the school including the delivery of the eco-thought-for-the-week, Earth Hour, Earth Week etc. Please listen to the daily announcements to learn how you can get involved.

## STUDENT PHOTO IDENTIFICATION

To assist in the maintenance of a safe school environment, each student is required to carry a Photo Identity Card and to produce this card when asked to do so by a member of staff. The A. Y. Jackson Photo ID card is also coded for use as a Library Resource Services card and as a Student Activity card.

School Photo day will be held on **Friday, October 2nd, 2015**. The photos taken at this time are used for the following purposes: the Photo ID Card, Yearbook, Ontario Student Records and for photo packages. Inexpensive colour photo packages are available upon request and must be prepaid.

Absent students or students whose photos are flawed will have an opportunity for a School Photo retake session. Replacement student cards can be acquired at a cost of $2.00 per card.

### GRADUATION PHOTO

A formal portrait sitting is available for graduating students the last week in November. Students are provided with complete regalia and accessories for these photos. Students must book an appointment in the main office to have their photo taken. A photographer sitting fee charge of $30.00 is required.

## PERSONAL ELECTRONIC DEVICES
## CELL PHONES, iPOD AND MP3 PLAYERS, HAND HELD VIDEO GAME SYSTEMS ETC.

[*****_Subject to change, with notice, pending further direction from TDSB._**]

A school is a place of learning through individual study and group activity. The needs of so large a community within an enclosed area must, therefore, reflect the Board's core commitments of respect, integrity, and accountability.

**Personal Electronic Devices (PEDs) are defined as, but are not limited to:**

a) a device that can be used for communication, e.g., cell phone, pager;
b) a device that is used to record images and/or audio, e.g., video/camera, smartphones;
c) a device designated only to play video, audio, e.g., video/camera, tablets, MP3 player;

d) other forms of technology which can be used for research, translation, and communication capabilities;
e) current and merging technologies such as laptops, tablets, and e-readers.

**N.B.:** Personal electronic devices do not include TDSB-owned and supported technologies which are used by individuals who require them to support their learning (e.g., assistive technology identified for student use in a student's Individual Education Plan). The TDSB does not permit the use of laser pens at school.

**Guidelines for Using PEDs at A.Y. Jackson S.S.:**

A.Y. Jackson S.S. expects that all persons in school can support a positive teaching and learning environment by adhering to the following expectations:

1) The use of personal electronic devices on Board premises, including school buses and field trips, or at Board-sponsored events, will comply with all of the requirements of the associated TDSB policies and procedures.
2) Personal electronic devices must be in silent mode in instructional areas during the instructional periods, and are to be used in the classroom setting under the supervision of the teacher.
3) Teachers **may** give permission for these devices to be used, within an educational context, by students, during class time, and/or, related class events (e.g., field trips).
4) Personal electronic devices are not allowed in examination rooms or other areas not authorized by the teacher or school (e.g., Academic Hallways).
5) The electronic transmission, or posting of photographic images of a person, or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the Principal or designate, and where the student is below the age of 18years, the consent of the parent/guardian.
6) For safety purposes, students are not allowed to wear earphones or earbuds while in school, unless authorized to do so, in a classroom, by a teacher.
7) The Principal has the authority to determine when and where PEDs can be used during non-instructional time to avoid distracting others and to maintain a caring and safe learning environment.
8) Principals have a legislated responsibility to maintain proper order and discipline in the school and to be in charge of the instruction and the discipline of pupils in the school, and the organization and management of the school.

***In Sum…***

1) PEDs are only to be used in the classroom, and/or, class-related activities, *for educational purposes*, **with the permission of the teacher** (solely at teacher's discretion, unless an accommodation in a student's IEP);
2) PEDs are **not** to be used **during lockdowns or hold and secures**, **school assemblies**, or in **Phys. Ed. Change rooms**;
3) PEDs that are used for communication, e.g., cell phones, smart phones, pagers, etc., **may only be used** for communication purposes in **non-instructional hallways**, and/or, similar areas of the building. **Phones may be used outside on school property and in-doors in the Main Foyer and Cafeteria**. All phones should be **vibrate mode only**! Phones should not be heard ringing, (regardless of ring tone), in classrooms, or elsewhere in the building.

**Responsibility for Personal Electronic Devices:**

a) The secure storage of these devices is the sole responsibility of the owner/user.
**b) The TDSB/A.Y. Jackson S.S. does not accept responsibility for lost or stolen personal electronic devices; students bring the devices to school at their own risk.**
c) Vice Principals and or the Principal may confiscate, and securely store, personal electronic devices until the end of the school day if the devices are being used inappropriately. If inappropriate use continues, then the school's Code of Conduct applies.

**Personal Electronic Devices During Lockdowns and Hold and Secure:**

A lockdown in a school is an emergency situation. It is natural that people want to communicate during these times; however, it is equally important that emergency personnel have access to phone lines. In many situations of this magnitude, phone lines get jammed through the excessive use of cell phones, preventing emergency personnel from communicating effectively. Cell phones are not to be used during a lockdown.

Therefore, unless specific permission has been granted by a teacher for such a device to be brought into the school and to be used at a particular time, (e.g., during a presentation), these items are not allowed in the building. Cellular phones must not be in used in school. The TDSB does not permit the use of laser pens at school.

**The school/TDSB is not responsible for lost or stolen items, including those stored in lockers.**

# Netiquette Policy

**(See TDSB Code of Conduct Policy – Student Agenda.**
Includes use of A.Y. Jackson's Wireless Network.)

## ASSEMBLY GUIDELINES

Student assemblies are a vital component of A.Y. Jackson's co-curricular and curriculum programs. To ensure that the assemblies are recognized as a learning benefit, the following procedures have been made:

- Attend all school assemblies, arrive punctually, sit with your class and teacher, and remain until the end.
- Listen attentively and politely to the speakers and/or presentations. Respond appropriately.
- During assemblies, the cafetorium should not be used as a throughway.
- The pop machine is out of bounds during assemblies.
- Leave the assembly at the end of the program in a quiet and orderly manner.

## LOST & FOUND

All items found on school premises should be handed in to one of the secretaries in the Main Office immediately.
If you have lost something, inform your classroom teacher immediately and if necessary retrace your various classroom locations, and then, if not found, complete the Report of Theft form.

**NEVER LEAVE VALUABLES IN THE PHYS. ED. CHANGE ROOMS, YOUR LOCKER OR UNATTENDED ANYWHERE IN THE SCHOOL. VALUABLES SHOULD BE LEFT AT HOME! NEITHER A.Y. JACKSON S.S., NOR THE T.D.S. B. ARE RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

## STUDENT ATTENDANCE
## SCHOOL POLICY … PUNCTUALITY

The Staff at A.Y. Jackson actively support the following policy statements:

- Students are expected to arrive at each class at the stated time.
- Students can expect teachers to address the issue of lateness with them.
- Student lateness will be recorded and reported to the Office.
- Persistent lateness will require parent/guardian involvement and will result in escalating consequences.

Academic success is highly dependent upon regular attendance in class. If for any reason you are absent, you are expected to bring a note of explanation from your parent or legal guardian. Present this to your teachers immediately upon your return for their acknowledgement and initialing. **At the end of the day, you are responsible for dropping the note into the main office.**
Students who are late for class, or absent from school, are responsible for catching up on any work missed, and filling in any gaps in their education.

## LATE POLICY

Students, who are late for school in the morning, are to go directly to class, where your teacher will mark you "Late" and admit you to class. Repeat lates will result in a series of escalating consequences, ranging from personal phone calls home to Parents/Guardians, (in addition to daily IVR calls home), to lunch time detentions and full-day in-school suspensions.

[Please note that often the most important part of any lesson is covered in the first 5 or 10 minutes of a class, when the stage is set for whatever learning is going to take place during that period. Missing this important instructional time could result in confusion, or minimized learning, for the remainder of the period. In addition, students could miss out on mark-bearing homework checks and quizzes, often held at the start of the period.]

**IVR: (Automated Call Home Dialing System)**

In an effort to better inform you on a regular basis of your child's absences from school, A.Y. Jackson has installed a phone system which will automatically call your household if your son or daughter is absent from school.

Calls will be made through the IVR system each evening between 5:30 and 9:30 P.M. A recording of a phone message will inform you of the day and periods for which your son or daughter has been absent. It will also request that a written note to explain the absence be sent when the student returns to school.
In addition to delivering student absence notices, the system may also be used to deliver messages of school and community events.

We look forward to working with you to ensure that your son or daughter has a successful school year. Please do not hesitate to contact the school if you have concerns about your child's attendance.

## SIGN IN - SIGN OUT

A binder on the front counter is labeled for Signing In and Signing Out purposes. Please record your name, reason, and the time if you arrive late or must leave school early. A parent's note must be seen or telephone contact must be made with a parent/guardian, for any student under the age of 18, before a student is allowed to sign out.

Students are asked to use the office telephones only for an emergency. If a parent wishes to reach you during the day, the office will page you for the message **either** during the morning announcements or at the end of the school day.

## SEVERE WEATHER DAYS

Pursuant to TDSB Policy 519:

(f) Parents/Guardians will:
- (i) keep children at home if weather conditions appear to be extreme.
- (ii) become familiar with the Severe Weather operational procedures (see iii – v, below).
- (iii) listen to designated radio station for school closure beginning at 6:30 a.m. or for possible early closing at 12 noon, or visit TDSB web site.
- (iv) provide school with emergency telephone number for child.
- (v) be prepared to pick child up or make arrangements for the welfare and safety of child if required.

## STUDENT CODE OF BEHAVIOUR

Our Code of Student Behaviour was developed by a committee of school staff, administration, students and trustees, reviewed by a group of parents, and approved by the Board of Education. It strives to enhance the positive aspects of our school environment, address areas of specific concern, and emphasize the need for co-operation, individual responsibility and mutual respect.

The students and staff of A.Y. Jackson S.S. have the right to a school environment which is conducive to effective learning and teaching. To help students learn to accept personal responsibility for their own behaviour within this environment, this code outlines the educational opportunities, responsibilities and expectations of the members of the Jackson community.

**Opportunities and Responsibilities:**

Students have the opportunity to learn in an environment which is supportive. Students have the responsibility to:

- recognize the equality of all persons;
- accord respect to members of every race, religion, culture, sex and age;
- demonstrate respect for our country during the national anthem by standing at attention and removing your hat;
- Use language which reflects the respect of self and others.

Students are provided with sound academic programs, are informed of the expectations and evaluation procedures for each course, and are provided with regular and accurate information about their academic progress. Students have the responsibility to:

- arrive in class on time;
- attend regularly;
- if under 18 years of age, provide a written explanation from parent or guardian for an absence;

- arrive prepared with necessary notebooks, texts, and other materials;
- submit only their own work for evaluation purposes;
- refrain from interfering with the academic progress of other students;
- Arrange with teachers for extra help.

Students have available to them, support services such as learning resources and counseling. Students have the responsibility to:

- maintain the Library and Information Centre as a place for quiet study and research;
- observe the requirements for the borrowing and returning of books and materials;
- consult with teachers, student services and administration if they need assistance;
- consider alternatives to school if they cease to profit from instruction;
- moderate their voices in and near areas where learning and teaching are going on.

Students have the opportunity to enjoy a clean, comfortable, safe and attractive environment. Students have the responsibility to:

- consume food and beverages in the cafeteria and supervised areas only;
- do not sit on the stage or on the tables in the cafeteria;
- keep walls, locker doors, desks and other surfaces free of writing and drawing;
- place garbage in the receptacles provided;
- park cars only in areas designated for student parking;
- playing of sports should be restricted to the gym and field;
- observe the regulations prohibiting gambling.

## VIOLENCE IS NEVER OKAY!

NO ONE deserves to be a victim of violence. Violence can happen with ANYONE you know. Violence can include emotional, sexual or physical abuse.

You can talk to someone you trust: teacher, guidance counsellor, relative, doctor, social worker.

24-hour service phone numbers:

| | |
|---|---|
| Metro Toronto Children's Aid Society | 416-924-4646 |
| Catholic Children's Aid Society | 416-395-1500 |
| Jewish Family & Child Service | 416-638-7800 |
| Native Child & Family Services of Toronto | 416 969 8510 |
| Local police station (33 Div) | 416-808-3300 |
| Rape Crisis Centre | 416-597-8808 |
| Youth link | 416-967-1773 |
| Assaulted Women's Helpline | 416-863-0511 |
| Kids Help Phone | 1-800-668-6868 |

The Toronto District School Board has policies to ensure that its schools will be free from smoking including any and all e-cigarettes or the like, alcohol, drugs and sexual harassment.

**Safe Schools Policy:**

AY Jackson aims to provide a safe, nurturing, respectful and enjoyable learning environment to enable all students to succeed to their full potential. Each of us has a responsibility to promote a violence free environment that fosters a sense of belonging for all students.

A.Y. Jackson has a Safe Schools Plan that includes prevention, intervention and safety strategies that enable students to acquire the skills of respect for human rights and the techniques for dealing with incidents if they occur.

The Toronto District School Board does not tolerate the following activities on its property, on school buses, or at Board-sponsored events:

- Bullying of any kind (including cyber-bullying – e.g., MSN, Facebook, Twitter, e-mail, text messaging, etc.);
- Violence of any kind;
- The possession or presence of weapons or replicas;
- Harmful, threatening or actual acts of violence or other unlawful acts;
- Verbal abuse in any form;
- The presence of any intruder or any activity which places the safety of students, staff or visitors at risk;
- The possession of, use of, or trafficking in alcohol, illegal drugs, or unauthorized prescription drugs.

## DRESS CODE POLICY

**Dress Code:**

In order to promote an orderly learning environment at A.Y. Jackson and in accordance with Ministry and Board Regulations, students are expected to dress in a manner that is appropriate for a school/professional environment.

The principal or designate shall determine the appropriateness of dress and appearance. The principal or designate will make the decision if a student's appearance meets school and community standards. The principal's decision on the appropriateness of dress is final.

In accordance with TDSB Equity policies, the school will accommodate students with regard to religious attire.

A student in violation of the dress code will be required to change into appropriate clothing before returning to class and may be subject to suspension for breaking school rules.

Students shall wear modest clothing of such style and design as shall be consistent with community standards. Sexually explicit or revealing clothing (for example, bikini tops or kinds of clothing usually worn at

beaches or for recreational activities) are not appropriate apparel for school. Students may not wear bandanas. Students may wear shorts and skirts as long as they are of a modest length.

Students' clothing shall be worn appropriately. Blouses, shirts, and sweaters are not to be low cut or so short as to expose the midriff: "Tops Meet Bottom".

Appropriate gym attire, as determined by the Physical Education Department, is expected when students participate in gym classes.

Students shall keep their clothes, bodies, and hair clean and well groomed.

The Dress Code Policy applies to all events including field trips & dances.

**Head Gear and Eye Wear:**

For school safety and security reasons, hoods, hats, head coverings, (except those worn for recognized religious practice or for medical circumstances), bandanas, dark sunglasses or anything else that obscures identity are not to be worn in school. **They must be removed immediately upon entering the school, and should be left in a locker or backpack until students leave the building.**

**Symbols:**

Decorations, symbols, mottoes, or designs imprinted or attached to the body or clothing which are offensive to good taste or the maintenance of decorum, or which promote racism or hatred, or which advertise tobacco, alcohol, drugs, or which identify students as members of anti-social groups or gangs, shall not be worn to school or school functions.

**Shoes:**

Students shall wear shoes or sandals for foot protection and hygienic reasons while on school grounds or on school transportation.

**Jewellery:**

Jewellery shall be worn in a way that does not present a safety or health hazard or cause a major disruption to the educational process.

Short straps for securing wallets are permitted. However, heavy long chains, dog collars and wristbands with spikes are not permitted under the regulations of the Safe Schools Policy. Any jewellery such as wristbands with sharpened spikes is classified as prohibited weapons, and students wearing these are subject to discipline.

# D. FUTURE PLANNING

### PROGRAM PLANNING IS …

the tentative selection of courses for your entire secondary school program. Consider personal interests and aptitudes, anticipated career goals, experiential learning opportunities and relevant diploma requirements.
Decide what you want at the end of your secondary school program and ensure your plan includes **ALL** of the necessary prerequisite courses.

Counselors are always available to advise you and make specific recommendations as you proceed towards your diploma.

### STUDENT SERVICES

We are here to assist you in the following areas:

- Academic Counseling
- Post Secondary Applications
- Employment Preparation and Volunteer/ Job Opportunities
- Career Counseling / Life Planning
- Computer Interactive Career Exploration
- Post-Secondary Resource Centre and Counseling
- Scholarship and Bursary Opportunities
- Study Skills Counseling and Tutoring Opportunities
- Special Needs - Tutors - Home Instruction, etc.
  - Referrals
- Special Programs (Exchange Programs, Opportunities Abroad…)

### APPOINTMENTS

To book an appointment with your counselor, please visit the Student Service Office and sign up for an appointment based on the first letter of your last name:

| | |
|---|---|
| **A – R** | **Ms. Breeze** |
| **S – Z** | **Ms. Vohra** |
| **SHSM Students** | **Mr. Bray** |
| **ESL & Visa Students** | **Ms. Field** |

Alternatively, please contact Student Services at 416-395-3140 Ext. 20040 to schedule an appointment.

## REGISTRATION

Each February, students continuing their education at A Y Jackson in September will select their courses for both semesters. Students are encouraged to begin discussions with their counselor, teachers and parents early in the school year to create an academic plan for their future courses and possible career pathways. After school staffing and subject sections have been finalized, it is not always possible to make changes to course selections. For that reason, make your February decisions after serious thought consideration and research.

### OPTION SELECTION

While students with 20 or more credits can elect to have a spare each semester, students are encouraged to select 4 courses/semester in order to keep their pathway options open, and allow for flexibility to drop one course each semester, in the event that the student decides that a course is not for them, or are not happy with their achievement performance. Choosing only 6 courses, (3/semester), limits student flexibility, but this is an informed individual choice that parents and students make together.

## TRANSFERS TO OTHER SCHOOLS

The Toronto District School Board does make provision for students who wish to attend a school outside their designated school area. Such a decision to change schools must be motivated by sound educational reasons and should be arrived at after consultation both with parents and the student's counselor.

Optional attendance requests forms may be completed and submitted to the school to which the student is seeking admission. The optional attendance deadline must be adhered to, as schools will be closed to non-residents early in the New Year. The opportunity to apply for optional attendance occurs in January and February only. After the closing of the application process, successful applicants will be notified by the 'receiving school', and informed as to how to complete registration procedures. It is the student's responsibility to inform his/her 'home' school as it is not possible to be registered in two TDSB schools simultaneously.

Because of the implications for planning and staffing, students should realize that when they are accepted for another school, they are not permitted to return to their home school.

### DIPLOMA REQUIREMENTS

- 18 Compulsory Credits
- 12 Elective Credits
- Successful Completion of the Ontario Literacy Test
- Successful Completion of the 40 Volunteer hours

**Credit Load Expectations - Grade 10:**

- All students are required to take a full program of 8 credits (4 each semester).
- E.S.L. students must take the E.S.L. Core Program.

**Senior Program (Grades 11/12):**

- Students must take a full program (4 credits per semester) until 20 credits have been achieved.
- Students who have achieved 20 or more credits may take a minimum of 3 credits per semester.

**EDUCATION/CAREER PLANNER CHART**

**Ontario Secondary Schools: Grades 9 - 12**

| Subject | Credits Required | Credits Earned | 2009-2010 | 2010-2011 | 2011-2012 | Total Credits |
|---|---|---|---|---|---|---|
| English | 4 | | | | | |
| French | 1 | | | | | |
| Mathematics | 3 | | | | | |
| Science | 2 | | | | | |
| Physical Ed. | 1 | | | | | |
| Civics | 0.5 | | | | | |
| Careers | 0.5 | | | | | |
| Arts | 1 | | | | | |
| Geography | 1 | | | | | |
| History | 1 | | | | | |
| **Group 1**<br>English<br>Languages<br>Soc. Sciences<br>Canadian Studies,<br>Guidance &<br>Career Education | 1 | | | | | |
| **Group 2**<br>Phys. Ed.<br>Arts<br>Business,<br>Cooperative Education | 1 | | | | | |
| **Group 3**<br>Science<br>Tech,<br>Cooperative Education | 1 | | | | | |
| Electives | 12 | | | | | |
| Total | 30 | | | | | |

**TIMETABLING AND COURSE DROP DEADLINES**

The Student Services Department provides support to students to explore all course pathways via workshops, seminars, assemblies and individual educational counseling. Students are encouraged throughout the school year to plan and discuss their choices with their parents, teachers and counselors and have many opportunities to change their courses for future semesters.

**NOTES ABOUT CHANGING TIMETABLES:** Students who have completed courses in the summer which affect their timetable, must present their report card to Student Services in the ***FINAL WEEK OF AUGUST***, in order to change their timetable for the following September. Students who are unsuccessful in a pre-requisite course will automatically be removed from the affected future course.

**NOTES ABOUT DROPPING COURSES:** If a student has enough credits in the semester to drop the course and the written request is granted by the counselor, the course will be demitted and the mark will not show on the final transcript.
**Please Note: If the course is dropped 5 days after the distribution date of report cards, the dropped course will appear on the transcript.**

## CREDIT UPDATES

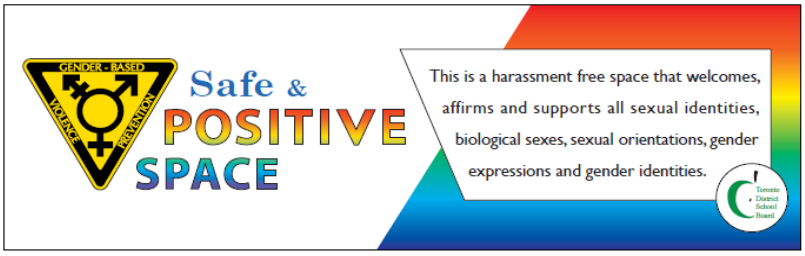
It is the student's responsibility to ensure that his/her credits are recorded and documented correctly, with regard to both total number of credits, and their distribution. The student report card includes all current data on credit status, providing students and parents with ample opportunity to check the accuracy of the records. Counselors also hand out credit counseling summaries during Course Selection Information sessions for students to take home to parents to read over. If you feel that a revision is necessary (mistake in distribution, or a credit overlooked) see your counselor to correct as necessary.

## SAFE & POSITIVE SPACES

TDSB has launched a new initiative called The Positive Spaces Campaign. Each school will have a designated room available to students to openly discuss issues such as:

- healthy relationships
- healthy, positive sexuality
- sexual identity and sexual orientations
- gender identity and gender expression
- homophobic and transphobic bullying, harassment and discrimination
- sexual harassment
- dating violence
- body image

The room will have staff trained as Positive Space Representatives. Students are encouraged to visit the space to access up-to-date, accurate, non-judgmental, and complete information on any of the topics listed above and/or to talk to the Positive Spaces Rep. about any of these issues or to be referred to appropriate supports. All students and all staff are welcome! Our Positive Space room will be designated by a Safe and Positive Space sticker:




## BEREAVEMENT SUPPORT TEAM (B.S.T.)

Students should be aware that A.Y. Jackson has a **bereavement policy** to implement whenever students or staff experiences a death in the family and/or severe emotional trauma. The BST at Jackson can give you vital and valuable assistance both academically and psychologically during the grieving process.

We hope that you will never need our services, but we are here to help you! When the need arises, **please contact ASAP** any **BST** member with whom you feel comfortable. See a Guidance Counselor in Student Services.

## PUBLIC HEALTH NURSE

A Public Health Nurse is available to students and staff for counseling and/or educational presentations. Health topics include nutrition, body image, heart health, physical fitness, STD, AIDS, pregnancy, sexuality, depression, stress coping and sexual abuse. Consultation and resource information packages are available upon request. Appointments can be scheduled in the Student Services Office.

## PROGRAMS AND ACTIVITIES
## SPECIAL EDUCATION PROGRAM

The Special Education Resource Program is provided for students identified by an Identification, Placement, and Review Committee (IPRC) as having a learning disability or having specific behavioural or physical needs. Before being identified, these students have undergone a formal psycho-educational assessment on the recommendation of the School Support Team. The progress of these students is reviewed yearly at an in-school meeting to which parents and the student are invited. The Resource Program is also provided for students with literacy, numeracy or social-emotional needs who would benefit from

accommodations and support within the classroom and/or through the Resource Program. These accommodations are recorded on an Individual Education Plan (IEP) and shared with all subject teachers and appropriate school personnel just as they are for students who have been IPRC'd. Subject teachers and parents are consulted in the development of the IEP.

An IEP is a written plan describing the special education program and/or services required by a particular student, based on a thorough assessment of the student's strengths and needs – that is, the strengths and needs that affect the student's ability to learn and to demonstrate learning. For students who have been identified as exceptional by an IPRC, the areas of strength and areas of need recorded in the IEP must be consistent with the description of strengths and needs contained in the IPRC statement of decision.

The aim of the Resource Program is to provide students with individualized support and assist them in developing specific learning strategies so they can profit from regular classroom instruction. Many of these students receive structured support with written work, and accommodations for tests and exams. Resource teachers may also provide support material to assist with comprehension and completion of course work. As well, review is provided for all subjects as needed.

## CO-OP EDUCATION & DUAL CREDIT/OYAP PROGRAMS

The Co-operative Education Program at Jackson is a program that allows students to integrate academic study with experiential learning in business and industry. Students obtain 'real work' experience, while earning high school credits and have the opportunity to explore a career of their choice before entering college or university.

There are many different types of placements available and the school has many partnerships in the community. Some work placements include hospitals and financial institutions, as well as placements in schools and daycare centres as Teaching Assistants and ECE workers. In addition, there are Co-op placements in the fields of dentistry, accounting, automotive, culinary and law.

There is an application process and students should see the Co-op teacher in the Co-op Office, (Room 102), and/or your counsellor in Student Services for more information.

### Dual Credit/OYAP Programs:

Dual Credit Programs are designed to assist secondary students in the completion of their OSSD and successful transition to college and apprenticeship programs.

Students have an opportunity to earn a college credit and a high school credit simultaneously.

Students attend (this varies depending on the College program):

- One 3 hour class a week **OR**
- Two 2 hour classes a week at the college for 15 weeks (T.T.C. tickets 'funding' will be provided to your school contact)

Any student in a cooperative education placement in an apprenticeable trade is an OYAP student. Those who are planning to pursue the trade may be signed to an apprenticeship agreement with their employer and may start to acquire the hours and skills of the apprentice.

Students must be at least 16 years of age and have completed the O.S.S.D. literacy requirement (either OSSLT or OSSLC).

It is recommended that students have completed at least 16 credits prior to registering.

For further information, please see a Co-op teacher, or your Guidance Counsellor.

### Global Citizenship Certificate

Students who complete the global studies certificate show an appreciation of and enthusiasm for learning about their community and the world around them. This is a cross-curricular endeavor in which students must complete courses in the Social Sciences and Languages Departments. There are 6 components of the global citizenship certificate which include course work, commitment to school life, volunteer work, leadership experience, completion of a portfolio and an interview.

### Specialist High Skills Major (SHSM) in Biotechnology and Business

This is a Ministry of Education approved program that allows students to focus on a career path that matches their skills and interests while meeting the requirements of the Ontario Secondary School Diploma (OSSD). Students in the SHSM program will complete a career-specific practicum arranged by A.Y. Jackson Secondary School. Completion of the SHSM requirements results in the award of a Red Seal Designation on your OSSD.

## THE FOSTER LIBRARY & INFORMATION CENTRE

The Foster Library and Information Centre welcomes students and staff, and offers a wide variety of materials **for e-learning, reference, research and recreational reading**. Our wonderful library webpage is available from home and offers free use of our electronic databases, online Encyclopedias and career and post secondary

education resources. The URL for this website at home is **www.tdsb.on.ca/libraries/links.asp?SchoolNo=3432.** Passwords are required for at home use – please see your teacher librarians for an updated password sheet.

Print materials are circulated for the following time periods: **overnight, four days or 2 weeks**. Prompt return of materials borrowed from the Information Centre enables all students to make use of the resources. There is a **fine of 10 cents per day** for overdue materials – material may be renewed as often as necessary.

**Please note that failure to return Library books or resource materials, or repay their equivalent value, could result in Library privileges being suspended, including, but not limited to, borrowing additional Library materials, and/or, use of Library computer equipment.**

Students using the facility are expected to behave in a **quiet, responsible** manner, showing consideration for others**. NO FOOD OR DRINK IS ALLOWED IN THE LIBRARY!**

**Resources:**

Jackson students have access to an extensive collection of materials including **research databases, electronic books, graphic novels, books, audio and videotapes, magazines, daily newspapers and many reference books.** Your library card is your student card. Each year we run the **White Pine Reading Program** at the library and the **Graphic Novel Reading Club**. Our library website, available from home, provides a wonderful virtual resource.

The Centre also provides technical support to students. Once a student has used their allotment for photocopies, students may photocopy materials or print articles for 10cents per page. To further enhance presentations, the centre also provides a scanner and a data projector. Our White Board is available for use in the library.

**Curricular Application:**

Teacher-Librarians work closely with subject teachers to ensure availability of suitable resource materials to support special projects and assignments. We work with teachers in designing assignments, which assist students in developing research and library skills as well as providing instruction in the search strategies appropriate for accessing and processing information in the rapidly changing information technology environment. We would be happy to assist students one on one with research projects and recreational reading choices.

## Last Day to Return Library Books:

- Semester 1: January 8, 2016
- Semester 2: June 9, 2016

**Library Club:**

Volunteer library assistants are particularly important in the smooth running of the facility. Library Club members check materials in and out, assign workstations, assist with printers and copiers, and reshelf books and magazines. The time spent volunteering in the library counts towards the required 40 hours of community service.

**On-Line Resources:**

| Resource | Login | Password |
|---|---|---|
| BookFLIX | Tdsb | trillium |
| Canadian Points of View Reference Centre | Trillium | trillium |
| Canadian Reference Centre | Trillium | trillium |
| Career Cruising | Toronto | 41490 |
| EduREF e-Books | Trillium | trillium |
| Encyclopedia Universalis | torondsb1 | toro5196 |
| English Language Learner Reference Centre | Trillium | trillium |
| FollettShelf | Student # | student # |
| Global Issues in Context | Trillium | trillium |
| GREENR | Trillium | trillium |
| Grolier Encyclopedia | torondsb2 | toro1264 |
| History Reference Center | Trillium | trillium |
| Imagine the Learning Research Success | | tdsbresearch |
| Learn 360 | tdsb360 | tdsb |
| Literary Reference Centre | Trillium | trillium |
| Middle Search Plus | Trillium | trillium |
| Naxos Music Library | Trillium | trillium |
| Newspaper Source Plus | Trillium | trillium |
| Novelist | Tdsb | trillium |
| Novelist k-8 | Tdsb | elem |
| OERB | Tdsbstudent | tdsb |
| Passport to the Internet | oneds10 | 8ngeyf |
| Primary Search | Trillium | trillium |
| Science Reference Center | Trillium | trillium |
| Storyvalues (school) | Tdsb | educator |
| Storyvalues (remote) | Tdsb | student # |
| Student Research Guide (French) | | recherchetdsb |
| Teen Health and Wellness | Trilliumdsb | trillium |
| | | |

**A.Y. Jackson URL – www.tdsb.on.ca/libraries/links.asp?School No=3432**

**OR – go to the A.Y. Jackson School web page>departments>library**

## A.Y. Jackson Wireless Internet Connection:

A.Y. Jackson S.S. has now joined the wireless world wide web. To log on to the Internet from your own wireless device, select ayjwireless (network name). Security Key: ayjackson. Inappropriate sites have been blocked and individual usage is tracked through our network server.

## ATHLETICS AT JACKSON

A.Y. Jackson's co-curricular athletic program offers a wide variety of physical activities and leadership opportunities including: school teams; lunchtime and after school intramural programs; Athletic Council; and, lunchtime fitness. Announcements regarding all of these opportunities will be made throughout the school year. Students are encouraged to participate in any or all of these programs. At the end of the year the HPE Department organizes an Athletic Banquet to review and acknowledge successful performance over the year.

**School Teams:**
Students are selected by coaches to represent A.Y. Jackson on all school teams. Students must meet A.Y. Jackson's Academic Eligibility Requirements to participate on any school team. The Academic Eligibility Requirement for Student-Athletes states:

*In order to be academically eligible to participate on a school team, a student must pass three credits in the previous semester and be passing three credits during the athletic season. Current academic status will be measured by final and/or interim report card marks. Students must also be attending and arriving promptly for class on a regular basis and be current with all assignments to maintain their academic eligibility.*

*Students have the right to appeal to the Athletic-Academic Eligibility Committee. Appeals must be submitted in writing and outline the extenuating circumstances upon which their appeal is based.*

**Student-Athletes:**
Students who make the final selection for a team are expected to train and compete until the season (including play-offs) comes to its end. Students who withdraw or are removed from a team before the conclusion of the season will not be permitted to participate on any other school teams for up to three sport seasons. In such instances, the coach will forward the name of the student to the ACL of Physical and Health Education for review.

Students are permitted to compete on one school team in any sport season. This rule may be waived by the ACL of Physical and Health Education in unique circumstances.

**Transfer Students:**
Students coming to A.Y. Jackson from a school **other than** our Junior High School feeder schools (Highland, Zion Heights, etc.) will be required to complete the appropriate Athletic Transfer Form as defined by the Toronto District Secondary School Athletic Association (TDSSAA). Transfer forms are available from the PHE Office (room 146) starting the first day of the school year. Transfer students are not eligible to play on a school team until they have completed the transfer process. The first transfer deadline is usually early in the second week of September.

## Athletic Fees:
Students who are selected to represent A.Y. Jackson on any school team are required to pay a $30 fee for the first team in the school year on which they participate.

**Spectators at Home Games:**
Students wishing to watch any home game must present their SAC card to gain entrance. Once in, they must adhere to the TDSSAA Spectator Code of Behaviour which includes, but is not limited to:

- cheering in a positive manner;
- respecting officials' decisions;
- not interfering with the competition;
- keeping off the playing area;
- being courteous and respectful.

## STUDENT COUNCIL

Congratulations to our 2015-16 Student Council.
The Student Activity Council meets, on average once a week, to plan and discuss special activities, events, and school-wide issues. Student Council Reps also meet periodically with the various councils from around the school, through Jaguar Parliament as well. Drop by and give us your ideas, and we will keep you informed of our progress with regular Student Council reports.

The structure of the council is simple. It is made up of five school representatives who make up the Executive Council, and one student from each grade, making up the General Council. The representatives for this year are:

| | | |
|---|---|---|
| President | – | Mike Ge |
| Vice-President | – | Elaine Wu |
| Secretary | – | Cathy Wang |
| Treasurer | – | Jamie Lee |
| Communications Officer | – | Katarina Bozic |
| Social Convener | _ | Matthew Jeon |
| Green Council | _ | Glendon Xue |
| Grade 12 Reps | _ | Shams Alahamadani & Yoni Lavrukov |
| Grade 11 Reps | _ | Christopher Chan & Minan Song |
| Grade 10 Reps | _ | to be elected in Sept. 2015 |

Please come up to us in the halls. We are at work to serve you, but first we have to get to know you. You can become more involved in school activities by using your S.A.C. (Student Activity Card), from the Student Council. This card entitles you to numerous privileges...use your S.A.C. to join all the great clubs at Jackson, to participate on the school teams, and to attend dances. A.Y. Jackson students must sign in guests for dance events. Get involved, and the Student Council will provide a year of fun and excitement! We look forward to speaking with you.

Remember.....the Student Council is there for you - the student body. If we all come together and believe in Jackson, then we can truly make it a place of which we can all be proud.

**LIST OF CLUBS AND COUNCILS AS OF TIME OF PUBLICATION**

| | |
|---|---|
| Ambassadors | Math Club |
| Announcement Crew | Midnight Stars |
| Art Council | Model UN |
| Athletic Council | Music Council |
| Book Club | Peer Tutoring |
| Biology Club | Physics Club |
| Business Council | Prom Committee |
| Chemistry Club | Robotics Club |
| Chess Club | SAC |
| Christian Fellowship | Science Olympics |
| Computer Club | Swim Club |
| Drama Council | Table Tennis Club |
| Enigma (newspaper) | Tech Crew |
| Equisty | VIP |
| Future ACES | White Pine Readers |
| Green Council | Yearbook |
| Jackson Debate Society | |
| Jackson Francaise | |
| Jackson Literary Society | |
| Jackson Pride | |
| Jaguar Parliament | |
| | |
| | |
| | |

# JAGUAR PARLIAMENT

Under the direction of the SAC Vice-President, leaders/chairs of all clubs and councils meet on a regular basis with Student Council Advisors and Administrators to review and revise or to initiate school policies which meet the needs of our learning community.

# FUNDRAISING EVENTS

If you wish to host a fundraising event, please follow these steps:

1. The students work on a written proposal and/or fundraising form in partnership with their Staff Advisors.
2. The Staff Advisors approve it in principle and in writing.
3. The Staff Advisors forward it to the Admin Liaison for Clubs/Councils for approval and discussion of next steps.

**N.B.:** Under the new Ontario Ministry of Education, PPM 150: School Food and Beverage Policy, schools are required to ensure that all food and beverages sold on school premises meet healthy nutrition standards set out by the Act. Schools may designate a **maximum** of **ten** days during the school year on which food and beverages sold in schools would be exempt from the nutrition standards outlined in the Act (e.g., pizza, pop, candy, etc.).

# August / September 2015

***Respect***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| ***August 31st*** | ***September 1st*** | ***2nd*** | ***3rd*** | ***4th*** |
| New Registrations & Timetable Changes (Guidance – by appointment only – 9:00 A.M. – 3:00 P.M.) | New Registrations & Timetable Changes (Guidance – by appointment only – 9:00 A.M. – 3:00 P.M.) | Grade 11 & 12 Registration (A.M.) (9:00-11:00 am)<br><br>Grade 10 Registration (P.M.) (1:00-3:00 pm) | **P.A. Day**<br>New Registrations & Timetable Changes (Guidance – by appointment only – 9:00 A.M. – 3:00 P.M.) | New Registrations & Timetable Changes (Guidance – by appointment only – 9:00 A.M. – 3:00 P.M.) |
| ***September 7th*** | 1 **8** | 2 **9** | 1 **10** | 2 **11** |
| **Labour Day** | Semester 1 Begins<br>**Late Start – Staff Meeting**<br><br>Late Registration 10:30 A.M. – 12:00 P.M.<br>**Special ClassSchedule:**<br>Per 1: 1:00 – 1:30pm<br>Per 2: 1:35 – 2:05pm<br>Per 3: 2:10 – 2:40pm<br>Per 4: 2:45 – 3:15pm | **H.F. Schedule**<br>Orientation<br><br>(Locker Distribution, Student Agenda Review, Insurance, Academic Honesty, Netiquette and Media Release) | SAC Grade Rep. Info. Meeting @ Lunch | Grade 10 Welcome Assembly (Period 2)<br><br>Jaguar Parliament HF Rep Elections (In-Class) |
| 1 **14** | 2 **15** | 1 **16** | 2 **17** | 1 **18** |
| | Jaguar Parliament Meeting @ Lunch in Large History | SAC Grade 10 Rep Elections @ Lunch | **SAC Frosh Day! (Period 2) and Terry Fox Run @ lunch (35th Anniversary Run Sunday, September 20th)** | |
| 2 **21** | 1 **22** | 2 **23** | 1 **24** | 2 **25** |
| | **H.F. Schedule**<br><br>Grade 11/12 Welcome & Post-Secondary Info. Assembly | **ER FOS 17 LTM** | | **HF Schedule**<br>**SAC/Jaguar Parliament Video Spirit Assembly & ClubFest** |
| 1 **28** | 2 **29** | 1 **30** | 2 ***October 1*** | 1 ***October 2*** |
| | | **Late Start PLC Meeting**<br><br>Piano Night Rehearsal (3:30 – 5:00pm) | **Piano Night (7:00 – 9:00pm)** | **School Photo Day**<br>&<br>Jaguar Parliament Food Fair |

Don't forget to check the school's web site daily for updates (www.ayjackson.ca)!

# October 2015

***Responsibility***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 2 **5** | 1 **6** | 2 **7** | 1 **8** | 2 **9** |
| | **Late Start –<br>Staff Meeting** | | **School Council AGM<br>Curriculum Night & ESL<br>Meet & Greet<br>(6:00 – 7:00pm)**<br><br>**JHS Feeder School<br>Information Night<br>(7:00 – 8:30pm)** | Student Life Expo<br>info@studentlifeexpo.com |
| **12** | 1 **13** | 2 **14** | 1 **15** | 2 **16** |
| **Thanksgiving Day** | **Moratorium Day!**<br><br>**SAC Game Night<br>(3:30 -5:30pm)** | | | |
| 1 **19** | 2 **20** | 1 **21** | 2 **22** | 1 **23** |
| On-Line P.T.I. Bookings Begin<br>(Parent-Teacher Interviews)<br>October 19th – October 28th<br>www.ayjackson.ca<br><br>**SAC Pumpkin Orders Begin** | H. F. Rep Town Hall Meeting<br>Grade 10 – Period B<br><br>Battle of the Bands Rehearsal<br>(3:30 – 7:00pm) | York U Gairdner Lectures<br><br>Battle of the Bands Rehearsal<br>(3:30 – 7:00pm) | H. F. Rep Town Hall Meeting<br>Grade 11 – Period A<br><br>Battle of the Bands<br>(7-11pm) | H. F. Rep Town Hall Meeting<br>Grade 12 – Period B<br><br>UofT Gairdner Lectures |
| 2 **26** | 1 **27** | 2 **28** | 1 **29** | 2 **30** |
| **Term 1 Mark Entry Begins**<br><br>**Photo Retake Day<br>(9:00 – 11:00am)**<br><br>**SAC Spirit Week** | | | **Parents' Day/Night<br>Early Dismissal<br>12:00 P.M.**<br><br>Parents' Night<br>[2:00 – 4:00 p.m. &<br>6:00 – 8:00 p.m.] | **Late Start<br>Department PLC Meeting**<br><br>SAC Halloween Pumpkin Carving<br>& Costume Contest @ lunch in<br>Café |

Don't forget to check the school's web site daily for updates (www.ayjackson.ca)!

## November 2015

***Empathy***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 1 **2** | 2 **3** | 1 **4** | 2 **5** | 1 **6** |
| | **Late Start –<br>Staff Meeting** | | **HF Schedule**<br>OSSLT Practice Test Book #1 | |
| 2 **9** | 1 **10** | 2 **11** | 1 **12** | **13** |
| **Semester 1 –<br>Term 1 Ends** | **Semester 1 –<br>Term 2 Begins**<br><br>**School Council Meeting<br>Univ/College Information Evening (7:00 – 9:00pm)** | **H.F. Schedule<br>Rememberance Day Assembly** | **JACKSONFEST**<br>(Music Department.) | **P. A. Day** |
| 2 **16** | 1 **17** | 2 **18** | 1 **19** | 2 **20** |
| | **Report Card Distribution in Home Forms<br>(Period A)** | **ER FOS 17 LTM** | Around the World café<br>@ lunch<br>(Moderns & History & Geography Depts.)<br><br>**SAC Movie Night<br>(3:30 -5:30pm)** | |
| 1 **23** | 2 **24** | 1 **25** | 2 **26** | 1 **27** |
| Grad Photos Nov 23 – Nov 27th | **Maintain After Mark Date**<br>(Last Day to Drop Courses Without Showing on Transcript) | **Late Start<br>PLC Meeting** | | OSSLT Gallery Walk<br>(Practice Test #1 Exemplars) |

Don't forget to check the school's web site daily for updates (www.ayjackson.ca)!

# December 2015

***Kindness & Caring***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 2 ***November* 30** | 1 ***December* 1** | 2 **2** | 1 **3** | 2 **4** |
| **SAC Holiday Hamper Drive Begins** | **Late Start - Staff Meeting**<br><br>Music Night Rehearsals (Periods A & B)<br><br>**Music Night** (7:30 – 9:00pm) | Music Night Rehearsals (Periods E & D)<br><br>**Music Night** (7:30 – 9:00pm) | | **HF Schedule Music Assembly** |
| 1 **7** | 2 **8** | 1 **9** | 2 **10** | 1 **11** |
| | | **HF Schedule**<br><br>Locker Clean- Out Period 2 (10:20 – 10:40am) | | **Last Day of Field Trips**<br><br>Jaguar Parliament Food Fair @ Lunch |
| 2 **14** | 1 **15** | 2 **16** | 1 **17** | 2 **18** |
| | | | | **SAC Holiday Hampers Delivered**<br>Period 1: D<br>Period 2: E<br>Lunch<br>Period 3: A<br>Period 4: B |
| **21** | **22** | **23** | **24** | **25** |
| **Winter Break** | **Winter Break** | **Winter Break** | **Winter Break** | **Winter Break** |
| **28** | **29** | **30** | **31** | ***January 1st*** |
| **Winter Break** | **Winter Break** | **Winter Break** | **Winter Break**<br>**New Year's Eve** | **Winter Break**<br>**New Year's Day!** |

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**January 2016** ***Teamwork***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 1 **4** | 2 **5** | 1 **6** | 2 **7** | 1 **8** |
| **School Resumes**<br><br>**Moratorium Day!** | **Late Start**<br>**Staff Meeting** | | **School Council Meeting**<br><br>(Gr 10 -12 Course Selection & Pathways Presentations & EQAO Practice Tests)<br>(7:00 – 9:00pm)<br><br>ESL Presentation<br>(6:15 – 6:45pm) | |
| 2 **11** | 1 **12** | 2 **13** | 1 **14** | 2 **15** |
| | | | **(Period A Moratorium begins)**<br><br>All Library Books Due! | **(Period B Moratorium Begins)** |
| 1 **18** | 2 **19** | 1 **20** | 2 **21** | 1 **22** |
| **Moratorium Day!** | **Moratorium Day!** | **Special Schedule**<br><br>**In-Class Exams Period A Only!**<br><br>(Moratorium B, E & D) | **Special Schedule**<br><br>**In-Class Exams Period B Only!**<br><br>(Moratorium A, D & E) | **Special Schedule**<br><br>**In-Class Exams Period D Only!**<br><br>(Moratorium A, B & E) |
| 2 **25** | **26** | **27** | **28** | **29** |
| **Special Schedule**<br><br>**In-Class Exams Period E Only!**<br><br>(Moratorium A, B & D) | **Special Schedule**<br><br>**Credit Rescue (AM/PM) [Grades 10 – 12]**<br><br>**********<br>**Exams (P.M.)** | **Exams** | **Exams** | **Exams** |

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**February 2016** ***Fairness***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| **1** | **2** | **3** | 1 **4** | 2 **5** |
| **Exams** | **Exams** | **End of Semester 1**<br><br>**Special Day Schedule**<br><br>**Exam Review Day**<br>**9:00 – 11:35 am** | **First Day of Semester 2** | **Course Selections Assemblies**<br>Period B – Grade 10s<br>Period A – Grade 11s<br>Period E – Grade 12s |
| 1 **8** | 2 **9** | 1 **10** | 2 **11** | **12** |
| *Chinese New Year* | **Late Start - Staff Meeting**<br><br>Elective Course Fair<br>@ Lunch in Upper Foyer | | **Report Cards Distributed in Home Forms (Period A)**<br><br>**SAC Semi-Formal @ Parkview Manor**<br>(7:00 – 11:00 p.m.) | **P.A. Day** |
| **15** | 1 **16** | 2 **17** | 1 **18** | 2 **19** |
| **Family Day** | **Moratorium Day!**<br><br>**Science Olympics** | AMC12 Math Competition<br>Canadian Computing Competition (U of Waterloo) | **SAC AYMazing Race**<br>@ lunch | |
| 1 **22** | 2 **23** | 1 **24** | 2 **25** | 1 **26** |
| Semester 2<br>Photo & Grad Photo Day<br>(9:00-11:00am) | **On-Line Course Selection Sheets due to HF Teacher** | **Late Start PLC Meeting**<br><br>Cayley, Fermat Math Contests<br><br>Chamber Music Night Rehearsal<br>(3:30 p.m. – 6:00 p.m.) | Chamber Music Night<br>(7:00 p.m. – 9:00 p.m.) | |

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# March 2016

***Honesty***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 2 **February 29** | 1 **1** | 2 **2** | 1 **3** | 2 **4** |
| | **Staff Meeting – Late Start** | **H.F. Schedule**<br>**EQAO Practice Test #2** | | Jaguar Parliament Food Fair @ Lunch |
| 1 **7** | 2 **8** | 1 **9** | 2 **10** | 1 **11** |
| | SAC AYJ TedTalks (optional assembly) | **HF Schedule**<br>**Multicultural Assembly** | | |
| **14** | **15** | **16** | **17** | **18** |
| **March Break** | **March Break** | **March Break** | **March Break** | **March Break** |
| 2 **21** | 1 **22** | 2 **23** | 1 **24** | **25** |
| On-Line P.T.I. Bookings Begin (Parent-Teacher Interviews) (March 23rd – 31st) www.ayjackson.ca | | **ER 17 FOS LTM** | . | **Good Friday** |
| **28** | 2 **29** | 1 **30** | 2 **31** | 1 ***April 1st*** |
| **Easter Monday** | **Moratorium!**<br>**EQAO Assembly**<br>**Period 1** | **Late Start**<br>**Staff & EQAO Meeting** | **EQAO - OSSLT** | Jaguar Parliament Food Fair @ lunch in foyer |

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# April 2016

***Co-operation***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 2 **4** | 1 **5** | 2 **6** | 1 **7** | 2 **8** |
| **SAC ECO Week**<br>**April 4th - April 8th** | **Relay for Life Assembly**<br>**(Period D)**<br><br>Last Day to Book P.T.I. On-Line<br>(Parent-Teacher Interviews)<br>www.ayjackson.ca | | **Early Dismissal**<br>**12:00 P.M.**<br><br>Parents' Night<br>[2:00 – 4:00 p.m. &<br>6:00 – 8:00 p.m.] | **Late Start –**<br>**Departmental PLC**<br>**Meeting** |
| 1 **11** | 2 **12** | 1 **13** | 2 **14** | 1 **15** |
| | Euclid Math Contest<br><br>Talent Night Rehearsal<br>(3:30 – 7:00pm) | Talent Night Rehearsal<br>(3:30 – 7:00pm) | SAC Elections Information<br>Session at Lunch<br><br>Talent Night<br>(7:00 – 11:00pm) | |
| 2 **18** | 1 **19** | 2 **20** | 1 **21** | 2 **22** |
| **Semester 2**<br>**Term 1 Ends** | **Semester 2**<br>**Term 2 Begins** | | CHEM Olympiad<br><br>AYJ Book Club<br>(4:30 – 6:00pm) | SAC Elections Campaigning<br>Begins |
| 1 **25** | 2 **26** | 1 **27** | 2 **28** | 1 **29** |
| | School Council Meeting<br>(6:30pm) | **Report Cards Distributed**<br>**in Home Forms (Period A)** | National Biology Competition<br>(1:00 – 3:00pm) | **HF Schedule**<br>SAC Elections Assembly |

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# May 2016

***Integrity***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 2 **2** | 1 **3** | 2 **4** | 1 **5** | 2 **6** |
| | **Late Start – Staff Meeting**<br><br>**Maintain After Mark Date**<br>(Last Day to Drop Courses Without Showing On Transcript) | Flag Football Tournament @ AYJ all day | Flag Football Tournament @ AYJ all day | Grade 11 Physics Wonderland Field Trip<br><br>CHEM Laureate Events at UofT |
| 1 **9** | 2 **10** | 1 **11** | 2 **12** | 1 **13** |
| | Music Night Rehearsal (Periods B & A)<br><br>Music Night (7:30 – 9:00pm) | Music Night Rehearsal (Periods D & E)<br><br>Music Night (7:30 – 9:00pm) | CHEM 13 Waterloo Contest | **HF Schedule**<br>**Music Assembly**<br><br>SAC Grade Rep Elections @ Lunch (BG) |
| 2 **16** | 1 **17** | 2 **18** | 1 **19** | 2 **20** |
| | | **ER FOS 17 LTM** | **Special Day Schedule**<br>SAC Spring Fling (11:35am – 1:05pm)<br>Jaguar Parliament Food Fair<br><br>Avogadro Exam Waterloo Contest<br><br>**RELAY for LIFE (4:00 – 8:00pm)** | **Last Day for Field Trips!**<br><br>**Last Day for Intramural Athletics!** |
| **23** | 1 **24** | 2 **25** | 1 **26** | 2 **27** |
| **Victoria Day** | **Moratorium!** | **Late Start PLC Meeting** | **Prom @ the Grand Luxe**<br>(6:00pm – 11:00pm) | |
| 1 **30** | 2 **31** | 1 ***JUNE 1st*** | 2 ***June 2nd*** | 1 ***JUNE 3rd*** |
| | School Council Year End Executive Meeting (6:30pm) | **HF Schedule**<br>Locker Clean Out (10:20 – 10:40am)<br><br>***ARTs NIGHT***<br>(6:00-8:00PM) | | |

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**June 2016** ***Perseverance***

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 2 **6** | 1 **7** | 2 **8** | 1 **9** | 2 **10** |
| | **Late Start**<br>**Staff Meeting**<br><br>**Celebrating Excellence at AYJ**<br>**(7:00pm)** | **(Period A Moratorium Begins)**<br><br>**Athletic Banquet**<br>**(6:00 – 9:00pm)** | **(Period B Moratorium Begins)**<br><br>**All library books due!** | **MORATORIUM!** |
| 1 **13** | 2 **14** | 1 **15** | 2 **16** | 1 **17** |
| **MORATORIUM!** | **Special Schedule**<br><br>**In-Class Exams**<br>**Period B Only!**<br><br>(Moratorium A, E & D) | **Special Schedule**<br><br>**In-Class Exams**<br>**Period A Only!**<br><br>(Moratorium B, E & D) | **Special Schedule**<br><br>**In-Class Exams**<br>**Period E Only!**<br><br>(Moratorium A, B & D) | **Special Schedule**<br><br>**In-Class Exams**<br>**Period D Only!**<br><br>(Moratorium A, B & E) |
| 2 **20** | **21** | **22** | **23** | **24** |
| **Special Schedule**<br><br>**Credit Rescue (AM/PM)**<br>**[Grades 10 – 12]**<br><br>**Exams (P.M.)**<br><br>**All Staff In!** | **Exams** | **Exams** | **Exams** | **Exams** |
| **27** | **28** | **29** | **30** | ***July 1st*** |
| **Exams** | **Exam Review Day**<br>**(A.M.)**<br><br>**Special Day Schedule**<br>**9:00 – 11:30 A.M.** | **P. A. Day**<br><br>**Graduation at Parkview**<br>**(2:00pm – 4:00pm)** | **P. A. Day**<br><br>**Report Card Distribution**<br>**(H.F.) – Grades 10 &11**<br>(9:00 – 10:00 a.m.) | ***Happy***<br><br>***Canada***<br><br>***Day!***<br><br>*****Grade 12 Reports Distributed on Tuesday, July 5th (10:30 – Noon)***** |

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