



A.Y. Jackson Secondary School

*Parent / Guardian
Handbook*

2016—2017

A.Y. Jackson Secondary School's mission is to enable all students to reach high levels of achievement and to acquire the knowledge, skills, and values they need to become responsible members of a democratic society.

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Foreword

The A.Y. Jackson Secondary School Council welcomes you. This Parent Handbook is meant to clarify and simplify the information about courses for which your son(s) or daughter(s) may have registered. We trust that you will find our efforts helpful.

The information contained in the Handbook was compiled after consultation with the school's professional and support staff as well as last year's council. The Handbook will briefly outline departmental information, availability for extra help, plus highlight any additional costs which may be incurred by the student in a particular course. In addition to this, each curriculum leader has been listed by name and telephone number for easy reference. For complete details and information please refer to your child's Student Agenda.

School Councils are a forum through which parents/guardians and other members of school communities contribute to improving school performance and student achievements. It is a good platform for information exchange between parents/guardians and the school administration. They make recommendations to school principals and the Board on important issues and matters that affect school environment and student learning.

Our School Council meeting take place in the Library at 7:00pm and are on the following dates:

- **Thursday, October 6th, 2016** **(Annual General Meeting & School BBQ)**
- **Tuesday, November 8th, 2016** **(University/College Information Evening)**
- **Thursday, January 12th, 2017** **(Course Selection and Pathway Presentations)**
- **Tuesday, April 25th, 2017**
- **Tuesday, May 30th, 2017** **(Year End Meeting)**

The School Council Executive will meet in May to review the Parent Handbook and establish meeting dates for the upcoming year.

Note: For inquiries with regard to academic/diploma/transcript/applications, please call the Student Services office at 416.395.3140, ext. 20040.

We look forward to meeting and working with our parents/guardians over the school year.

School Policies

STUDENT ATTENDANCE

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 are expected to adhere to behavioural objectives as explained by individual teachers.
- 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 be dealt with more severely.
- Students must promptly report address changes to the Office.

Academic success is highly dependent upon regular attendance in class. If for any reason Students are absent, they are expected to bring in a note of explanation from a parent or legal guardian. Students present this to teachers immediately upon return for their acknowledgement and initialling. At the end of the day, the student is responsible for submitting the note into the main office. Regular late and attendance audits will be conducted by the Administration. Students who are continually late for class(es) will be assigned progressive consequences at the discretion of the Administration. A medical note from a doctor is required when a student is absent from a final exam. If you would like to know about your child's attendance record, please contact the appropriate Vice Principal:

J. Lee – student surnames beginning with A – L.

H. Vokas – student surnames beginning with M – Z.

STUDENT CODE OF BEHAVIOUR

A common code of behaviour exists for the Toronto District School Board. A list of student responsibilities and rules is listed in the Student Agenda. A.Y. Jackson has developed a code of ethics that follows the 3Rs: *Responsibility, Respect, and Relationships*. These are also outlined in the Student Agenda.

1. The Student Agenda

Each student is provided with a Student Agenda. This contains detailed information about the school, such as the school floor plans, school year calendar, school procedures, future planning, and school programs and activities. All parents/guardians and guardians are encouraged to go through the Student Agenda carefully with your child. All students must complete a medical form, and a media release form as part of the yearly orientation activity.

2. Safe Schools Policy

The AY Jackson Student Agenda contains a statement about Safe School expectations which will be communicated to all students during Town Hall sessions in September. AY Jackson has formed a Safe Schools Committee comprised of teachers, parents/guardians and students. The committee will meet during the year to establish guidelines for prevention, intervention and safety strategies for a safe school environment. Please go to <http://www.internet101.ca> for excellent information for parents/guardians about student internet use.

3. **Dress Code**

The Dress Code Policy is fully outlined in the Student Agenda. Students are expected to dress in a manner that is appropriate for a school/professional environment. Clothing that could be defined as provocative or distracting is unacceptable. Some of the expectations include: "tops must meet bottoms," decorations, symbols, mottoes or designs attached to the body or clothing which are offensive, promote racism or hatred, advertise alcohol, tobacco, or drugs, or identify students as members of anti-social groups or gangs (e.g. Bandanas) shall not be worn to school or school functions. For school safety and security reasons, hats, hoods, head coverings, (except those worn for recognized religious practice or for medical circumstances), bandanas, dark sunshades 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.

4. **Electronic Devices** [**Subject to change, with notice, pending further direction from TDSB.**]

For complete details of this new policy, please see Student Agenda, pages 26-28.

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 indoors 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.

In addition to 3 pay phones on site, a phone for student use is available in the Main Office at no charge.

- ✎ In order not to disrupt the learning environment, parents/guardians are asked to not call, text, or e-mail their children during class time (see Schedule on page 12 of this handbook). If you must reach your son/daughter during an emergency, please contact the Main Office and we will immediately notify them for you.

5. **Student Parking**

There is limited student parking on school property. Parking on nearby residential streets is also limited. Please encourage your child to walk to school or take public transportation.

6. **Extra Curricular Activities**

Students have many clubs, councils and activities to choose from such as Math, Music, Chess, Orchestra, Stage Band, Chamber Choir, Athletics, Culture, Debate, Book, Badminton, ESP (Empowered Students Partnership), Robotics, Engineering, Tennis, VIP (Volunteers in Public) and Newcomers to name a few. We encourage students to get involved with their school to meet new peers, develop leadership opportunities, and volunteer to help with school and community events. All clubs, activities and teams require a staff advisor or coach.

7. **Student Fee**

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 Parent Handbook, a SAC card, a TTC card, and membership to all councils and teams.

ITEM	AMOUNT (\$)
✓ Student Agenda	\$ 8.00
✓ Yearbook	\$20.00
✓ Clubs/Councils/Sports Teams/Other*	\$17.00
*e.g., Tech Crew, Graduation	
TOTAL	\$45.00

Fees charged reflect the actual cost of the services or materials being provided to students (as of June 2015).

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.

8. **Lost & Found Items**

All items found on school premises are handed in to one of the secretaries in the Main Office. Students who have lost something, should inform their classroom teacher immediately and if necessary retrace the various classroom locations, and then, if not found, complete the Report of Theft form. Students should never leave valuables in the Physical Education change rooms, lockers or unattended anywhere in the school. Valuables should be left at home! **Neither A.Y. Jackson Secondary School, nor the Toronto District School Board, is responsible for lost or stolen property.**

STUDENT SUCCESS

1. **Assessment and Evaluation Policy and Procedures**

The Student Agenda outlines the expectations for student success. Teachers will endeavour to make every effort to support students in their learning and achievement.

2. **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/guardians), who have homework concerns are encouraged to obtain a copy of our Homework Policy from the Student Agenda and to contact their (child's) teacher to discuss the situation.

3. **Academic Honesty** (For further details, please see pages 18-21 in the Student Agenda)
- a) **Plagiarism**
Plagiarism will not be tolerated. An assignment in which plagiarism has been identified will receive a mark of zero. There will be no opportunity to resubmit or make up the assignment.
 - b) **Cheating on Quizzes, Tests and Examinations**
Cheating, by any method or means, will not be tolerated. If a student is caught cheating, he or she will receive a mark of zero. There will be no opportunity to rewrite or make up the quiz, test, or examination that the student cheated on.

Parents/Guardians who have concerns in this matter are encouraged to review our Academic Policy Statement in your son's/daughter's Student Agenda, speak with the classroom teacher, or follow the Protocol for Resolving Student/Teacher Academic Issues, found below.

4. **Culminating Activities / Summative Evaluations / Final Examinations:**
Culminating Activities, Summative Evaluations, and Final Examinations are the presentations, assignments, and/or exams that take place at the end of each course and which are worth 30% of the final mark (as per Ministry of Education).
- i. At A.Y. Jackson S.S., culminating activities, summative evaluations and final examinations are scheduled over a ten-day period in January and June.
 - ii. A.Y. Jackson S.S. strongly discourages all absences at any time during the culminating activities, summative evaluations / examination period. There are no exemptions from writing and/or presenting a culminating activity, summative evaluation, and/or an examination that is scheduled for a course. Students who miss a culminating activity, summative evaluation / final examination will receive a mark of zero on that summative examination.
 - iii. If a student misses a culminating activity, summative evaluation, and/or examination due to an extenuating circumstance, such as a medical illness prohibiting them from writing and/or presenting their culminating activity, 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.
 - iv. The documentation indicating the date and length of the illness or other circumstance must be received by the Vice-Principal's Office within five days of when the examination was scheduled to be written. Failure to do so within five days will result in a mark of zero for the missed examination.
 - v. **Neither planned vacation time nor employment is a valid reason for missing an examination. Students cannot write or present culminating activities, summative evaluations, and/or final examinations outside of their scheduled time slot.**
 - vi. 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.

5. **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/guardians.
☞ *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/guardians.

6. **Honour Roll and School Awards**

Honour Roll status is awarded to students who have earned a minimum of 80% in each of 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.

7. **Parents/guardians' Night**

Parent-Teacher conferences usually occur twice during the school year, once each semester. Traditionally, these have occurred following the release of mid-term report cards, but we believe that this is too late in the semester to be of maximum benefit to both students and parents/guardians. Waiting until a teacher has "enough marks" to calculate a mid-term report is often too late when it comes to rescuing a student's credit or correcting a negative behaviour, attitude, or pattern. Education research is clear: Communication between school and home is extremely important. Every teacher knows that building a strong relationship with a parent at the start of the year can make a difference in a student's academic, behavioural, and social well-being.

To this end, the staff at A.Y. Jackson S.S. will be holding their Parent-Teacher interviews earlier in each semester. While it will be difficult to give a particularly accurate mark at this time, teachers will focus on identifying students' areas of strength and areas for growth, as well as achievement in the learning skills. Also, examples of assessments will be shared so that parents/guardians can better understand their child's achievement in his or her courses. The purpose of Parent-Teacher conferences is to celebrate student successes and make a plan for improvement where improvement is needed.

Parent-Teacher conferences are a vital part of making your child's school experience both positive and successful. We hope that you will join us on these important evenings.

Booking appointments for Parent/Guardian-Teacher Interviews:

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

Parent-Teacher Interview On-Line Booking System

Parents/Guardians' Night – Wednesday, October 27th, 2016 &
Thursday, April 6th, 2017
2:00 – 4:00P.M. & 6:00 – 8:00 P.M.

- 1) Go to www.ayjackson.ca
- 2) Click on "Click here to enter!"
- 3) Click on P.T.I., (Parent-Teacher Interviews), on left-hand menu bar.
- 4)

Already Have A Password	Need A Password
↓ Enter your password.	↓ <ul style="list-style-type: none">• Click on "Register New User".• Provide the information required.• Follow the prompts.• A temporary password will immediately be e-mailed to the e-mail address provided.
- 5) Enter your e-mail address. [Want to change your e-mail address? Click on the "Settings" folder tab on your home page.]
- 6) Enter your password. [Want to change your password? Click on the "Settings" folder tab on your home page.]
- 7) Once logged in, you will arrive at your personal appointment booking home page.
- 8) On the left-hand side of the page you will see the name of your son(s)/daughter(s) and a calendar. To the right of that you will see the appointment scheduling program.
- 9) To **book an appointment** for your son(s)/daughter(s):
 - Click on "<<Click to **Book New Appointment**>>".
 - Select **a student**. [If you have more than one child at the school, all names will appear.]
 - Select **a course**. [Your child's timetable will appear.]
 - Select **a focus of concern** (if you have a particular one): *Marks, Attendance, Behaviour, Other*.
 - Need **a translator**? If yes, select language (Mandarin, Cantonese, Korean, or Farsi).
 - Select **an appointment time slot** (only available time slots will show). If you would like to meet with a teacher, and it appears that the teacher has no available time slots, please speak to their student secretary on Parents/guardians' Night to make further arrangements.
 - Click on green check mark ✓ to confirm your appointment.
 - Your appointment has been booked!
- 10) To **cancel** an appointment, click on the little red next to your scheduled appointment on your home page. You will be asked if you are sure that you wish to cancel the appointment. Click ✓ for **Yes** and for **No**.

- 11) Repeat steps 10 and 11 as often as you need to.
- 12) Finished?
 - Click on the “<<Printer Friendly>>” button, (next to <<Click to Book New Appointment>>), to print out your Parents/guardians’ Night appointment schedule. A confirmation e-mail(s) has been sent to your e-mail address.
 - Click on the “Logout” folder tab at the top of your home page.
 - See you at Parents/guardians’/Guardian Night! ☺

Need Help? Questions? Suggestions?
E-mail us at PTIHelp@ayjackson.ca

OTHER USEFUL INFORMATION

1. Field Trips

The Toronto District School Board recognizes and encourages the educational value of out-of-classroom activities. These programs may include visits to buildings and sites of historical interest, overnight visits to field centres, and travel within Canada and abroad. Parents/guardians are required to sign a permission form for an out of school event. For athletic events, parental consent should be given for the season's schedule. The permission form will outline the date, time, and purpose of the field trip as well as any costs involved. For overnight trips, teachers are required to ask for medical information about each student and teachers must have parental permission to seek medical attention in the event of an emergency.

2. Student Information Update

It is the responsibility of your child to report address and telephone number changes immediately. This is necessary for the school to have for purposes of contacting you in the event of an emergency. Please inform the office immediately of any change in address, home, business and cell phone numbers and to update emergency contacts.

3. School Contacts

Contact our Guidance office to discuss program choices, timetable needs, university and college applications and/or to seek support from our Counsellors for social issues.

Contact a Vice Principal to report extended absences or concerns arising from safe school issues or to discuss learning needs specific to your child. We welcome all calls.

4. Student Drop Off & Pick up

To ensure the safety of our students, please follow the following guidelines when dropping off or picking up your child:

1. Stop only on the right side of the circular driveway to allow traffic to continue.
2. Pull as far forward when you are stopping in the driveway to avoid a bottleneck in front of doors.
3. If waiting more than 1-minute to pick-up your son/daughter, please turn your engine off in accordance with our “No Idling” EcoSchools environmentally-friendly policy.
4. Signal your intent to pull into the left side of the driveway after your passenger has disembarked or embarked.
5. Avoid stopping on the left side unless it is for pedestrians crossing.
6. Observe the entrance and exit signs to avoid traffic collisions - the driveway is one way, moving from west to east.

7. Stop at the “stop sign” at the end of the circular driveway.
8. Park only on the south side of Francine Dr. (alongside the school property).
9. Four-way flashers should be used if you are stopped on Francine Drive to alert other drivers.

5. **Volunteers**

We value the tremendous contributions of our parent and community volunteers who give their time to help make our schools better places. If you are interested in becoming a volunteer at our school, please contact the school office to pick up a volunteer information package. Police reference checks are required for all volunteers who are in ongoing and direct contact with students.

6. **List of Useful Websites for Parents/guardians/Guardians**

- <http://TeacherWeb.com/On/AYJackson/StudentServices>
www.myblueprint.ca, activation key: ayjackson
www.careercruising.com – user name: toronto – password: 41490
www.electronicinfo.ca – e-info magazine on-line
www.ouac.on.ca – university application on-line
www.ontariocolleges.ca – Ontario Colleges Guide and applications on-line
www.studentawards.com – scholarship information
www.scholarshipscanada.com – scholarship information
<http://osap.gov.on.ca> – OSAP information

7. **Sample List of Clubs and Councils**

- | | | |
|----------------------|-------------------|----------------------|
| Ambassadors | Announcement Crew | Jackson Pride |
| Art Council | Jaguar Parliament | Athletic Council |
| Biology Club | Manga Club | Biology Tutor |
| Chemistry Club | Book Club | Brain Bee Club |
| Business Council | Math Boosters | Model UN |
| Music Council | Chemistry Tutors | Production Crew |
| Chess Club | Peer Tutoring | Key Club |
| Christian Fellowship | Physics Club | Relay for Life |
| Computer Club | Prom Committee | Robotics Club |
| Dance Club | Debate Society | Wonder-coaster Club |
| Drama Council | Tech Crew | Enigma |
| Equisty | VIP | Sport & Fitness Club |
| White Pine Readers | Yearbook | ESL Culture Club |

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. **Classroom teachers are available daily between 8:45 a.m. – 9:00 a.m. for extra help.** 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.



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

Cora Burt x 20098

Sai Chung x 20098, rm 269

Sophia Dimas x 20095, rm 256

Heather Kirk x 20095/20048, rms 256/210

Business – Financial Literacy – COOP

→ x. 20105 – Rm. 239

Tryfon Elles (ACL)

Kevin Bray

Sai Chung

Steve Gallacher

Anita Patel

Annette Zylber

Canadian & World Studies – Eco-Literacy – Exchanges → x. 20130 –

Rm. 113

Pat Dean (ACL)

Bradley Barker

Farisa Rahman

Mike Stevens

Leyla Yedican

Computers – Technology

→ x. 20115 – Rm. 232

Iris Lam (ACL)

Laurene Green

Sue Heffernan

Linh Ho

Daniel Muttiah

David St. Pierre

English - Library → x. 20090 – Rm. 122

Lindsay Dudgeon(ACL)

Gordon Dick

Mira Gerhard

Linda Levenstein

Barb Rose

Mike Stevens

Sarojnee Singh

Will Snodgrass

ESL – Literacy → x. 20091 – Rm. 213A

Janice Field (ACL)

Mira Gerhard

Beth Spigelman

Claudia Todorovski

Catherine Wooldridge

Annette Zylber

Guidance – Careers → x. 20040

Tara Breeze (ACL)

Tara Breeze

Janice Field

Elana Goldman

Mathematics – Numeracy

→ x. 20080 – Rm. 219

Calvin Lim (ACL)

Yasmin Aziz

Bill Dulmage

Arron Eisen

Mezgebu Girmay

Abby Kwan

Daniel Muttiah

Nasser Nasrin

Sorina Petres

Moderns - Literacy → x. 20130 Rm. 134

Natasha Satyanarayana (ACL)

Madeleine Atchison

Tatsu Takada

Peter Dickson

Music – Tech Crew → x. 20137 –

Rm. 142

Dawn Hanley (ACL)

Jane Genge

Linda Lee

William Snodgrass

PhysEd. – Athletics → x. 20030 –

Rm. 146

Andrew Ruston (ACL)

Beth Spigelman

Bradley Barker

Tryfon Elles

Physics – General Sciences → x. 20097

– Rm. 253

Gavin Kanowitz (ACL)

Cora Burt

Sophia Dimas

Helen Havaris

Daljit Randhawa

Social Sciences – Humanities –

Geography – Civics – Student

Leadership → x. 20085 – Rm. 133

Maria Melessanakis (ACL)

Lionel Margolin

Nasrin Nasser

Mita Parikh

Farisa Rahman

Tatsu Takada

Leyla Yedican

Special Education → x. 20048 –

Rm. 210

Sean Matheson (ACL)

Abby Kwan

Student Success – Special Programs &

Community Partnerships

Sai Chung (ACL)

Linda Arfin

Gordon Dick

Barb Rose

Visual Arts – Media Arts – Drama –

Dance → x. 20135 – Rm. 245

Peter Hendrickson (ACL)

Laurene Green

Nada Kelly

Lionel Margolin

David St. Pierre

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

Larry Mesenchuk (Head Caretaker)

William Macdonald (Engineer)

Melissa McDonald

Christina Koitsopoulos

Community Support – Settlement Workers

Tanya Yousufi (Farsi) – Cell: 647.999.6820

Sue Kim (Korean) – Cell: 416-455-8531

Alex Chung (Canton./Mand.) – Cell: 647-888-

6062

A. Y. JACKSON S. S. DAILY TIMETABLE STRUCTURE 2013-14

Regular Day	Term 1 & Term 2		
		Day 1	Day 2
9:00 - 10:15	1	A	B
10:15 - 10:20	TT		
10:20 - 11:35	2	B	A
11:35 - 12:40	L		
12:40 - 1:55	3	D	E
1:55 - 2:00	TT		
2:00 - 3:15	4	E	D
*75 min. Periods			

Late Start	Term 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 - 1:15	L		
1:15 - 2:10	3	D	E
2:10 - 2:15	TT		
2:15 - 3:10	4	E	D
*55 min. periods			

Early Dismissal	Term 1 & Term 2		
		Day 1	Day 2
9:00 - 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
1:15 - 1:20	TT		
1:20 - 2:20	4	E	D
*60 min. periods			

HF Day/Assembly	DAY 1/ DAY 2 (Period 1)		
9:00 - 10:30	1	HF/Assembly	90min
10:30 - 10:35	TT		
10:35 - 11:45	2		70min
11:45 - 12:50	L	65min	
12:50 - 2:00	3		70min
2:00 - 2:05	TT		
2:05 - 3:15	4		70min

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

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

Testing Periods: Periods 1 & 3 – Day 1 & 2

Department Information

Chemistry

- As a safety precaution, all students must wear safety goggles during science experiments. Students may borrow these from their teacher or purchase their own pair for \$5. Safety goggles can be used for all Chemistry, Physics and Biology classes.

English as a Second Language

- The ESL curriculum is heavily supplemented with teacher created material; current media articles and theme related stories. These are chosen and created to reflect and meet student needs and therefore will change from semester to semester.

Foster Library and Information Centre

- Library services will be available during the lunch hour, and before and after school.
- Professional Teacher-Librarians are on duty.
- Books, magazines, newspapers, audio-visual materials, photocopiers, Internet access, specialized database and a computer lab are all available.
- Please see Student Agenda for on-line database logins and passwords.

Geography

- The Geography Department is expanding its participation in community projects. These include activities such as tree planting, collection of funds for international development or materials of developing countries, reduction of greenhouse gas emissions at home, etc. Parental involvement is welcome.

History

- The Debating Club, Model Parliament and Model United Nations are run by the department as extra-curricular activities.

Mathematics

- Please discuss with your individual teacher anytime you need extra help.
- Extra help is also available for students from the Peer Tutoring Program and the Mathematics Remedial Program through the year. The Mathematics Remedial Program is mandatory for students having difficulty with the material covered in class and have started to fail. The student is given assistance in this program in order to help him or her obtain the particular math credit.
- Success in mathematics requires daily review of lessons, homework and quick assistance, in case of any difficulties. Students are encouraged to identify areas of difficulty quickly and to seek assistance. Regular attendance is crucial because the subject is such that one's success with future lessons depends on one's success with previous lessons.
- The department also runs a math club in which students prepare to write math contests. Math students can write the following math contests: Grade 9 (Pascal), Grade 10 (Cayley), Grade 11 (Fermat) and the Grade 12 (Euclid) contest.

Music

- All music students are encouraged to participate in at least one extra-curricular music activity in each semester.

Physical and Health Education

- Sometimes courses offer extras such as Rock-Climbing and Self-Defence. These optional enhanced learning opportunities may involve costs to the students. When this happens, a letter will be sent home to parents/guardians.

Athletic Fees

- Students who are selected to represent A.Y. Jackson on any school team are required to pay a \$30.00 fee for the first team in the school year on which they participate.

Science

- Science teachers are available for extra help by arrangement before school, during lunch and after school.

Special Education/Support Services

- The SERT program (also known as the Resource Program) is provided for students who are diagnosed with a learning disability. Students may be formally identified following all educational assessment and a recommendation by an Identification, Placement and Review Committee (IPRC).
- These students are placed on an Individual Education Plan (IEP) which outlines their need for specific accommodations in the classroom and within the school setting in general (i.e., the strengths and needs that affect the student's ability to learn and to demonstrate learning). Students who are not formally identified with a learning disability may also be placed on an IEP if it is felt that they would benefit from some accommodations within the classroom. Support from the SERT program consists of any or all of the following: a period of individualized support, teaching of study strategies, counselling, extra help during school or at lunch, and constant communication with classroom teachers and parents/guardians regarding the student's needs.
- The School Team (made up of the Vice-Principals, heads of Special Education and Student Services, guidance counsellors and the school psychologist) is a committee that meets regularly to review the progress of students who appear to be having difficulty coping academically or behaviourally. This committee will make recommendations for further support, modification or testing. If you have concerns about your son/daughter, please contact a Vice-Principal.

Student Services (Guidance)

- To book an appointment with your counselor, please visit the Student Service Office and sign up for an appointment with our Guidance Office Assistant
 - Alternatively, please contact Student Services at 416-395-3140, Ext. 20040 to schedule an appointment.

Visual Arts

- The Visual Arts studios, the darkroom and our computer labs are open almost every lunch period for "open studio". This provides students with time to work on assignments and meet with teachers.

Miscellaneous Information:

Bus Routes & Numbers

- Any questions regarding bus routes, contact TTC information at: (416) 393-INFO
- or visit the website: www.ttc.ca

Libraries

- Hillcrest – 5801 Leslie St. (416)395-5830
- Fairview – 35 Fairview Mall Drive (416)-395-5750
- Or view their website at www.torontopubliclibrary.ca for other locations.

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.

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.



Requirements for the Ontario Secondary School Diploma

In order to earn the OSSD, a student must:

✓ **Earn 18 Compulsory Credits as follows:**

- 4 credits in English (1 credit per grade)
- 1 credit in French as a second language
- 3 credits in mathematics (at least one credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- .5 credit in civics
- .5 credit in career studies
- 1 additional credit in English, or a third language, or social sciences and the humanities, or Canadian and world studies
- 1 additional credit in health and physical education, or the arts, or business studies
- 1 additional credit in science (Grade 11 or 12) or technological education (Grade 9 – 12)

✓ **Earn 12 Optional Credits**

✓ **Complete 40 hours of community involvement activities**

✓ **Successfully complete the provincial secondary school literacy test (EQA0)**

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 is not happy with their achievement performance. **Choosing only 6 courses, (3/semester), limits student flexibility, but this is an informed individual choice that parents/guardians and students make together.**

Credit Load Expectations (Grade 9/10):

- 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 must take a minimum of 3 credits per semester.

EDUCATION/CAREER AGENDA CHART

Ontario Secondary Schools: Grades 9 - 12

Subject	Credits Required	Credits Earned	2008-2009	2009-2010	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 English Languages Soc. Sciences Canadian Studies, Guidance & Career Education	1					
Group 2 Phys. Ed. Arts Business, Cooperative Education	1					
Group 3 Science Tech, Cooperative Education	1					
Electives	12					
Total	30					

Donations to A.Y. Jackson S.S. (optional)

Over the years, parents/guardians and organizations have made financial donations to the school to support field trips, extra-curricular activities, music programs, technological needs, scholarships and fundraising events. During times of budgetary constraints, monetary contributions will be greatly appreciated to help sustain the quality programs and special activities at A.Y. Jackson. Contributions of over \$25.00 will qualify for an income tax receipt. Please make cheques payable to the Toronto District School Board. For further information please contact the main office.

Donation Form

- I enclose a donation to A.Y. Jackson S.S. in the amount of \$ _____
- I require a tax receipt
- I give permission for my name to be publicized as a patron of A.Y. Jackson S.S.
- I decline any form of acknowledgement

Donor Name and Address (please print)

A.Y. Jackson Secondary School

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Fax: (416) 395-4454

Web site: www.ayjackson.ca/

E-Mail: AYJackson@tdsb.on.ca

Principal: Boyd Bugden

Vice Principal: Jane Lee (student surnames beginning with A-L)

Vice Principal: Helen Vokas (student surnames beginning with M-Z)

Superintendent: Elizabeth Addo (416) 394-3911

Trustee: Alexander Brown (416) 395-8787