



MADONNA CATHOLIC SECONDARY SCHOOL

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MADONNA CATHOLIC SECONDARY SCHOOL

Madonna Catholic Secondary School was founded in 1963 by the Faithful Companions of Jesus, a religious order of sisters built on the principles of faith, charity, and justice. The influence of these sisters is reflected in the school crest where you can see the letters FCJ embedded at the top. These are ideals that all Madonna students are encouraged to mirror in their daily lives. The school was named for Mary, the Madonna and Our Lady, whose virtues of love, service, generosity, and humility continue to inspire and guide the actions of the Madonna Community.

At Madonna, we are committed to making a difference in the lives of our students by providing a welcoming environment that celebrates the unique gifts of each of our students. Through school-based activities and extra-curricular opportunities we work to develop the whole person: intellectually, physically, socially, emotionally, and spiritually. We serve our diverse student population and continue to encourage our students to explore the world remembering and employing the motto of Madonna, “Fides, Concordia et Justitia” or “Faith, Charity and Justice” in all that they do.

THE SCHOOL UNIFORM

The Toronto Catholic District School (TCDSB) has a school uniform dress code that has been developed in consultation with the TCDSB community and implemented with the goal of fostering safety and inclusivity in our schools. <https://www.tcdsb.org/page/dress-code>

Madonna uniform pieces:

1. **MCSS Golf Shirt** (navy or white/long-sleeve or short sleeve)
 - a. MUST be worn each day (even with the MCSS Zip-Polo or MCSS sweater).
2. **McCarthy Embroidered Blue Pant/Shorts**
 - a. Pants are NOT to be altered or tucked into socks
3. **Kilts**
 - a. must be worn with all-black dress shoes only or LOW-CUT all-black running shoes.
 - b. must be worn with navy or black *knee-high* socks or tights (NO leggings, nylons or ankle socks).
 - c. should be worn at a modest length.
4. **McCarthy Embroidered Blue Shorts** may be worn in the warmer weather in September/October and May/June. Ankle socks are permitted with the uniform shorts.
5. **Shoes**
 - a. Must be **ALL BLACK** closed dress shoes or **ALL BLACK** closed running shoes.
 - b. Crocs, sandals, slippers, and open-toe shoes are not permitted as per safety protocol
 - c. Boots are not allowed. Students may wear boots to school but must change into uniform shoes before going to class.



Uniforms are available from **McCarthy Uniforms**

170 Brockport Drive, Unit 60 / 416-593-6900 / <https://www.mccarthyuniforms.ca/>

Uniform expectations for Madonna Students:

- Students are to arrive to school in uniform and remain in uniform throughout the day.
- **Madonna Spirit Wear** is not considered uniform and does not replace the uniform. Spirit Wear indicates TOPS ONLY and may be worn ONLY on Fridays.
- Only Madonna uniform items may be worn in school/classes. Head scarves – i.e. religious, cultural – are permitted and it is preferred that they are of a neutral colour.

- All jackets, non-uniform hoodies, bags, and items not required for classroom instruction are to be left in student lockers.

Students out of uniform may:

- be directed to get into uniform and parents will be informed;
- be loaned a uniform item for the day (if available)
- be sent home to get uniform; or
- work in main office for remainder of the day.

NOTE: Ongoing uniform issues will result in escalating consequences such as detention or suspension.

Dress Down/ Civvies Days

There will be days where students are permitted to be out of uniform in exchange for a \$2 donation. All money raised will be designated to local charities or school needs. Students may dress casually, but appropriately for the school environment.

Spirit Wear Days

There will be days where students are permitted to be allowed to wear Madonna CSS branded spirit wear items instead of their uniform at no cost. These items can be purchases Madonna Spirit Wear items, team jerseys, clothing items, physical education uniform and clothing related to a school club. Regardless, all items must be Madonna CSS branded and worn in a manner that is appropriate for school.

Administration will inform the school community of these designated days through the My School Day App



SCHOOL SERVICES

STUDENT SERVICES/GUIDANCE

Guidance Teachers assist students in four areas: academic, career, personal, and social. Counselling services play a central role in assisting students with course selection, school programs, post-secondary preparation, education and career pathways. Referrals to support staff and community agencies are available to all students when deemed necessary.

Students can make appointments with their counsellor whenever they feel the need to discuss academic situations or concerns of a more personal nature. Parents are welcomed to speak with counsellors by calling the school or making an appointment through Guidance. QR codes to make appointments will be shared with teachers and will be included in an updated version of the agenda later in September.

CHILD AND YOUTH WORKERS

Our CYW at Madonna works to provide both individual and group support to support students. They are available to address a variety of concerns, to assist at times of crisis and to make appropriate referrals. They help students identify their own strengths and support student success through the exploration of options for positive change.

SPECIAL EDUCATION SERVICES

Madonna follows an integrative model to serve the learning needs of all exceptional students. Students follow a regular timetable with assistance/enrichment from the Special Education Department where necessary and appropriate. Special Education students also have access to their assigned resource teacher and may receive more individualized assistance.

CHAPLAINCY

The Chaplaincy program provides services responding to the sacramental and pastoral needs of the school community and programs for the faith development of staff and students. The Chaplaincy program's focus is to deepen our faith and to build the Christian community of our school, our parishes, and our families. During the school year, students and staff have opportunities to participate in the Eucharist, liturgies, and the Sacrament of Reconciliation.

MADONNA LEARNING COMMONS

The Madonna Learning Commons supports the classroom teachers' efforts with resource-based learning, encourages independent study, facilitates leisure reading, and provides a quiet space to work. The teacher-librarian works with classes, small groups, or individual students and maintains a collection of appropriate electronic and print resources. The learning commons has access to a large collection of databases and encyclopedias which makes researching topics very accessible. Students can borrow works of fiction or access computers when the Learning Commons is staffed by the librarian.

CATHOLIC SCHOOL PARENT COUNCIL (CSPC)

The objective of our local CSPC is to ensure parent and community involvement in the education of our children. The Council comprises parents, teachers, administration, students, and community members. Our Council actively works towards the betterment of the Madonna Catholic Secondary School community. There are no qualifications required and no contribution is considered too small. All are welcome!

EXTRA-CURRICULAR PROGRAMS

Involvement in extra-curricular programs develops student skills, awareness and appreciation of their unique talents and individuality. Following are some of the clubs and athletic teams Madonna has to offer.

Clubs and Activities

Art, Chess Club, Cheerleaders, Drama/Theatre, Eco Club, ESL@M.C.S.S., Athletic Association, Madonna Ambassadors, Math Club, M-Squad, Peer Ministry, Prom, Robotics Team, Mental Health Action Team, School Band and Choir, Social Justice, Student Council, Yearbook, Announcement Crew, AV Tech Crew, Black Alliance At Madonna (BAAM), Breakfast Club, Club Council, CSLIT, DECA, French Club, MCSS Leadership Activities, SAGA, Model UN, Safe and Accepting School, The Phoenix Newspaper Club, Anime Club, Madonna Entrepreneurs, and various cultural clubs.

Athletic Programs

A full athletic program that encourages the development of physical skills in our students is offered. In order to support the costs of athletics, an athletic fee is charged for participation on a team. This covers the costs for uniforms, travel, tournaments and fees to the Toronto District Catholic Athletic Association (TDCAA) and the Ontario Federation of School Athletic Associations (OFSAA). The following sports may be offered at Madonna:

FALL: Basketball-Major, Cross Country-Minor, Flag Football, Golf, Swimming, Ultimate Frisbee

WINTER: Badminton-Minor, Volleyball-Major, Table Tennis-Minor

SPRING: Soccer-Major, Softball-Major, Tennis-Minor, Track & Field-Minor



ACADEMIC PERFORMANCE AND ATHLETIC PARTICIPATION

We take pride in the academic and behavioural success of our student athletes. We recognize that a student's academic success and self-discipline is more important than her athletic achievements. Every student-athlete is required to maintain a passing grade in each of their courses and observe the school's Code of Conduct to retain eligibility on a school team. ***Attendance in all classes is mandatory on the day of a game.***



TCDSB ACCEPTABLE USE FOR TECHNOLOGY

The **TCDSB Acceptable Use of Technology Policy (AUP)** governs the proper use of technology and electronic communication in our schools. The purpose of the AUP is to provide students and their parents with a set of guidelines that outline the safe and appropriate use of technology within our Catholic School system. All students and their parent/guardian must sign the Student Internet Agreement <https://assets.tcdsb.org/TCDSB/2478549/A29-tcdsb-student-internet-agreement-grades-9-12.pdf> before they will be allowed to use the TCDSB network and devices.

Behaviour Expectations:

- It is a privilege, not a right, to use the Board's network, devices, and applications/remote learning platforms. Privileges may be restricted or taken away if the AUP is violated.
- Students must use their own TCDSB student account and keep it private when using the board network or devices.
- Students must use the network and electronic communication for educational purposes only.

Password Management:

- Students can access **MyPassword** self-service to reset or manage their password at <https://www.tcdsb.org/page/student-password-reset>
- TCDSB student logins grant access to Wi-Fi, school computers and devices, and third-party educational services such as GoogleWorkspace for Education.
- Students must personally create their own password and it must be a strong password.
- Students must keep their password secret, and never disclose or share a password.
- Students must log out of their accounts after each use.
- When creating a password, we recommend that you make it easy to remember, but hard for others to guess. Avoid using personal information such as your name, email address, or mailing address.



Unacceptable Activities:

- Attempts to access unauthorized areas of the Board's system, or any other computer system through the Board's network. This includes attempting to access another user's files or attempting to log on using another person's account.
- Purposely breaking, destroying and intentionally abusing Board computers, network, hardware, software, or electronic devices.
- Installing, accessing or sharing unauthorized equipment, software or media files such as games.
- Engaging in any inappropriate behaviour such as cyberbullying, personal attacks, threats, harassment, hate motivated and discriminatory behaviours at school, school related events or in circumstances that negatively impact the school climate. These actions will be dealt with according to the Education Act or school codes of conduct.
- Impersonation or using a false identity.
- Any use of inappropriate language (obscene, profane, threatening, harassing, bullying, racist or disrespectful) posted publicly, privately, on any websites or other electronic communication platforms.
- Engaging in any illegal activities such as the sale of drugs or alcohol, criminal activity or threatening the safety of another person.

DEVICE USE POLICY

<https://assets.tcdsb.org/TCDSB/4477302/device-use-policy.pdf>



Recognizing that devices present opportunities and challenges, this policy sets clear expectations for the use of electronic devices, such as cell phones, tablets, and smartwatches, during the school day. This measure is designed to minimize distractions and ensure a productive learning environment for all students.

Students in Grade 7 to 12 must ensure their devices are switched off or set to a silent mode and stored out of view during instructional time, except when their use is explicitly permitted by the educator or administrator. Specific exceptions are detailed in the policy.

When dealing with a student who fails to comply with an educator's direction to place a device out of sight, the principal will exercise their discretion and consider a range of responses to address the student's behaviour.

Parents/guardians are encouraged to reinforce these expectations and standards for acceptable behaviour at home with their child, and support school staff in the reinforcement of this policy.

Restrictions on Social Media Access

Access to all social media platforms is now restricted on TCDSB networks and school devices. This policy is aimed at enhancing focus during school hours and protecting students from potential online distractions.

Plagiarism and Copyright Infringement

- Students must not plagiarize and must obtain permission for any copyrighted materials they use. AI or ChatGPT cannot be used to create assignments.
- If there is a question regarding the authenticity of a student's work, it is the student's responsibility to provide proof of process (ie. rough draft, notes, revision history etc.)



Personal Safety & Privacy Including Videos/Photos:

- Students must promptly inform a school administrator or teacher if they receive any inappropriate communication that makes them feel uncomfortable or unsafe.
- Students should protect their personal information and privacy when using any electronic communication platform such as the internet.
- Students cannot take pictures or capture video in private areas such as washrooms or change rooms.
- Students must not take pictures or video of another person on school property or at a school event without the permission of the individual(s), their parents or the principal/designate. Parental/guardian consent is required before taking a picture or video of a student with special needs.
- Pictures or videos that negatively impact the school climate must not be taken, transmitted, or posted under any circumstances.

Accessing TCDSB Wi-Fi Network with a Personal Device

- The TCDSB provides students with Wi-Fi access on their personal devices for educational purposes only.
- Access to Wi-Fi with a personal device is restricted to the TCDSB-Guest network.
- Students should not connect to any other TCDSB Wi-Fi networks (i.e. TCDSB-Misc, TCDSB-Wireless-WPA2) as the device will be banned from connecting to all TCDSB Wi-Fi.

Disciplinary Consequences:

- The TCDSB or school administrator/designate may deny, restrict or suspend a student's access to the Board's network upon any violation of the Acceptable Use Policy or other rules of the school.
- Improper use of technology that impacts the school climate will be subject to progressive discipline.

STANDARDS OF BEHAVIOUR SCHOOL EXPECTATIONS AND MORAL TONE

Respect, Civility and Responsible Citizenship

The Toronto Catholic District School Board (TCDSB) is a Catholic educational community that is committed to providing a respectful and safe environment for all stakeholders. Students, parents, and staff have a shared responsibility to sustain an environment that is inclusive, welcoming and safe. The TCDSB is focused on working towards acceptable solutions that are consistent with relevant Board policies. Policies concerning Conflict Resolution and the Respectful Workplace can be found at <https://www.tcdsb.org/page/conflict-resolution>

Students have the responsibility to:

- attend school on a regular daily basis, be on time, bring all needed materials to class
- work to their full potential, and complete/submit classroom assignments and homework within the provided time limits
- comply with all applicable federal, provincial, and municipal laws, and show proper care and regard for school property and the property of others
- be attentive during lessons, ask questions when appropriate, and avoid rude and disruptive behaviour
- respect the rights of others and treat others respectfully, fairly with dignity and in a non-threatening manner, regardless of their different ideas and opinions
- treat and respond to all faculty and support staff respectfully
- develop an awareness of the Code of Conduct, adhere to it, be accountable for their actions, and accept the consequences that may be born from those actions

Parents and Guardians have the responsibility to:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure their child attends school regularly and on time
- report promptly to the school their child's absence/late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child in following the rules of behavior
- assist school staff in dealing with disciplinary issues



School staff has the responsibility to:

- help students work to their full potential and develop their self-worth
- maintain consistent standards of behaviour for all students
- demonstrate respect for all students, staff and parent
- prepare students for the full responsibilities of citizenship

BEHAVIOUR ON EXCURSIONS

Participation in any field trip, excursion or out-of-school activity is a privilege NOT a right. In order to ensure the safety and well-being of all involved, the school administration, teachers or supervisors, reserve the right to refuse the application of any student or remove any student from an excursion when concerns about behaviour or academic progress arise. On excursions, students are held to the same standard of behaviour as on school property. Students must return on the mode of transport designated on the permission form. All TCDSB/school policies remain in effect, particularly those regarding the use of tobacco, alcohol or drugs. For serious infractions, and/or disruptive or

inappropriate behaviour, students may be sent home at the parent's/guardian's expense. On overnight trips, students are accountable for their behaviour to the teacher-in-charge 24 hours per day, seven days per week.

While students are expected to participate fully in school-sponsored field trips and excursions, they are still responsible for all work, tests and assignments covered in their other classes. Students are expected to fulfill their academic responsibilities in all subjects at all times. The principal has the authority to refuse student participation in any school excursion.

*** Students are to be in full uniform on excursions unless otherwise directed.**

BEHAVIOUR AT SPORTS EVENTS

All students must adhere to the school's Code of Conduct while watching any sports event at Madonna Catholic Secondary School or any other school.

SCHOOL PROCEDURES AND INFORMATION



ATTENDANCE

Attendance is critical to the success of a student at school. All classes are compulsory. As noted in the Academic Matters section of this agenda, a student having unexcused absences/lates, may either be removed from the class or may attain a failing course mark. Parents/Guardians are asked to report a child's late/absence, using the **School Messenger Mobile App**, online at go.schoolmessenger.ca or by calling **1.833.521.3286 (toll free)**.

PRESENCE IN THE HALLWAYS AND WASHROOMS

All students are expected to be in class for the entire period. Students may leave class only on occasion, for very specific reasons, with permission, and must return immediately to class. Students who have been granted permission to leave class need to be in possession of a Hall Pass or admission slip. Students must provide the Hall Pass to any staff member who requests to see it. Students found to be out of class without a hall pass are subject to progressive discipline actions.

Students with a spare on their timetable need to be located in the cafeteria or off school grounds. Students must have their timetable with them to verify the time of their spare if asked by a staff member.

LATE TO SCHOOL

Please make sure that your child is on time each day for school. In the event that a student is late for school, they must report to the attendance office FIRST to obtain an admit slip before going to any classes. Students are expected to be on time for every class, and if late, an automated call goes out to the home during the evening. Students who develop a habit of persistent tardiness to class will first be spoken to by their teacher, then referred to the vice-principal; parents will be informed, and appropriate actions will be taken.



SIGNING OUT

If it is necessary for a student to leave early, they can either bring a note to the attendance office between 8:00 a.m. and 8:30 a.m. or have a parent contact the school. *A student who misses classes and who fails to follow this procedure will be considered as skipping class*, and appropriate actions will be taken. A student will not be given permission to leave school without a letter or note, and in the case of illness without the school contacting the parents.

STUDENTS 18 YEARS AND OLDER

A student who reaches the age of 18 will become the primary contact unless otherwise directed by the student.

ATTENDANCE FOR EXAMS

All students must be present and in full uniform, for their exams which are written at the end of January and June. Please do not book family vacations during these time periods, as such an absence may greatly affect your child's final mark.

HEALTH CONCERNS

When a student becomes ill at school, they must report to the attendance office if they wish to leave school. The student will be permitted to call home and make arrangements for someone to come and pick them up or get permission to go home. Any accident occurring in the school must be reported immediately to the main office. If necessary, parents will be notified.

MEDICAL INFORMATION UPDATE

Parents are asked to inform the main office or administration of any change in, or newly diagnosed medical condition which may adversely affect the health or well-being of their child. This would include any conditions such as asthma, severe allergies, seizures, and anaphylactic responses etcetera. Please note that there are students in attendance who suffer from severe and life-threatening allergies to certain foods. **Peanuts/nuts tend to be a common trigger. In compliance with Sabrina's Law, 2005 S.O. 2005 Chapter 7, students are asked to refrain from bringing any peanut/nut-based food products to school. In compliance with Bill 20, Ryan's Law, Ensuring Asthma Friendly Schools, S.O. 2015 C.3 also please refrain from spraying scents such as, perfume in classrooms/hallways.**

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

An AED (Automated External Defibrillator) is located next to the Main Office on the ground floor.



CONCUSSION POLICY

In the event a student displays symptoms of concussion as outlined below, the concussion protocol will be followed by the school for injuries sustained outside of school or in a school's co-curricular or extracurricular activity.

- brief loss of consciousness after injury;
- memory problems;
- confusion;
- drowsiness or feeling sluggish;
- dizziness;
- double vision or blurred vision;
- headache;
- nausea or vomiting;
- sensitivity to light or noise;
- balance problems or
- slowed reaction to stimuli



CAFETERIA/LUNCH

The cafeteria and adjacent picnic area at Madonna are the only areas in which the students may eat or drink. This allows us to maintain a clean and healthy environment in accordance with Public Health Regulations. Cafeteria services are only available during the designated lunch hours in the day. Breakfast menu is available between 8:00 a.m. and 8:30 a.m. Lunch food purchased off school property must be eaten off property. Supervision is not provided for students who leave school property during their lunch period. Students are strongly encouraged to remain on school property during lunch.

SCHOOL LITURGIES, RETREATS & SCHOOL CHAPEL

Eucharist and liturgies are celebrated in our theatre on a regular basis for the entire school community. Parents are welcome to celebrate with us. By choosing to attend Madonna, a student agrees to participate in the various religious activities that are scheduled throughout the school year. At various times in the year, students participate in scheduled retreats. Such involvement is essential in building a demonstrated commitment and witness to a Christian faith in our Catholic secondary school. The school chapel, located in Room 113, is available as a place of reflection and private prayer.

LOCKERS

Each student will be assigned one locker. Lockers are not to be shared. Each student will receive a combination lock for her locker. For security reasons, a student should not inform any other student of her combination. Lockers are the property of the school; therefore, staff members with the authorization of the administration may check contents. It is expected that any posters/pictures that are taped into a locker will be appropriate for display in a Catholic school. Students must use the lock assigned by the school and cannot use personal locks. The lock should be secured closed at all times. Students will be charged a fee to replace lost locks. A used lock will cost \$5.00 and a new lock will cost \$10.00.

VALUABLES/CELL PHONES/ELECTRONIC EQUIPMENT

Students are strongly encouraged not to bring valuables or excessive amounts of money to school as the school will not be held responsible for these items.



STUDENT ACTIVITY FEES

Policy S.M.09 Fees for Learning Materials and Activities Rationale

All secondary schools in the TCDSB collect a student activity fee as part of the registration process. These fees supplement the school experience for students by providing for materials and activities such as student agendas, student recognition programs, yearbooks, retreats, theme days, etc. Although this fee is voluntary, this payment enhances the student's overall school experience. Assistance may be provided to students who are unable to pay the activity fee.

PARKING

Given the limited space on our campus, no student is allowed to park on school premises. Warnings will be issued, and if the parking continues students risk having their cars towed at their own expense.

VISITORS

Under the Safe Schools Act, all visitors to the school must report to the main office. They must identify themselves to a school staff member upon request and explain the nature of their visit. Out of courtesy, students of Madonna are asked not to visit any other schools at any time, as this would be considered trespassing. Students must obtain permission from Administration before visiting other schools during the day.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS



To earn a high school diploma in Ontario, students must:

1. earn 18 compulsory credits
2. earn 12 optional credits
3. pass the literacy requirement
4. Pass the financial literacy requirement

5. earn at least two online learning credits
6. complete a minimum of 40 hours of community involvement activities

If you started Grade 9 in 2023 or in prior years, you must earn:

1. 18 compulsory credits
2. 12 optional credits
3. the literacy requirement
4. at least 2 online learning credits
5. complete a minimum of 40 hours of community involvement activities

If you started Grade 9 in 2024 or in later years you must earn:

1. 17 compulsory credits
2. 13 optional credits
3. the provincial secondary school literacy requirement
4. the provincial financial literacy graduation requirement
5. at least 2 online learning credits
6. complete a minimum of 40 hours of community involvement activities

Everyone needs 40 hours of community involvement activities (volunteering) to get their high school diploma.

Information on the Graduation Requirements for an Ontario Secondary School Diploma can be found at <https://www.ontario.ca/page/high-school-graduation-requirements>

FULL DISCLOSURE

Students should be aware that the Ministry of Education and Training has adopted a policy of full disclosure for grades 11 and 12 courses. All attempts at any course will be documented on their transcript.

ONTARIO SCHOOL RECORD FOLDER (OSR)

This folder contains basic biographical and achievement information, and other data pertaining to the student's academic career in Ontario. The information contained in the folder may be reviewed by the student and parent (if the student is under 18 years of age), by pre-arranged appointment. Student records are available for the information and use of supervisory officers, the principal, and the student's teachers for the improvement of instruction to the student. This record is not available to any other person.

ONTARIO STUDENT TRANSCRIPT

This is a record of successfully completed and all attempted courses required for a graduation diploma. This information is kept in the Student Services Office and is available, upon request, to both parents and students. One official copy is provided to all graduates. Subsequent copies are available at a cost.

SPECIALIST HIGH SKILLS MAJOR PROGRAMS (SHSM)

Madonna offers three SHSM programs that offer students an opportunity to gain knowledge and develop skills required for careers in Business, Health and Wellness or Non-Profit programs. These programs assist students in post-secondary pathways to university, college, apprenticeship training or workplace.

SHSM Program Opportunities & Benefits

- Widen opportunities, customize high school education to suit interests through a specialized selection of credits
- Get certified in First Aid, CPR, WHMIS while earning their Ontario Secondary School Diploma (OSSD)
- Hands on experience with Co-operative Learning experiences

- Earn special SHSM red seal designation on diploma which identifies that the student possesses specialized skills in the specialist area

SCIENCE, TECHNOLOGY, ENGINEERING, ARTS, AND MATH PROGRAM (STEAM)

The STEAM program provides opportunities for students to challenge themselves in Science and Mathematics, Technology and the Arts. To qualify for the STEAM Program Certificate, students must apply and, upon acceptance, complete the reach ahead and enrichment opportunities.



ASSESSMENT, EVALUATION AND REPORTING

The assessment and evaluation of student progress is based on the Ontario Curriculum expectations and the Ministry of Education *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools* document (2010). <https://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>

To evaluate student achievement, teachers will

- collect from a variety of sources (observations, conversations, and student products) over the course of the semester.
- consider the results from all the tests/exams and assignments that the student has completed or submitted.
- consider the tests/exams and assignments that were **not** completed or submitted.

CALCULATION OF FINAL GRADE

The report card grade represents a student's achievement of overall curriculum expectations as demonstrated to the date of the report card being issued.

The final grade will be determined as follows:

- 70% of the grade will be based on evaluation conducted throughout the course.
- 30% of the grade will be based on a final evaluation administered at or towards the end of the course. This evaluation can be based on one or more of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content.

A credit is granted toward an Ontario Secondary School Diploma for every course in which the student's final percentage mark is 50% or higher. For marks below 50% students will need to repeat the course in order to earn the credit.

STUDENTS' RESPONSIBILITIES With Respect to Evidence for Evaluation

Students are responsible for providing evidence of their learning within established timelines, and there are consequences for cheating, plagiarizing, not completing work, and submitting work late.

(*Growing Success*, page 42)



LATE/MISSED ASSIGNMENTS AND TESTS

Teachers will establish a due date and a closure date for each evaluation/assignment. Teachers will use a number of strategies to help prevent and/or address late and missed assignments, however after the primary submission date, the teacher may deduct marks up to and including the full value of the assignment. All incomplete assignments will be included in the final mark unless there are extenuating circumstances.

Students should notify their teacher prior to the due date if they are struggling with an assignment or with the due date. There are a number of resources available to assist students who are struggling.

If a student has a valid reason for missing a test, it is expected they will write the test at a mutually agreed upon date according to the circumstances surrounding the absence.

Late and missed assignments for evaluation will also be noted on the report card as part of the evaluation of a student's development of the learning skills and work habits.

Unexcused absences will be treated as a missed assignment and may result in a mark of zero. Accumulated missed assignments may lead to the loss of a credit where curriculum expectations are not being met. In the case of extenuating circumstances, the school administration will make a final decision.

PLAGIARISM/CHEATING

Plagiarism is using someone else's ideas, words, information, or images and presenting them as your own without acknowledging the original author/source with footnotes or endnotes. Submitting work that is created using any AI software or other application is not considered your own original work and is a form of plagiarism. Students risk receiving a mark of zero for any plagiarized assignment submitted. Cheating on a test or assignment may also result in a mark of zero due to academic dishonesty.

EXAMINATIONS

Do not schedule anything of a personal nature during the exam periods. Examinations will not be rescheduled. If a student misses an examination, it may negatively affect the final mark. Parents/Guardians should contact the school immediately regarding any absence due to illness or with any other concerns. Students must be in full uniform for all exams.

HOMEWORK

Homework furthers students' learning in relation to the curriculum. When students complete homework, they consolidate and reinforce the learning from in-school experiences in a practical and meaningful way. It is a planned and purposeful activity that is linked to the Ontario Curriculum Learning Expectations, Learning Skills, and the Ministry of Education Reporting Guidelines.

REPORTING PROGRESS TO PARENTS/GUARDIANS

The Provincial Report Card is distributed to all students and includes both a percentage mark based on student achievement and an assessment of the learning skills acquired by the student in each course taken. The following are the learning skills assessed: Responsibility, Independent Work, Initiative, Self-Regulation, Organization, and Collaboration. Each category will show a ranking of E-Excellent, G-Good, S-Satisfactory or N-Needs Improvement.

There are four reporting periods: mid-semester (November and April) and final report card (February and June). Half credit courses (Civics and Careers) will only receive final marks at each reporting period.

An "Early Warning Communication" is mailed to parents after five to six weeks into each semester and teachers will communicate concerns with parents or guardians.

Parent-teacher interviews are held soon after the distribution of the mid-semester reports in each semester.

Parents should not hesitate to telephone the school to speak directly to their child's teachers at any time, if they have any concerns or questions.

STUDENTS WITH INDIVIDUAL EDUCATION PLANS and ENGLISH LANGUAGE LEARNERS

Assessment and evaluation of students with an Individual Education Plan (IEP) will be reflective of the accommodations and strategies outlined in the IEP which is developed based on the strengths and learning needs of each student. Ongoing communication and monitoring by the special education teacher in conjunction with the subject teacher

ensures that all students with an IEP have every opportunity to succeed to the best of their ability. In supporting English Language Learners, assessment and evaluation will take into account student levels of proficiency in English, their linguistic, academic, and other needs, including any exceptionalities.

TEXTBOOKS and COURSE MATERIAL

Students are provided with a textbook or materials required for their courses (musical instruments, art materials, etc.). It is expected that these materials will be returned in the best possible condition. Students will be held responsible for anything that is lost or damaged.

Toronto Catholic District School Board - Code of Conduct Policy No: S.S. 09

This Policy affirms that all students, parents, teachers and other school staff have the right to be safe, and to feel safe, in their school community.

1. POLICY

The Toronto Catholic District School Board is committed to ensuring that schools be an example of Christian Community that promote, maintain, and encourage responsibility, civility, equity, inclusivity, academic excellence and well-being in a safe learning and teaching environment. A positive school climate exists when all members of the school community respect and treat others fairly at all times regardless of personal characteristics of any kind. All members of school communities and Board worksites will value and respect the teachings of the Catholic Church, including the teaching that all people are created in the image and likeness of God and have infinite dignity and worth.

Every member of this community - student, teacher, parent/guardian, support staff, trustee, parish priest, volunteers or others, while on TCDSB property, at TCDSB sponsored events and circumstances that could have an impact on the school climate - is governed by the policies of the TCDSB and shares in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful.

The purpose of the TCDSB Code of Conduct is to further promote the mission of the TCDSB and to provide a framework for individual schools to develop local, school-based codes of conduct **that foster a positive school climate and support student academic achievement and wellbeing. In addition, the TCDSB Code of Conduct and local school-based codes of conduct must be modified regularly.** The TCDSB Code of Conduct is to be read together with the Violence Prevention Policy and all related TCDSB policies.

The TCDSB Code of Conduct also recognizes the importance of progressive discipline which focuses on prevention and early intervention as the key to maintaining a positive Catholic school environment. More information can be found under Progressive Discipline Policy S.S. 10.

The TCDSB Code of Conduct prohibits the use of alcohol, illegal drugs and cannabis.

CATHOLIC EXPECTATIONS OF STUDENTS

The fundamental expectation of students in our Catholic Schools will follow the ethic of our Catholic faith, where empathy, care for others, and respect for life are present. If you are aware that a student or group of students is in a dangerous situation, then you should tell a caring adult in the school community immediately.

2. LEGISLATIVE FRAMEWORK

The Education Act requires school Boards to establish policies and guidelines with respect to the conduct of persons in schools.

3. PROVINCIAL CODE OF CONDUCT

THE EDUCATION ACT PERMITS THE MINISTER OF EDUCATION TO ESTABLISH A CODE OF CONDUCT GOVERNING THE BEHAVIOUR OF ALL PERSONS IN SCHOOLS.

The TCDSB Code of Conduct is consistent with the provincial Code of Conduct and clearly sets out the standards of behaviour for all members of the school community and worksites including, but not limited to: students, parents, volunteers, teachers and other staff members, board staff, trustees, visitors, third- party service providers and permit holders while on board premises or at school- related activities. The TCDSB code of conduct is also applicable to all members of the school community for behaviour occurring off school premises or outside of school hours that negatively impacts school climate.

4. GUIDING PRINCIPLES

All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members, superintendents, senior board staff, Board personnel and trustees - are included in the Provincial Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities that may have an impact on school climate.

The Toronto Catholic District School Board is an inclusive community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. Through our Catholic values, we believe in the worth and dignity of every person, and that people thrive in a safe, healthy and compassionate environment. One of the goals of the Board's Multi-Year Strategic Plan requires that, in order to create equitable learning environments for all students, students will be provided with safe, healthy learning environments by promoting a positive school climate, inclusive and accepting of all students.

This policy is interpreted through the lens of the Catholic faith as articulated by the teachings of the Church, having due regard for the following:

- Teachings of the Catholic Church, as expressed through various documents of the Universal Church, the Bishops of Canada, the Bishops of Ontario, and the Archdiocese of Toronto.
- Education Act, Sections 1 (4); 169.1; 301
- Program Policy Memorandum (PPM) 128 Provincial Code of Conduct and School Board Codes of Conducts, August 29, 2019.
- Ontario Human Rights Code, Sections 1;19

5. ROLES AND RESPONSIBILITIES

The ***TCDSB Code of Conduct*** recognizes that all members of the school community comply with the standards of behaviour outlined in this policy.

The following requirements do not adversely affect any right or privilege guaranteed under the Constitution Act 1867: the Canadian Charter of Rights and Freedoms, or the Ontario Human Rights Code.

All members of the school community must respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

Toronto Catholic District School Board

The TCDSB is committed to the principles and standards established by the Violence Prevention Policy. The TCDSB will not tolerate behaviour that jeopardizes the emotional well-being or physical safety of members of the school community.

Schools

Through the development or refinement of local codes of conduct, schools must communicate provincial and TCDSB standards of behaviour in a variety of languages suited to the respective communities.

Principals

Principals, under the direction of the school Board, take a leadership role in the daily operation of the school. Bill 157 permits the principal of a school to delegate limited powers under Part XIII of the Education Act to a vice-principal of the school or, in the absence of a vice principal, to a teacher employed in the school. Bill 157 requires the principal to provide written acknowledgement of receipt of a report to the individual who initiate the report using the Incident Reporting Form Part II. Bill 157 requires principals to contact the parent/guardian of victims who have been harmed as a result of serious student incidents including incidents for which a suspension or expulsion must be considered. A principal will not contact the parent/guardian of a victim if:

- the student is 18 years of age or older,
- the student is 16 or 17 years of age and has withdrawn from parental control,
- In the opinion of the principal, contacting the parent/guardian will create a risk of harm to the student by the parent/guardian.

Teachers and School Staff

Under the leadership of the principal, teachers and staff shall maintain order in the school and are expected to hold everyone to a high standard of respectful and responsible behaviour. Bill 157 requires all TCDSB employees, bus drivers and other non-TCDSB employees deemed appropriate, to report to the principal serious incidents that must be considered for suspension or expulsion using the Incident Reporting Form -- Part 1. In addition, TCDSB employees, who work directly with students, must respond to incidents that may have a negative impact on school climate.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Police and Community Members

Police and community members including volunteers, third party, service providers, permit holders are essential partners in making our schools and communities safer. All members need to support and respect the rules of their local schools. Police will investigate and respond to incidents in accordance with the Police/School Board Protocol.

6. STANDARDS OF BEHAVIOUR

Respect, Civility, Safety and Responsible Citizenship

The TCDSB does not tolerate any anti-social or violent behaviour that impacts on learning environments. All local school codes of conduct must set out standards of behaviour consistent with the standards established in the TCDSB Violence Prevention Policy. Standards of Behaviour must promote respect, civility, responsible citizenship and Catholic values. All members of the school community must respect and treat others fairly regardless of race, ancestry, place or origin, colour, ethnic origin, creed, citizenship, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability (Ontario Human Rights Code S. 2(2)).

Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Electronic Communications and Media Devices

Schools shall include provisions in their local codes of conduct to respect the need of others to work in an environment that is conducive to learning and teaching; including by ensuring that personal mobile devices are only used during instructional time for the educational and other permitted purposes outlined on page 1 of Policy/Program Memorandum No. 128 dated August 29, 2019.

<https://www.ontario.ca/document/education-ontario-policy-and-program-direction/policyprogram-memorandum-128>

7. CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS

Local school codes of conduct shall set out consequences that are consistent with The Education Act and the Board Safe School policies for Suspension and Expulsions (S.S. 01). Mitigating Factors as stated in The Education Act shall be considered.

Activities leading to possible suspension (Section 306): 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 <i>at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:</i>		Principal Shall Consider Suspension In considering whether to suspend a pupil, a principal shall take into account any <i>mitigating or other factors</i>
1.	Uttering a threat to inflict serious bodily harm on another person	1 – 20 Days
2.	Possessing alcohol or illegal drugs	1 – 20 Days
3.	Possessing cannabis, unless the pupil is a medical cannabis user	1 – 20 Days
4.	Being under the influence of alcohol	1 – 20 Days
5.	Being under the influence of cannabis, unless the pupil is a medical cannabis user	1 – 20 Days
6.	Swearing at a teacher or at another person in a position of authority	1 – 20 Days
7.	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 – 20 Days
8.	Bullying	1 – 20 Days
9.	Persistent opposition to authority	1 – 20 Days
10.	Habitual neglect of duty	1 – 20 Days
11.	Use of profane or improper language	1 – 20 Days
12.	Theft	1 – 20 Days
13.	Aid/incite harmful behaviour	1 – 20 Days
14.	Physical assault	1 – 20 Days
15.	Being under the influence of illegal drugs	1 – 20 Days
16.	Harassment	1 – 20 Days
17.	Fighting	1 – 20 Days
18.	Extortion	1 – 20 Days
19.	Inappropriate use of electronic communications/media equipment	1 – 20 Days
20.	Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others	1 – 20 Days

Activities leading to suspension (Section 310) A principal <i>shall suspend</i> a pupil if he or she believes that the pupil has engaged in any of the following activities while <i>at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate.</i> When a pupil is suspended under section 310, the principal shall conduct an investigation to determine whether to recommend to the board that the pupil be expelled.		Principal Shall Suspend In considering whether to recommend to the board that the pupil be expelled, a principal shall take into account any <i>mitigating or other factors.</i>
1.	Possessing a weapon, including possessing a firearm	1 – 20 Days
2.	Using a weapon to cause or to threaten bodily harm to another person	1 – 20 Days
3.	Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	1 – 20 Days
4.	Committing a sexual assault	1 – 20 Days
5.	Trafficking in weapons or illegal drugs	1 – 20 Days
6.	Committing robbery	1 – 20 Days
7.	Giving alcohol to a minor	1 – 20 Days
8.	Giving cannabis to a minor	1 – 20 Days
9.	Bullying, if (i) the pupil has been previously 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
10.	Any activity listed in subsection 306. (1) of <i>the Act</i> that is 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 basis.	1 – 20 Days
11.	Possession of explosive substance	1 – 20 Days
12.	Refractory conduct	1 – 20 Days
13.	Serious or repeated misconduct	1 – 20 Days
14.	Conduct injurious to the moral tone of the school or to the physical or mental well-being of others	1 – 20 Days

The principal will follow the requirements established by the Police/School Board Protocol when activities occur requiring mandatory or discretionary reporting to police.

THREATS TO SCHOOL SAFETY - RESPONSE PROCEDURES

The TCDSB has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. Central administrative policies and procedures provide direct support to school principals and vice-principals in the management of a crisis situation. These supports have been developed through community consultation and through collaboration with the Toronto Police Service.

1. **Shelter in Place - Possible Environmental Danger in the School Neighbourhood**
2. **Hold and Secure - Possible Danger in the School Neighbourhood**
3. **Lockdown - Danger on the School Site**
4. **Bomb Threat**



For all students and staff to become familiar with expectations during a threat to school safety, our school will be practicing threat response procedures as we normally do with fire drills. Should a real threat to school safety procedure be initiated, the school will inform parents of the event that led to the particular response by letter or phone out system.

FIRE ALARMS

Students are expected to respond to all fire alarms by clearing the school quietly and promptly. Students will follow standard fire drill procedures as outlined by the school and the fire department. Any student found responsible for a false alarm may face criminal prosecution and suspension from school. This holds true for interfering in any way with school fire-fighting equipment such as fire hoses and extinguishers.

SMOKE-FREE ONTARIO ACT

The *Smoke-Free Ontario Act, 2017* prohibits the smoking of tobacco, the use of electronic-cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public spaces, as well as other designated places in Ontario.

Smoking/Vaping on School Property

Smoking and vaping is not allowed in schools, including the grounds associated with the school, and public areas within 20 metres of school property including in a vehicle on school property.

- **Smoking** refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational).
- **Vaping** refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.
- Students can be charged by a Tobacco Enforcement Officer and given a ticket or issued a summons to appear in court. The maximum fine for a first offence is \$1,000. The maximum fine for a second offence is \$5,000.
- Supplying or selling tobacco products to anyone under the age of 19 years old is against the law. Anyone who supplies or sells any tobacco product to someone less than 19 years of age may be charged. The maximum fine for first offence of supplying or selling any tobacco product to someone under the age of 19 is \$4,000.



Cannabis and The Smoke-Free Ontario Act (Bill 174)

All members of the school community MUST NOT:

- give alcohol or cannabis to a minor;
- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes)

Smoking and Vaping Regulations

The prohibition against smoking tobacco and cannabis and using electronic cigarettes (vaping) remains in effect on school grounds and within 20 metres of these areas.

Where a student is found to have alcohol, tobacco, electronic cigarettes, recreational cannabis, related products and/or illegal drugs, their parent(s)/guardian(s) will be notified, and the prohibited item(s) must be surrendered to an educator or administrator.