

2024-2025

Student Handbook

Northview Heights Secondary School



NORTHVIEW HEIGHTS SECONDARY SCHOOL
550 Finch Avenue West
North York, Ontario, M2R 1N6
(416) 395-3290
www.northviewheights.ca

Welcome to Northview Heights Secondary School

Dear Northview Student:

Welcome to the 2024-2025 School Year!

We are pleased to welcome new and returning students to Northview Heights.

Northview Heights has a long and proud tradition of serving the community for more than 50 years. We hope that you will take advantage of the many educational and co-curricular opportunities available.

This student handbook has been written to help support you with your experience here at Northview Heights Secondary School. It is your responsibility to be familiar with all sections, including information on a range of issues including student expectations and school policies.

Please familiarize yourself with the information, including the policies and procedures, found in this handbook.

Sincerely,

The Administration Team,

Ms. Ghazariansteja, Ms. Lee, Mr. Marshall, & Ms. Winick

School Motto

Scientia-Abor-Vitae - Tree of Knowledge and Life



Northview is proud of its long standing tradition of providing a vast array of programs. We have high expectations for achievement and encourage participation in school-wide activities. Our caring community embraces the diversity of all and works to meet varied needs and interests. Students are provided with a rich curriculum that enables them to successfully acquire the skills, knowledge and attitudes necessary to meet the demands of a rapidly changing world. Our specialty programs give students enrichment opportunities & industry certifications.

Administration Team

Principal	Anita Ghazariansteja	
Vice-Principal	Ashley Marshall	Students A-G
Vice-Principal	Christine Lee	Students H-O
Vice-Principal	Elana Winick	Students P-Z
Office Administrator	Gina Cando	
Head Caretaker	Starrett (Ted) Wallace	
Superintendent	Ainsworth Morgan	
Trustee	Alexandra Lulka-Rotman	

Office Staff

Reception	TBD
Attendance/Registration	Josie Salvaggio
Guidance	Laura Snider
Office Assistant	Pegah Roohi
Coverage/Supervision	Lisa Ramcharan
Budget	Natalia Popovici

Guidance Counsellors

Ms. Allison & Ms. Karas	A, N – R, & APGA, MID/ASD ISPs
Mr. Brewda & Ms. Martinez	B – C & H – M
Ms. Pavlic-Trias (ACL) & Mr. Gecolea	D – G & S – Z

Curriculum Leaders & Assistant Curriculum Leaders

(SHSM = Specialist High Skills Major)

NAME	CL/ACL	DEPARTMENT
Allison, Catherine	ACL	Student Success
Arima, Martha	CL	Technology, Hospitality & Tourism, Hospitality & Tourism SHSM
Di Tommaso, Tina	ACL	Senior Science (Physics & General) & Gr. 10 Science
Drover-Soriano, Amanda	ACL	Special Education - ASD
Fiorio, Julian	ACL	Academic Program for Gifted Athletes (APGA) Health & Wellness SHSM
Gecolea, Florentino	ACL	English as a Second Language & Moderns
Juruc, Samantha	ACL	Student Leadership & Engagement
Kwan, Candace	ACL	Athletics & Phoenix Athletic Council
Lainas-Hayward, Anastasia	ACL	Library, Literacy & School Wide Technology
Manda, Ioana	CL	Mathematics & Numeracy
Martinez, Litsa	CL	English & Literacy
McGuirk, Leanne	ACL	Special Education - Reg Program, MID ISP
O'Brien, Athena	CL	Canadian & World Studies, Humanities, & Social Science
Pavlic-Trias, Danijela	Acting ACL	Guidance & Parent Engagement, Careers
Simpson, Martyn	ACL	CyberArts & Communication Technology, ARTs & Culture SHSM
Sulaj, Eriol	ACL	Honours Math, Science & Technology (HMST) Information Communication Technology (ICT) SHSM
Szoke, Monika	ACL	Biology, Chemistry & Gr. 10 Science
Tuzi, Pia	ACL	The Arts
Yeung, Andrew	ACL	Health & Physical Education
Brennan, Felicia	ACL	Business Studies & Co-op

KEY DATES - SCHOOL YEAR CALENDAR 2024-2025

The official school year calendar for the Toronto District School Board runs from
September 1, 2024 to June 30, 2025, inclusive

Professional Activity Days	September	October	November	January	February	June
Elementary Schools	27	11	15, 29	17	14	6
Secondary Schools		11	15, 29	30	14	26, 27

Designation of Professional Activity Days	
Elementary	Secondary
<ol style="list-style-type: none"> 1. September 27, 2024 – Professional Development 2. October 11, 2024 – Professional Development 3. November 15, 2024 – Parent Teacher Conferences 4. November 29, 2024 – Professional Development 5. January 17, 2025 – Assessment and Reporting 6. February 14, 2025 – Parent Teacher Conferences 7. June 6, 2025 – Assessment and Reporting 	<ol style="list-style-type: none"> 1. October 11, 2024 – Professional Development 2. November 15, 2024 - Professional Development 3. November 29, 2024 - Professional Development 4. January 30, 2025 - Professional Development 5. February 14, 2025 - Professional Development 6. June 26, 2025 - Professional Development 7. June 27, 2025 - Professional Development

EQAO: - The following dates have been established:

Gr. 9 Math: TBD
Gr. 9 Math: TBD

OSSLT: TBD
Primary/Junior EQAO: TBD

Dates to Remember - School Year Holidays (as per Ministry of Education)	
Labour Day:	September 2, 2024
Thanksgiving:	October 14, 2024
Winter Break:	December 23, 2024 – January 3, 2025
Family Day:	February 17, 2025
Mid-Winter Break:	March 10-14, 2025
Good Friday:	April 18, 2025
Easter Monday:	April 21, 2025
Victoria Day:	May 19, 2025

Bell Schedule

Regular Day	Late Start Day	
9:00 - 10:20 a.m.	09:55 - 10:55 a.m.	Period 1
10:25 - 11:40 a.m.	11:00 - 12:00 p.m.	Period 2
11:40 a.m. - 12:35 p.m.	12:00 - 1:05 p.m.	LUNCH
12:40 - 1:55 p.m.	1:05 - 2:10 p.m.	Period 3
2:00 - 3:15 p.m.	2:15 - 3:15 p.m.	Period 4

Late Start Dates

On the following dates, class will begin at **9:55am** because of Staff Meeting and Professional Learning.

PLC DATES	STAFF MEETING DATES
September 18, 2024	September 25, 2024
October 23, 2024	October 30, 2024
November 20, 2024	November 27, 2024
December 11, 2024	December 18, 2024
January 8, 2025	January 15, 2025
February 19, 2025	February 26, 2025
March 19, 2025	March 26, 2025
April 23, 2025	April 30, 2025
May 21, 2025	May 28, 2025

Co-Curricular Opportunities

These are the clubs, teams, councils that have run in past years and may run in 2024-2025

3D Printing Club	Accounting Club
Animation Studio Club & Draw Jam	Asian Student Alliance
Badminton Club	Bio-Med Club
Black Student Alliance (BSA)	Debate Club
DECA (Business Club)	CARE Club
Chemistry Club	Chess Club
Creative Writing Club	Crochet Club
Dance Team	Engineering Club
FilCan Club	Film Club
Film Council	First Robotics Club
Forest of Reading Book Club	Friendship Bracelet Club
Game Programming Club	Gaming Club
Gender Sexuality Alliance (GSA)	Hardware House
Help A Paw (H.A.P.) Club	Investor's Club
Language Learners Club	Le Fashion Club
Math Club	Mock Trial Mondays
Muslim Student Association	Northview Environmental Action Team (NEAT)
NeighbourLink North York	Origami Club
Phoenix Athletic Council (PAC)	Persian Club
Phoenix News Club	Physics Club
Pickleball Club	Ping Pong Club
President's Council	Programming Club
Reach for the Top Trivia Team	Student Activity Council (SAC)
Science Club	Soccer Club
South Asian Student Association	Students With Aspiring Goals (SWAG)
Tabletop Games Club	Tamil Student Association
Theatre Club	Uno Club
Volleyball Club	WiSTEM Club

Fall Teams

Basketball – Varsity Girls	Cross-Country	Golf	Soccer - Boys Junior and Senior
Rugby 7s – Girls and Boys	Tennis	Ultimate Frisbee - Girls	Volleyball - Varsity Boys

Winter Teams

Badminton	Basketball - Boys Junior and Senior	Boys Hockey	Indoor Soccer - Girls
Ski and Snowboard	Volleyball - Girls Junior and Senior	Swimming	

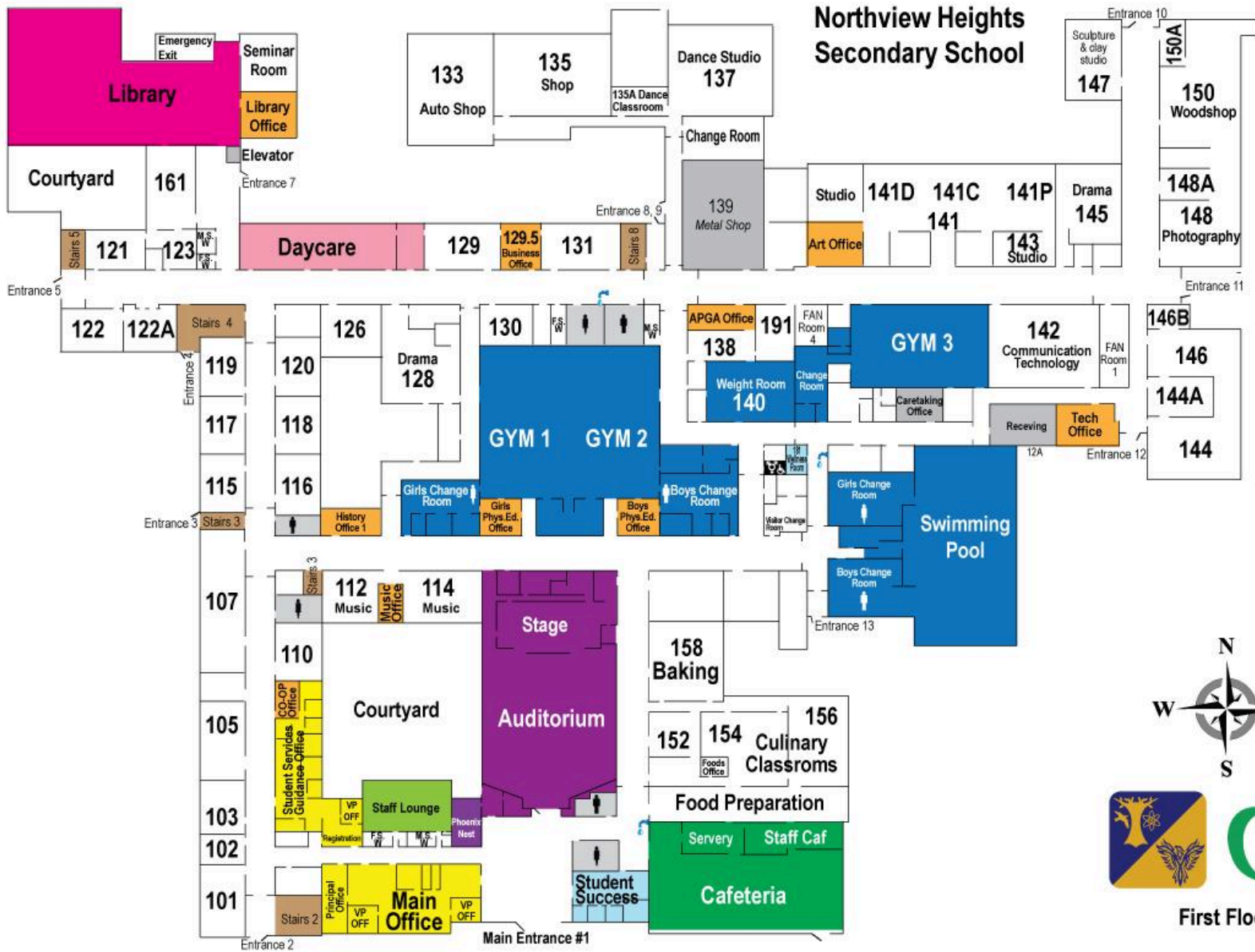
Spring Teams

Archery	Baseball - Boys	Beach Volleyball	Cricket - Boys
Flag Football - Girls	Soccer - Girls	Table Tennis	Tennis
Track & Field	Ultimate - Coed		

Student Activity Council Executive 2024-2025

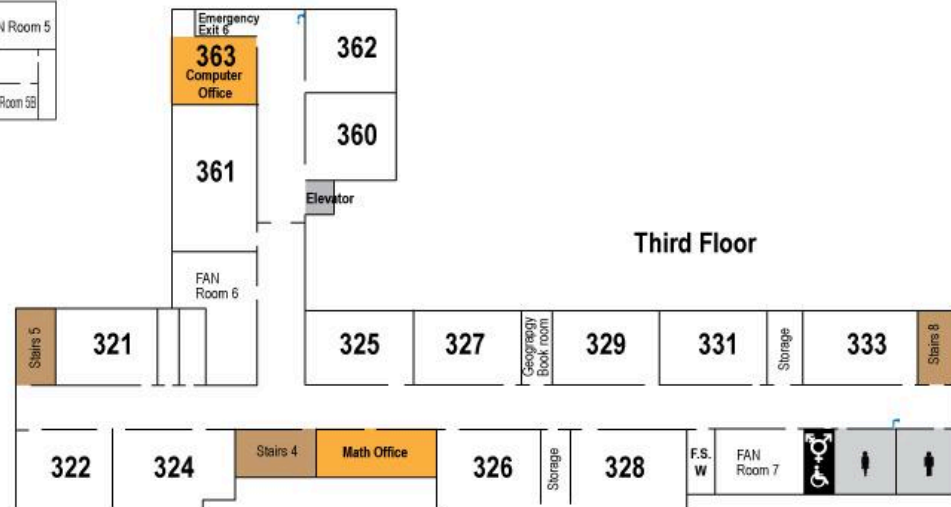
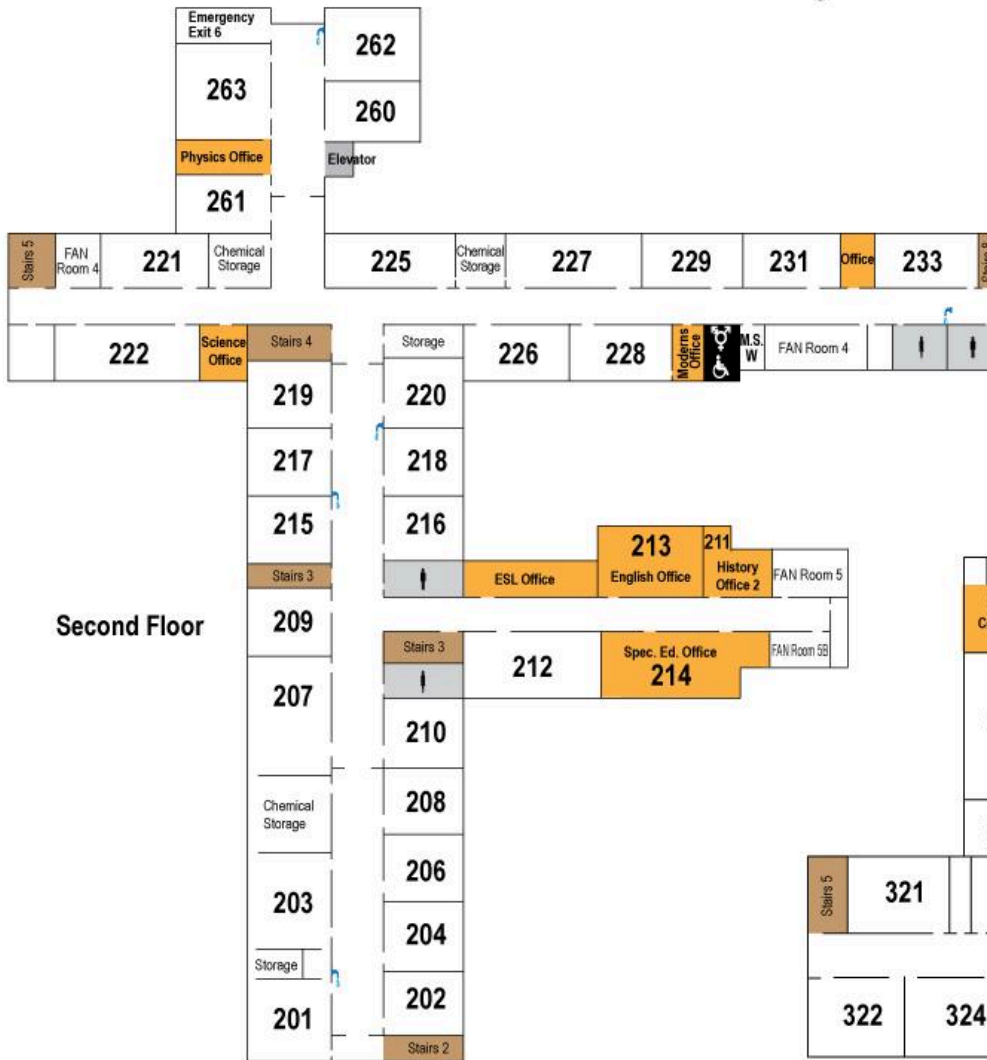
President	Adhi Pillai
Vice President	Michael Nguyen
Treasurer	Dayna Malijan
Secretary	Arvin Nazari
Spirit Convenor	Sajith Maniventhan
Community Liaison	Jada Bell
Media Coordinator	Amanda Jia
Equity Representative	Devon Stewart
Grade 12 Representative	Anjiya Pervaiz
Grade 11 Representative	Max Kranc
Grade 10 Representative	Daniel Seelall
Grade 9 Representative	Asad Subhan

School Map - 1st Floor



School Map - 2nd & 3rd Floor

Northview Heights Secondary School



Student Password Information

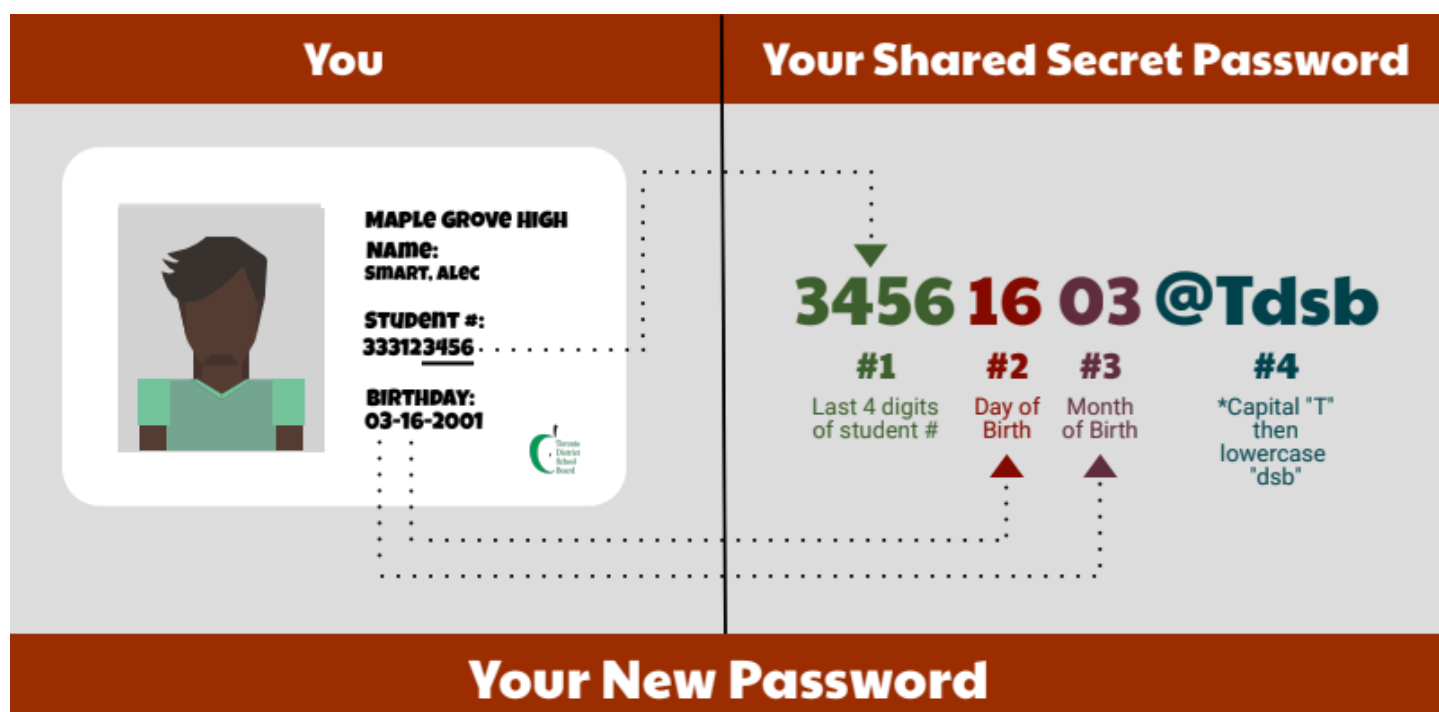
Please note that student accounts have been active throughout the summer and their passwords did not expire. As a result, student account passwords will not be centrally reset for school opening.

Students in Grades 5-12 can also reset their own passwords directly on the login page of many online tools, including Brightspace and Zoom. Once registered, students will be able to use security questions, email, phone, text message or an “authenticator” smartphone app, to validate their password reset requests. For additional information, please view this [infographic](#) or [demo video](#).

New students:

Students new to TDSB will have their password set to the Shared Secret Password. This is a combination of the last 4 digits of your Student Number, followed by 2 digits for your day of birth, and 2 digits for your month of birth, followed by “@Tdsb” (case sensitive and 13 characters in total).

The infographic below provides the formula to the Shared Secret Password.



TDSB Connects App

The TDSB Connects app is available to all students through the [Google Play Store](#) and the [Apple App Store](#). The app contains school announcements and integrates with the school Google calendar and is an excellent way to make information available to students. Both these tools also link into the school's Brightspace Homepage. We encourage all students to download the TDSB Connects App on Google Play Store or the Apple App Store.

Student timetables will be available to all secondary students through the TDSB Connects app effective September 3.

General Information

Accidents/Injuries

Any accident/injury, no matter how minor, should be reported to the supervising teacher of a class or activity. Each accident must be reported to the main office immediately and an on-line accident form will be completed.

Emergencies

In the event of a school emergency where school doors are locked, no student, parent or caregiver will be permitted in the school. For student safety, if returning to school during an emergency, please wait at the Herb Carnegie Centennial Arena, 580 Finch Ave. W. (our emergency evacuation alternative location) for further information.

Pool and Gym Change Rooms

The school is not responsible for any lost or stolen articles from the changerooms. Students are advised not to bring valuable personal property or large amounts of money to school. The school cannot guarantee that change rooms will be locked at all times.

STUDENT POLICIES & PROCEDURES: CODE OF CONDUCT

Northview Heights is committed to providing a healthy learning and working environment by promoting respect, civility, safety, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted. The Northview Heights Code of Conduct is developed in accordance with the [Toronto District School Board's Code of Conduct](#), the Board's policies and operational procedures, the *Education Act* and the Provincial Code of Conduct. The Northview Heights Code of Conduct also reflects the values and expectations of the Northview Heights community.

All rules can be reduced to courteous and common sense behaviour that shows respect for the rights and feelings of others. The standards of behavior outlined in the Northview Heights Code of Conduct shall apply to all members of the school community, including students, parents/guardians/caregivers, teachers and other school staff, Board members, volunteers and visitors:

- on school property;
- while traveling on a school bus that is owed by the Board or that is under contract to the Board;
- in-school sports/athletic activities and events;
- in off-site school-sponsored sports/activities/events (curricular and co-curricular); or
- Off school property where engaging in an activity will have an impact on the school climate

Standards of Behaviour

All members of the school community are expected to:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, gender, gender identity, family status, marital status, sexual orientation, creed (faith), socio-economic status, same sex partnership status, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in a safe and inclusive environment of learning and teaching.

Progressive Discipline

When students breach [the code of conduct](#), consequences will be consistent with progressive discipline techniques. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build on strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools should utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

Interventions and consequences may include:

- Discussion with a teacher, member of the support staff, vice-principal or principal
- Attendance / performance/ behaviour contracts
- Parental/Caregiver contact and involvement in applying an appropriate remedy
- Loss of privilege to participate in specified school activities
- Time Out
- Reflection Sheet
- Peer mediation
- Individual or group counselling
- Written or oral apology
- Essay / poster campaign
- Detentions
- Restitution for damage or stolen property
- Community service
- Restorative justice practices
- Suspension
- Expulsion

Suspension

The behaviours for which a principal may consider suspending a student include:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- Bullying;
- Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behavior;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Distribution of hate material; Inappropriate use of electronic communications/media; and/or
- An act considered by the principal to be a breach of the Board's or School's Code of Conduct.
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;

Expulsion

- The behaviours for which a principal will consider recommending to a Committee of the Board that a student be expelled include:
- Possessing a weapon, including a replica weapon and possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing a sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- An act considered by the principal to be a serious breach of the Board's or School's [Code of Conduct](#)
- Giving alcohol to a minor;
- Possession of explosive substance; and/or

Student breaches of the Board's Code of Conduct and Northview Heights's Code of Conduct will be dealt with in accordance with [Operational Procedure PR697](#) – Consequences of Inappropriate Student Behavior. Our goal

at Northview Heights SS is to assist students to be responsible for their behaviour and actions by developing a sense of mutual trust and respect and the right to actively promote this code of behaviour. As part of our assistance in the development of responsible behaviour of students, students may be held accountable for their behaviour outside the school, school hours and when representing the school (as per Bill 157). The services of the principal, vice-principals and counsellors are available to all students to assist in resolving difficulties and conflicts.

Student Responsibilities

Respect for Self & Others

Appropriate language is expected from students at all times, both in and out of the classroom. In addition, students are expected to treat each other and the staff in a courteous and respectful manner. Swearing, hostile, or threatening statements and verbal or physical aggression are not acceptable. Students are expected to behave in a manner appropriate to a school environment.

Respect for Authority

- Students must fully identify themselves when asked.
- Students must report to the office immediately when instructed to do so by any staff member.
- All staff members have the authority to ask for student I.D., confiscate personal property that is contrary to the Code of Conduct and rearrange class seating as required.

Halls

During all teaching periods, halls adjacent to classrooms are out of bounds. Students are not permitted to leave class in the first or last 15 minutes of a period. Ball Games, skateboards, rollerblades, and bicycles including e-bikes are prohibited in the halls. Similarly, e-scooters are not to be stored or brought into the building. Students are not to engage in any form of “horseplay” while on school property. This includes but is not limited to running, play fighting, etc.

Cafeteria

The cafeteria is provided so that students may eat in pleasant surroundings. Students are required to clear the tables and deposit refuse in waste containers or recycling bins. At the end of lunch and before students leave for period 3 class, all students are asked to stack chairs against the walls of the cafeteria.

Personal Food Deliveries (UberEats/Skip the Dishes/etc.)

Deliveries will not be accepted in the main office as drivers will not be permitted in the building. Students will have to meet drivers outside to pick up their order.

Student Dress Policy

Dress reflects individual expression of identity, socio-cultural norms, and economic factors and are personal and important factors to a person’s well-being and health. Clothing that advertises or promotes alcohol, drugs, violence or contains offensive phrases is not allowed. Please see the [TDSB Student Dress Policy](#) for details.

Alcohol and Drugs

The board’s policy is that alcohol and/ or drugs are not permitted to be brought onto or consumed on school property or at a school function. The policy also does not allow the presence of a student under the influence of alcohol or drugs in a school or at a school function.

Smoking and Vaping

Northview Heights Secondary School is a smoke-free environment. Smoking is not permitted in the school building or outside on school property (the school property extends up to the sidewalk), and there is no designated smoking area. The [Smoke Free Ontario Act](#) prohibits smoking in transit shelters and supplying or selling tobacco to a person under 19 years of age. **E-cigarettes and vaporizers are also prohibited.**

Equity

All staff and students must be allowed to teach and learn in an environment where they are treated with respect, dignity and understanding. Northview Heights SS is committed to protecting staff and students from discrimination and harassment as covered under the prohibited grounds of the TDSB Human Rights Policy. **Harassment** is engaging in any annoying and/or provoking comment or conduct that is known or ought reasonably to be known to be unwelcome. **Discrimination** is any practice or behaviour, whether intentional or not, which has a negative effect on an individual or group because of their age, ancestry, citizenship, colour, creed (faith), disability, ethnic origin, family status, gender, gender identity, marital status, place or origin, race, sexual orientation, or socio-economic status.

Gambling

Gambling of any kind is not permitted anywhere in the building or on school/Board property.

Respect for Property

Lockers

It is the student's duty to keep their locker clean and locked at all times. Only authorized locks are permitted. Under no circumstances should anyone else be given permission to open or to use the assigned locker. Lockers are available to students for the storage of school-related materials. It is important that students do not keep in their lockers materials which:

- a) do not relate to school activities;
- b) belong to other students; or
- c) are of excessive monetary value

The Administration has the authority to examine any locker at any time it is deemed necessary. The school does not assume responsibility for the loss of any articles from lockers. Students are advised not to bring valuable personal property to school.

Elevator

For use only by students with a physical disability or those holding a letter of permission from the Principal's office. As keys are not distributed to students, staff will escort students in the elevator.

Computer Use Policy

Each student will receive and be instructed in a comprehensive manner about the computer use policy. This policy will make students aware of the rights, responsibilities, rules, and consequences of computers and computer-related technology in the school. Students must show their student I.D. card if they wish to use the school computers. [Refer to the TDSB Online Code of Conduct for details.](#)

Vandalism & Graffiti

These are prohibited inside and outside the building and in the school community at large. Families may be charged for replacement and clean-up costs.

Respect for Safety

Student Identification Cards

The student card will be used for student identification and student activities. Students will be required to carry their card at all times. Student photo I.D. cards are required to purchase school event tickets, gain access to library resources and all other school sponsored activities. Stolen or lost cards must be reported to the front office and students will be required to purchase a new card.

Student Parking

A student who wishes to bring an automobile to school must register with the main office and complete a parking form available in the main office.

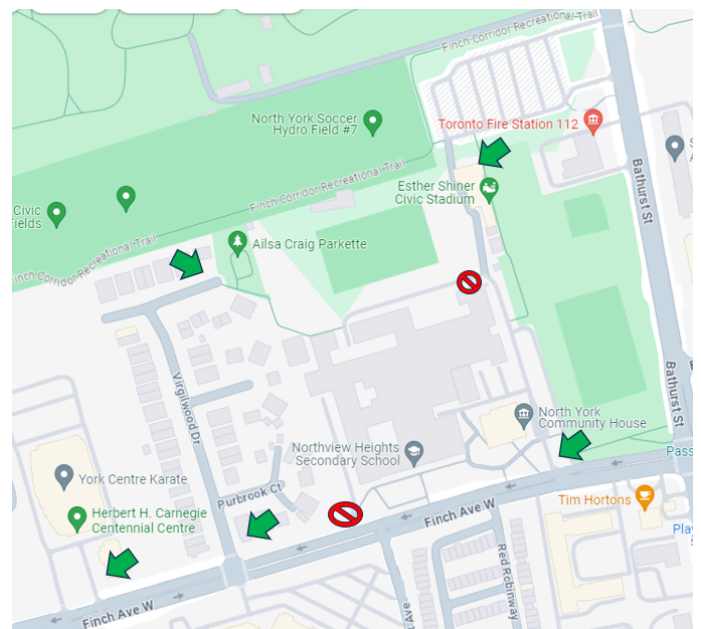
Trespassing

Northview Heights is [limited-access public property](#); only students and staff are permitted in the building. All visitors (including parents) must report directly to the main office.

Parking and Vehicle Safety

Student safety is our highest concern at Northview. Each year we observe risky driver behaviour when students are being dropped off and picked up from school. Families must note the following:

- The WEST side parking lot is designated for TDSB Staff parking only. Student drop-off or picked-up **should not be attempted in the West Parking lot**. Use the Esther Shiner Stadium parking lot, Virgilwood Drive, the Ailsa Craig Parkette or the Herb Carnegie Centennial Centre instead. (Green arrows on the map)
- Student drop off on Finch Avenue is dangerous. Do not use the TTC lane or make U-turns on Finch Avenue when dropping off students.
- The NHSS “Kiss and Go” drop-off/pick-up loop is located in our EAST side parking lot and we ask that ALL student drop-off and pick-up occur in the EAST side parking lot.
- Please do not block the school bus drop off/pick up area in the northeast area of the school.
- Student parking will be limited to a small number of spaces in the rear of school - accessible via the east side parking lot on a first come, first served basis.



Accidents and Insurance

The Toronto District School Board makes available to all students an accident insurance plan. It is the responsibility of the student’s family to mail the insurance application form. Personal accident insurance is recommended for all students who participate in any co-curricular activities. Accidents of any nature must be

reported IMMEDIATELY to the supervising teacher or to the Main Office. An Accident Report Form must be completed.

Fire Alarms and Safety Equipment

Tampering with safety equipment is contrary to school rules and in some cases, a serious offence. Students falsely pulling a fire alarm will have to [cover the cost of the emergency response unit](#) (approximately \$550 = HST per fire truck dispatched).

Verbal Assault, Threatening, Bullying and Cyber-Bullying

Northview students should be courteous and considerate and not to harass others verbally or physically. Please refer to the “Bullying Policy”, TDSB. Bullying incidents should be reported to the [Student Safety Line](#).

Weapons

Students are prohibited from possessing weapons or facsimiles of weapons on school property or during school-sponsored events. Weapons include but are not limited to: laser pointers, firecrackers, lighters, and other incendiary devices, knives, etc.

Hub

Students are not permitted to access the Bathurst Hub during the school day.

Respect for the Learning Process

Auditorium Etiquette

All students will have auditorium seats assigned according to subject class groups. Students are expected to enter the auditorium in a quiet and orderly fashion and will exhibit courteous attention and respect for everyone at all times.

Students are expected to show respect for the auditorium participants and the values and policies of the school as outlined in the Code of Conduct. Attendance at assemblies is mandatory. No food or drink is permitted and use of electronic devices to take photographs or videos is permitted.

Visitors

All visitors to the school must be approved by an administrator prior to the invitation. Guests must report to the main office upon arrival and wear a visitor’s pass.

Student visitors are not permitted at Northview during school hours.

Homework

The TDSB’s [guidance on homework completion](#) is a useful resource for families.

Cell Phones and Electronic Devices

During instructional time, personal communication devices are to be used for instructional purposes only.

Cell Phone & Mobile Device Use in Secondary Schools



By reducing the distraction of cell phones and mobile devices, together we can create more focused and engaging learning environments for students!

We ask all TDSB students to follow the direction below around cell phones and mobile devices at school and in classrooms:

The infographic features a central smartphone with a white callout box. To the left is a tablet with a power button icon, and to the right is a smartwatch with a muted speaker icon. A red speech bubble with an exclamation mark is positioned above the smartphone. The background is dark blue.

Secondary Students

During instructional time, except when permitted by the educator:

- Cell phone/mobile devices powered off or set to silent

For more information, visit www.tdsb.on.ca/mobiledeviceuse.

Attendance Policies

There is a strong correlation between regular attendance and academic success. Students who are absent miss vital instructional activities and assessment on day to day learning activities. It is school policy that regular attendance is a responsibility, shared by the student, their parents/guardians, the teachers and the school administration. Students have a responsibility to attend classes, to study and to learn. Parents/guardians have a right to expect that their child is, in fact, attending classes and learning. The school has an obligation to report to parents/guardians when their child's attendance or punctuality is unsatisfactory. Parents/guardians will be contacted if such a pattern begins to emerge.

Students are required to be on time for classes and attend all classes. Students are responsible for the work missed due to absence. Students who skip classes or repeatedly arrive late may receive consequences based on the principle of progressive discipline and in accordance with Operation Procedure PR.697 Consequences of Inappropriate Student Behaviour.

Lateness

Late students will be admitted to their first period class, but recorded as late by their first period teacher between 9:00 - 9:20 a.m. After 9:20 (or 10:15 a.m. on a late start day), students must report to the main office.

Illness During the Day

Ill students should advise their teacher then go to the main office. A member of the office team will contact a parent/guardian and sign the student out. Students should not, under any circumstances, leave without permission during the school day.

Absence from School

When a student will be absent from school, the parent/guardian should phone the school 416-395-3290, by 9:00 a.m. to explain the reason for absence or lateness. Parents/guardians can leave a message at any time on the student absence line regarding a student's late arrival or absence or email us at northview@tdsb.on.ca. When returning to school, a note explaining the absence is to be brought to the main office. Students over 18 years of age may write and submit the required note themselves.

Each day, through our Safe Arrival Program, an automated phone call is made to Priority 1 Contacts for any unexplained student lates or absences.

Extended Absences

Families are discouraged from planning vacations that will take students away from school during instructional days. In the event that a student will be away for an anticipated extended length of time, students are responsible for obtaining an "Extended Absence Form" from the main office at least one week prior to an extended absence. Students are responsible for completing the "Extended Absence Form" and obtaining the signatures of their parent/guardian and classroom teachers prior to providing it to the appropriate Vice-Principal. Students must obtain all work in advance and complete all assignments by the due date.

Absence during Exams and Culminating Evaluations

When a student is absent from an exam *or from any scheduled evaluation*, it is their responsibility to contact the school immediately and speak to a vice-principal. Medical documentation of a valid reason is required and the student may be required to complete the exam or culminating task upon their return. **NOTE: A vacation is not a legitimate reason to miss a formal evaluation.**

Absence for School-Related Events

When a student is aware that a class or classes will be missed for school-related activities, it is the student's responsibility to notify the subject teacher(s) immediately of the absence and arrange to obtain the work to be missed. The student is responsible for the completion of all work and assignments covered during such absence, immediately upon their return.

Spare Periods

Students in Grade 9, 10 or 11 are expected to take a full 8-credit program and will have no spares. Grade 12 students are permitted spare periods as long as they meet the minimum subject requirements (23 credits) for their grade. Students on spare must be in the Library Resource Centre during spare periods if in the building. Students must adhere to the library's noise restriction policy. Students are not permitted to be in the halls during spare periods.

Signing Out

A student leaving school before the end of the day is required to bring a note from a parent or guardian indicating the reason for the early departure. The note, which should contain the name, the date, and must be presented to the receptionist prior to signing out. If a student leaves school during lunch period and is unable to return to school, a parent or guardian should phone the school to explain the absence.

If a student is required to leave school before the end of the day and does not have a note (e.g. unanticipated situations or illness) the student must still report to the main office to sign out. An attempt will be made to contact a parent, guardian, or other designated party to advise about the situation and to obtain permission for the student to leave. Students 18 years of age or older may write their own notes for leaving school before the end of the day, but they too must sign out and be prepared to verify the reason.

Change of Address/Phone Numbers/Contact Person

Any change of home address, phone number or authorized contact person must be reported to the office in writing as soon as possible as required by law. Supporting documentation may be requested. Please keep in mind that if a student moves outside Northview's catchment area, they will be required to attend the school in that area.

Online Code of Conduct

Students must comply with TDSB's [Online Code of Conduct](#).

Assessment and Evaluation

In the TDSB, there is an expectation of fair, consistent and transparent assessment, evaluation and reporting strategies. Assessments and evaluations are designed to provide students with multiple, positive opportunities to demonstrate their learning skills and work habits and their understanding of the curriculum expectations.

Please read the [TDSB policy on Evaluation of Missed and Late Assignments](#).

Teachers provide students with information about the assignments and end-of-course evaluation. To promote student success, teachers provide ongoing formative assessment and feedback to students. Students are responsible for providing evidence of their learning within established timelines. Submitting work by the due date provides the teacher with adequate time to provide students with feedback on the current assignment and steps necessary for improvement on subsequent submissions.

All assignments are expected on the due date. If circumstances mean that a student is not able to meet a due date, the student must contact the teacher before the assignment is due to discuss options.

There are consequences for not completing work or submitting work late. A number of strategies may be used to help prevent and/or address late and missed assignments including involving communication with parents/guardians/caregivers. Ultimately, marks may be deducted for late/missed assignments, up to and including the full value of the assignment.

All courses are evaluated on the basis of a term mark (70%) and final summative evaluation mark (30%).

Academic Honesty

Students are expected to be academically honest and submit their own work, so that their mark received reflects their own academic achievement. This means that students cannot submit work that they have previously submitted, or work generated by AI (artificial intelligence). This also includes using subscription sites that complete work in 'real time' on demand.

Please read [the TDSB policy on Academic honesty](#) or ask a teacher for clarification of expectations.

Plagiarism is defined as the use of close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. ([Growing Success, Assessment, Evaluation and Reporting in Ontario Schools, Grade 1- 12, 2010, p. 151](#)) A consequence for cheating and plagiarism may (in accordance with department guidelines) be a mark of zero for the assignment/ exam in question.

A recurrence of academic dishonesty may (in accordance with department guidelines) result in an escalating severity of consequences. All students who face the consequences of plagiarism or cheating have the right to appeal the teacher's decision to a Vice-Principal.

Guidance & Student Services

The Student Services Centre is open to all students and parents from 8:30 am to 4:00 pm. Guidance Counsellors assist students with personal, social, educational and career planning concerns. They also conduct in-school and online information sessions for students in all grades. Every student at Northview Heights is assigned to a Guidance Counsellor with whom they can discuss personal issues.

Booking a Guidance Appointment

Students wishing to book guidance appointments will have to come to the guidance office and book their appointment in our Appointment Binder. Remember not to book during tests, quizzes, presentations or during gym, culinary or tech class. Counsellors will call students down from that class during the requested period.

Course Loads

Students in Grades 9 to 11 must maintain a course load of 8 credits at all times, regardless of the number of credits currently completed. Students in Grade 12, who have a minimum of 23 credits may opt to have a spare(s), however at no time can a student have 2 spares in the same semester.

Graduation Requirements (Current Grade 9's only)

Compulsory Credits

Students need the following 17 compulsory credits to get their OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (Grade 9, Grade 10 and 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in technological education (Grade 9 or Grade 10)
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics and citizenship
- 1 credit from the STEM-related course group * (ANY of the following count for the STEM credit: business studies, computer studies, cooperative education, Gr 12 mathematics, A grade 11 science or an additional technological education credit)

Elective Credits

Students must earn 13 elective credits by successfully completing courses from the school's course calendar

Additional Requirements

- 40 Hours of Community Involvement
- Ontario Secondary School Literacy Test
- 2 credits via elearning

Graduation Requirements Grades 10 to 12

Compulsory Credits

Students need the following 18 compulsory credits to get their OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 3 credits for group 1, 2 and 3 courses (1 credit in each group)
- 2 credits in science
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics and citizenship

Group 1, 2 and 3 Compulsory Credits

Of the 18 compulsory credits, students must complete 1 from each of the following groups:

Group 1

- English (including the Ontario Secondary School Literacy Course) or French as a second language, Native languages, First Nations, Métis, and Inuit studies, classical studies and international languages, social sciences and the humanities, Canadian and world studies, guidance and career education, cooperative education

Group 2

- Health and physical education, the arts, business studies, French as a second language, cooperative education

Group 3

- Science (Grade 11 or 12), technological education, French as a second language, computer studies, cooperative education

Elective Credits

Students must earn 12 elective credits by successfully completing courses from the school's course calendar.

Additional Requirements

- 40 Hours of Community Involvement
- Ontario Secondary School Literacy Test
- 2 credits via elearning

Mental Health and Wellness Supports

The mental well-being of everyone in our community is important to Northview Heights. Beyond Guidance Counsellors and in-school supports, students are encouraged to access these [immediate mental health supports](#). Families are urged to consider getting involved in the TDSB's [Mental Health & Well-Being Parent Partnership Committee](#).

Library Learning Commons

Northview's Library Learning Commons supports the academic success of our students, promotes a life-long enjoyment of reading and provides knowledge building experiences in a welcoming environment that is conducive to learning. Come in and explore during the following hours:

Mornings:	Monday - Friday 8:15-9:00 am
Lunch:	Monday - Friday 12:05-12:35 pm
After School:	Monday - Thursday 3:15-4:00 pm

What We Do

Teacher-librarians work with students to obtain or access:

- Researched information & how to cite sources
- Literacy skills
- Independent reading skills
- Support for learning with technology
- Fiction and non-fiction texts
- Specialized collections like Graphic novels
- Forest of Reading Book Club
- Virtual sources

Support for Students

Students can use [Brainfuse](#) and [PAPER](#) to access free online tutoring. This slidedeck details how to use the [PAPER tutoring](#) app. [PAPER](#) is an excellent resource for not just individual tutoring with a live person but also any written work, from lab assignments to full essays, through their Review Centre.

The Virtual Library

Explore the [Using the Virtual Library and finding Books, E-Books and Audio Books](#) slides to learn how to access books from the library, including E-Books and Audio Books:

Check out these self directed slides for research using the Virtual Library:

[Using the VL to narrow down research: academic and non-academic sources](#)

[Research tips- being a better "googler" and using Boolean shortcuts](#)

[Avoiding Plagiarism](#)

Equity

Northview Heights Secondary School is committed to the recommendations in [Decolonizing Our Schools](#), [Ontario's Ministry of Education First Nations Métis and Inuit Education Policy Framework](#), [The United Declaration of Rights of Indigenous Peoples](#), and [The Truth and Reconciliation Commission Calls to Action](#).

Northview Heights Secondary School is committed to providing equitable access to learning opportunities for all students. This includes our ongoing commitment to human rights, equity, [anti-racism](#), anti-oppression, commitment to [combatting anti-Indigenous racism](#) and [combatting anti-Black racism in the TDSB](#), and all other forms of racism and discrimination.

Centre of Excellence for Black Student Achievement

In the TDSB, the [Centre of Excellence for Black Student Achievement](#) (CEBSA) provides programs, resources and learning opportunities that focus on improving academic outcomes for Black students and creating environments that support their well-being and dismantling anti-Black racism.

The Centre of Excellence for Black Student Achievement is dedicated to improving the experiences and outcomes for Black students. It aims to be responsive to the voices of Black communities who have advocated for systemic change within educational institutions and for dismantling anti-Black racism at the TDSB. To learn more [visit their website](#), follow @tdsb_cebsa on [Twitter](#) and [Instagram](#) and sign-up for their [mailing list](#).

Urban Indigenous Education Centre

The [Urban Indigenous Education Centre](#) (UIEC) has been engaged in focused Indigenous Education work in the Toronto District School Board since 2008.

Guided by the UIEC Elders Council, the UIEC is dedicated to enhancing First Nations, Métis and Inuit students' well-being and achievement and creating opportunities for Indigenous Education for all staff and students in the TDSB by focusing on the following Seven Canopies

1. Student Voice
2. Professional Learning
3. Community Engagement
4. Partnerships
5. Programming and Curriculum Development
6. Research and Innovation
7. Truth, Reconciliation, and Self-Determination

To learn more [visit their website](#), follow @UIEC_Tdsb on [Twitter](#) and [Instagram](#).

ATHLETICS

Northview Heights offers students many opportunities to enhance their educational experience through co-curricular athletic activities. The successful fulfillment of academic requirements has the highest priority for all students.

Academic Eligibility

Student-athletes must be in good standing in all of their classes in order to participate in co-curricular athletic activities. If a student has failed one or more credits at their most recent reporting period, and wishes to participate in athletics they must submit a [Co-Curricular Appeal Form](#) for consideration by an appeals committee involving the school's administration. Failed credits that are recovered successfully through summer school or night school will regain good academic standing.



At the discretion of the coaches, students can participate in a maximum of 1 team sport and 1 individual sport per athletic season. In order to participate in Northview's co-curricular athletic activities, students must:

- Have parent/guardian permission to participate with all [Excursion Management Application](#) forms completed.
- Be a full-time student (part-time students are not eligible to participate).
- Demonstrate regular attendance, punctuality and appropriate behaviour in all classes and meet all course requirements, as communicated by the teacher. Student-athletes should ensure that their teachers are informed of dates and times of their co-curricular responsibilities and that arrangements for missed work are made well in advance.
- Commit to the responsibilities of the particular activity as set out by the staff advisor or coach in order to continue participating in the activity. If a student quits a co-curricular athletic activity the opportunity to participate on future athletic teams may be taken away.
- Adhere to the [TDSSAA Athlete Code of Conduct](#). Students' behaviours and attitudes during participation in the activity must also be consistent with the [TDSB Code of Conduct](#).

Communicating Concerns (parent concern protocol)

The TDSB Parent Concern Protocol (PR505) is a tool for parents/guardians/caregivers to address school and classroom concerns. The protocol confirms the responsibility of the principal, superintendent and Trustee in providing advice, direction or decision-making when a parent/guardian/caregiver has a concern.

1

Step One

Classroom Teacher

The first place to go about any classroom-related question or concern is your classroom teacher.

They can help you with:

- Any questions about the classroom
- Classroom rules and consequences
- Homework and assignments

2

Step Two

School Principal

If you would like more information or if you have questions that are beyond the classroom, talk to your school principal. They can help with:

- Concerns about an individual school
- Student registration
- Student schedules
- Student suspensions
- Report card concerns
- Classroom concerns
- Code of Conduct
- Safety and security
- Budget and fundraising
- School Council

3

Step Three

School Superintendents

Superintendents are responsible for a Network of Schools. They support school staff and can be contacted if you have questions that have not been answered or for help with:

- Alternate attendance request
- Suspension appeals

4

Step Four

Trustees

Trustees are your elected community officials. They are available to help you with the following areas of the TDSB:

- Concerns about your community
- Ideas and suggestions for the Board
- Items on Board Agenda
- Board policies under review
- Board budget
- Collective bargaining

Chart of Consequences of Inappropriate Student Behaviour*

SUSPENSIONS A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.306 (1)).	Principal May Issue Suspension	Notify Police	
		May	Shall
1. Uttering a threat to inflict serious bodily harm on another person*	1-19 Days		x
2. Possessing alcohol, illegal drugs or, unless the pupil is a medical cannabis user, cannabis	1-19 Days		x
3. Being under the influence of alcohol or, unless the pupil is a medical cannabis user, cannabis	1-19 Days	x	
4. Swearing at a teacher or at another person in a position of authority*	1-19 Days	N/A	N/A
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*	1-19 Days		x
6. Bullying*	1-19 Days	x	

* Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the Ontario Human Rights Commission (OHRC) and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.

SUSPENSIONS A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.306 (1)7).	Principal May Issue Suspension	Notify Police	
		May	Shall
1. Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises*	1-19 Days	x	
2. Use of profane or improper language*	1-19 Days	N/A	
3. Use of tobacco*	1-19 Days	x	
4. Theft*	1-19 Days	x	
5. Aiding or inciting harmful behaviour*	1-19 Days	x	
6. Physical assault*	1-19 Days	x	
7. Being under the influence of illegal drugs*	1-19 Days	x	
8. Fighting*	1-19 Days	x	
9. Possession or misuse of any harmful substances*	1-19 Days	x	
10. Extortion*	1-19 Days		x
11. Inappropriate use of electronic communications or media devices*	1-19 Days	x	
12. An act considered by the school's Principal to be a breach of the Board's or school's code of conduct*	1-19 Days	x	
13. Immunization	20 Days	N/A	N/A

* Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the Ontario Human Rights Commission (OHRC) and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.

SUSPENSIONS PENDING POSSIBLE EXPULSION A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.310 (1)). After the suspension is issued an investigation will be conducted by the principal within five (5) school days.	Principal May Issue Suspension	Notify Police	
		May	Shall
1. Possessing a weapon, including a firearm	1-20 Days		x
2. Using a weapon to cause or to threaten bodily harm to another person	1-20 Days		x
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	1-20 Days		x
4. Committing sexual assault (refer to Board Policy P.045: Dealing With Abuse and Neglect of Students)	1-20 Days		x
5. Trafficking in weapons or illegal drugs	1-20 Days		x
6. Committing robbery	1-20 Days		x
7. Giving alcohol or cannabis to a minor	1-20 Days		x
7.1 Bullying if, i. the pupil has previously been suspended for engaging in bullying and, ii. The pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.	1-20 Days	x	x
7.2 Any activity listed in section 306(1) motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age mental or physical disability, sexual orientation, gender identity, gender expression or any other similar factor	1-20 Days	x	x

SUSPENSIONS PENDING POSSIBLE EXPULSION A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.310 (1)8. After the suspension is issued an investigation will be conducted by the principal within five (5) school days.	Principal May Issue Suspension	Notify Police	
		May	Shall
1. Possession of an explosive substance	1-20 Days		x
2. Sexual harassment	1-20 Days	x	
3. Hate-motivated occurrences	1-20 Days		x
4. Distribution of hate material	1-20 Days	x	
5. Racial harassment	1-20 Days	x	
6. An act considered by the Principal to be a serious breach of the Board's or school's code of conduct	1-20 Days		x
7. Trafficking in cannabis	1-20 Days		x
8. Extortions	1-20 Days		x

*subject to change

Note: The TDSB has implemented Retention Timelines. For information related to these timelines, please see PR 697 Promoting Positive School Climate.