

MARY WARD CSS
2018 - 2019

BECAUSE WE BELIEVE

...In the worth and dignity of all human persons, we, the members of the Mary Ward school community, declare the following:

- i. Language which discriminates is not acceptable to us. We pledge our commitment to raise awareness to realize we have a problem, and to change our old ways.
- ii. We affirm the full equality of persons, male and female. Stereotyping, negative language, and attitudes which see women as inferior to men, or which expect men to be "macho", are not acceptable to us. We pledge our commitment to raise awareness to realize we have a problem, and to change our old ways.
- iii. We affirm that the hope of humanity lies in peace and reconciliation. Physical and emotional violence, gossip, bullying, and selfish behaviour are not acceptable to us. We pledge our commitment to raise awareness to realize we have a problem, and to change our ways.

We, the members of the Mary Ward community, declare our willingness to continue the many positive things we have been doing to build a better society. When abuses occur, we pledge that we will act with courage and concern to stop negative behaviour.

We make our commitment to this declaration in the name of Jesus, who modelled this behaviour and whose Spirit guides our actions.

ROOTED IN CHRIST: WE BELONG, WE BELIEVE, WE BECOME

Loving God,
 we believe that everyone is a gift
 and belongs to your family
 for we are made in your image and likeness.
 As a community of believers rooted in Christ,
 may we always celebrate your presence with us
 and appreciate both the gifts and responsibilities
 of belonging to this community of faith.
 Through the inspiration of the Holy Spirit, the
 intercession of Mother Mary,
 and all the Saints,
**may we become all you intend us to be— a
 reflection of Christ in our world.**
 We pray through Jesus Christ our Lord.



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 Scarborough, Ontario
 M1V 3S8

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www.tcdsb.org/schools/maryward

Principal • Mrs. Andrea Magee
 Vice Principals • Ms. Kelly Breen
 • Ms. Kathleen Wong

DESIGNED BY VARSHAA RAGURAMAN
 AND TRISTAN SABADO

THIS AGENDA BELONGS TO

Student Number

Name

Teacher Advisor



TABLE OF CONTENTS

Welcome to the 2018-2019 edition of the Mary Ward school agenda. The customized design of this agenda contains more practicality and functionality whilst keeping with the philosophy of self-directed learning. The agenda is specifically designed to reflect and support the unique and innovative way in which curriculum is delivered at Mary Ward.

High school life is a journey to one's future beyond graduation, and this agenda is designed to help all students reach their goals and successfully turn their ambitions into reality.

3	Agenda Usage
5	Suggested Target Dates
6	Mary Ward Staff
7	Mission Statement / History
8	Pillars of Self Directed Learning
9	Catholic & Religious Dimension
10	Code of Conduct
13	Expectations of Students
14	The BYOD and AUP
15	TCDSB Acceptable Use Policy for Technology
18	Standards of Behaviour
20	Attendance Policy
21	Ward Student I.D. Policy
22	Dress Code
23	Additional Guidelines
24	General Student Information
26	Course Policy
30	Graduation Requirements
31	Programs & Services
34	Athletic Policy
36	Student Activity Fees

AGENDA USAGE

Using this Agenda Efficiently

This agenda is a start to the effective organization of your time, both at school and at home. If you organize yourself well, you will have time to do everything. This book will help you develop the skills of organization, commitment to tasks, and standards of excellence that will raise your own self-esteem and help you achieve success in your high school career. The skills learned will assist you in both post-secondary education and the world of work.

Goal Setting

1. It is important to set personal goals to help you stay organized and up-to-date.
2. Use the following guidelines to help yourself:

Average amount of time:

18 units per course for grades 9 to 12 courses.

One unit in a course = 5 to 6 hours of work (plus homework)

3. Your agenda book provides you with an effective format for setting goals and keeping track of the goals you have achieved.

**ONE UNIT COMPLETED PER DAY
IS THE RECOMMENDED GOAL**

Before you begin, take time to set some goals and write them out in the slots provided. Goals should reflect your school studies. They may also deal with athletic aspirations, personal resolutions, and commitments.

To this end, here are some expectations the school has concerning the use of this planner:

- Carry it with you at all times.
- Follow your plans carefully. In this way, you will reach your goals and your progress will be satisfactory.
- Consult your agenda before leaving school to see which books you need to take home.
- Bring it to check-in each day. You may have to make changes to accommodate new information from morning announcements.
- Bring it to your TA interview. It will be the core of your discussion.

Long-Term Planning

Plan goals with your TA; eg., plan to finish 8 courses in one year. Be aware of examination dates and plan your own completion dates. Take into account the school schedule; e.g., P.A. Days, school activities, gym schedule, seminars, and other presentations. Record your long-term goals and periodically review these with your TA.

Short-Term Planning

- Make a study plan for your day with specific details and record it in your agenda.
- What unit(s) are you handing in for the day?
- Break the day into reasonable time periods (includes breaks and lunch).
- Choose a location to work that gives you access to materials and teachers you may need.
- Review your progress at the end of the day.
- Record your homework.
- Consult your teachers' floor schedules.

AGENDA USAGE

Goal Setting

You increase the opportunities to do the things you want and need to do by improving on how you manage your time. Those who manage their time effectively have the same twenty-four hours in a day as everyone else. What they do is plan and schedule time so that they can achieve a balance in all parts of their lives, as well as be successful.

If you take time to organize your efforts, you can easily save one-quarter to one-third of your time. The trick is to develop a concrete plan for home, school, and work. Planning ahead and applying time management strategies will result in getting maximum value for the time you have. It will help you with your schoolwork and will result in an increase in time available for leisure activities, such as sports and spending time with friends.

Time Setting

We all want to be successful. Success at school will open many opportunities for you in the future. Good organization is the key to success. Your own personal School Agenda will help you manage your time efficiently and effectively. Your Agenda will become your daily organizer.

In order to balance or pace unit work more regularly and also to avoid a rush in June, students are reminded that they cannot submit several units at a time, or expect to write several tests per course in one day in the Test Centre.

The policy, instead, is as follows:

1. Teachers will accept only 1 unit per course per week. Students, therefore, should not expect that teachers will give several units at a time to work on.
2. A student will not engage in any form of evaluation for a subsequent unit of study unless a minimum of 60% is achieved on the current unit and communication regarding this mark is shared with the student via the TA.
3. Teachers need necessary time, approximately five days, to evaluate current units before subsequent units can be assessed or test authorization issued. If a student does not receive reasonably prompt feedback for test authorizations or unit marks, it is up to the student to see their subject teacher for clarification.

What Happens If...

YOU FALL BEHIND? Get extra help from subject teachers, TA, or friends.

YOU FINISH EARLY? Review and revise your goals with your TA. Write early examinations.

YOU HAVE TROUBLE MANAGING TIME? Consult your TA or Guidance Counsellor.

YOU JUST CAN'T GET STARTED? See the following suggestions:

1. Use the Swiss Cheese technique - break it into bite-sized pieces.
2. Get more information and instructions. Read or talk to people.
3. Set up your equipment and supplies on a clear desk.
4. Give yourself a pep talk. "I'm going to do this eventually...so why not now, save myself the stress?"
5. Set the timer - dive in for 15 minutes to get some involvement. Allow yourself to stop after it rings if you just can't take it.
6. Make a commitment to someone and report back.
7. Try to get through the first step. Finishing fully will motivate you. Always have the next step mapped out!
8. Have your TA come with you to see your subject teacher to create a plan to get back on track.

SUGGESTED TARGET DATES

Once you have started, it is much easier to follow a plan. Use your agenda to: help keep track of homework, test dates, test authorization numbers, due dates and other assignments; map out a study schedule; list questions for the teachers; and much more!

Basically, your agenda will help you to keep on top of your busy schedule and will let you run your life rather than letting your life run you!

UNIT	TARGET DATE
1	SEPTEMBER 17
2	OCTOBER 1
3	OCTOBER 17
4	NOVEMBER 1
5	NOVEMBER 19
6	DECEMBER 4
7	DECEMBER 19
8	JANUARY 18*
9	FEBRUARY 4
10	FEBRUARY 20
11	MARCH 6
12	MARCH 26**
13	APRIL 11
14	APRIL 26
15	MAY 9
16	MAY 23
17	JUNE 6
EXAMS	JUNE 12 to 25

* Unit 7 due for Gr. 12 students applying to university/college

**Unit 11 due for Gr. 12 students applying to university/college

MARY WARD STAFF

Administration: A. Magee (**Principal**), K. Breen (**Vice Principal**), K. Wong (**Vice Principal**)
Secretarial Staff: A. Cardinale, I. Ayson, J. Giancola, L. Hayes, P. Sousa (**Head Secretary**)
Chaplaincy Team: S. Mak; A. M. Davies; J.P. Dabbagh, A. Zabana

DEPARTMENT HEADS

Business / Computer Studies	S. Pezzetta
Canadian and World Studies	C. Schwan
Educational Services	J. Torossian
English & ESL / ELL	C. Holmes
French / Extended French	J. Wisniowski
Inspire Program	J. Hayes
Mathematics / Construction & Manufacturing Technology	M. Albert
Physical Education	R. Kennedy
Religious Studies / Social Science/Library Science	S. Rosseel
Student Services / Student Success / Chaplaincy	K. Bozek
Visual Arts / Communication Technology / Performing Arts	C. Burley
	J. Notten

EDUCATIONAL ASSISTANTS

A. Agopian, I. Cuda, M. Aricci,
 H. Hagarty, L. Kumala, G. MacNeil,
 M. Pallarca, M. Shanks, B. Vecchiarelli

INSTRUCTIONAL ASSISTANTS

M. Abela, P. Boteler, A. Bufalini,
 C. Caronzo, K. Chau, J. Fleishacker,
 R. Frair, H. Gintoli, K. Harrison,
 J. Malott, M. Marzewska, E. Rayman,
 S. Sahlani

COMPUTER SITE ADMINISTRATOR

B. Dagva

CUSTODIANS

J. Barrie, R. Gablan, L. Johnson, T. Santorsola,
 D. Lu
Head caretaker - J. Artymowycz

Teaching Staff

(Organized by School-Based Administrative Team)

Administrator: A. Magee - Principal Counsellor: C. Burley (21)		Administrator: K. Breen - Vice Principal Counsellor: R. Wong (64)		Administrator: K. Wong - Vice Principal Counsellor: A. Zabana (47)	
Teacher Advisors	TA #	Teacher Advisors	TA #	Teacher Advisors	TA #
Adourian, J.	39	Bozek, K.	29	Bailey, L.	46
Albert, M.	61	Candiotto, M.	36	Bregar, M.	47
Arturi, M.L.	51	Cormier, S.	27	Davies, A.	59
Burley, C.	21	Dabbagh, J.P.	66	DeRose, J.	25
Carabine, M.	01	Dalton, L.	49	Emer, D.	13
Chan, K.	19	Filazzola, R.	12	Morra, M.	62
Coleman A.	44	Gassi, V.	67	Notten, J.	33
Cuschieri, P.	03	Harnum, E.	60	Parise-Bullock, R.	68
Engalla, Y.	17	Laconte, P.	24	Peets, M.	40
Fortura, S.	32	Largo, M.	52	Pezetta, S.	02
Hayes, J.	53	Mak, S.	26	Rossi, J.	28
Holmes, H.	20	Marzewski, B.	14	Scarano, M.	10
Kennedy, R.	45	Molloy, J.	63	Sersanti, A.	06
Maljian, S.	50	Powell, N.	38	Tsang-Lee, A.	15
McAlpine, P.	31	Reid, A.	54	Valentini, L.	55
Patel, N.	65	Torossian, J.	22	Waud, M.	35
Rosseel, S.	04	Visconti, N.	08	Zabana, A.	41
Simone, D.	57	Weathers, L.	16	Zidar, K.	42
Titus, P.	69	Wisniowski, J.	43	TBA	07
van Rooyen, C.	56	Wong, R.	64	TBA	05
Ventura, M.	48	TBA	34		
		TBA	24		
		TBA	66		

MISSION STATEMENT

WE SHOULD BE SUCH AS WE APPEAR
 AND APPEAR SUCH AS WE ARE.
- MARY WARD

Mission, Vision, and Philosophy

The Mary Ward school community is committed to realizing the potential of all members of our learning community in an environment that encourages collaborative decision-making and collegial relationships among administrators, teachers, support staff, students, and parents. We strive to live our motto: "Because We Believe", and to integrate gospel values into every aspect of school life.

At Mary Ward Catholic Secondary School, we believe students learn best when they:

- Feel they are a valued member of a caring, Catholic community
- See purpose in learning
- Set their own learning goals
- Follow an individualized and personalized program
- Have time and space to actively pursue individualized learning in a building designed to complement this

School Goals:

- To strengthen the vision of Mary Ward Catholic Secondary School as a professional learning community rooted in our Catholic faith and guided by the principles of a self-directed learning centre
- To work collaboratively to enhance curriculum development, improve instruction, and increase student success through assessment, revision, and a commitment to continuous improvement
- To continue to embrace new technologies to assist in communicating more effectively with students, parents, and staff with a view to maximizing the achievement of all students

Ontario Catholic School Graduate Expectations:

- A discerning believer formed in the Catholic faith community
- An effective communicator
- A reflective and creative thinker
- A self-directed, responsible, life-long learner
- A collaborative contributor
- A caring family member
- A responsible citizen

About Mary Ward

Mary Ward Catholic Secondary School was founded in 1985, a year that marked the 400th anniversary of the birth of Mary Ward. Mary Ward, founder of the Loretto Sisters' order, the Institution of the Blessed Virgin Mary, was often described as a dangerous innovator because she held views about education and the role of women that were considered radical in her time. A person of immense courage, compassion, creativity and wisdom, she is a very appropriate patron and an ideal role model for the Mary Ward school community, especially with the launching of the self-directed learning program in 1992. Since that time, experience, research, technology, curriculum development, the input of students, alumni, parents, teachers, support staff, and administration have all helped to shape an exemplary learning community that provides excellence in Catholic education.

In 1995, Mary Ward Catholic Secondary School became a founding member of the Canadian Coalition of Self-Directed Learning Schools. The CCSDL is a grass roots organization of secondary schools across Canada that share a similar vision and philosophy. CCSDL schools strive to build learning communities that embrace the following core beliefs about teaching and learning.

PILLARS OF SELF-DIRECTED LEARNING

Personalized Programing

Students have a voice in determining when, where and how they approach learning activities, which allows them to organize their learning in a way which personalizes the learning experience.

Flexible Scheduling

CCSDL (Canadian Coalition of Self-Directed Learning) schools utilize various scheduling approaches. However, flexibility in the use of time is integral to each school and permits students to direct their learning.

Teacher Advisement

The single most important relationship between student and teacher is embodied in the Teacher Advisor Program. Teachers serve as coaches, mentors, facilitators and guides for stress collaboration and high expectations.

Collaborative Learning Environment

In a learning centered environment, there is a focus on active learning, reflection and collaboration amongst staff and students.

Authentic Assessment

Educators support assessment strategies which encourage students to demonstrate their knowledge and skills in a variety of forms in order to support the improvement of learning and as a means to assess the learning.

Continous Progress

Students learn in different ways and at different rates and each student is at a different place in the learning continuum. The process of continuous progress is one of accountability involving the student, parent and teacher advisor. Continuous progress involves developing a plan to meet the needs of the learner that leads to successful completion of secondary school.

Mastery Learning

CCDSL schools believe that it is important that students learn well and to this end, learning activities are developed in manageable units which require the student to demonstrate mastery of skills before progressing in their course work.

W.A.R.D.

What is W.A.R.D.?

Mary Ward's self-directed learning system is reliant on the Teacher Advisor program and a set of organizational learning skills that are acquired by students during their years here. The W.A.R.D. TA credit will focus on both of these fundamental elements.

W.A.R.D. stands for:

- W:** Who am I?
- A:** Advocacy
- R:** Responsibility
- D:** Direction

Each of these is an integral part of our self-directed learning program and are important in the growth and development of our students. Students will work within their TA group toward achieving a 0.5 credit each year, focusing on the 7 Habits of Highly Effective Teens, personal learning styles, post secondary planning, civic responsibility, and leadership.

CATHOLIC AND RELIGIOUS DIMENSION

As Christians, we are challenged to be visible witnesses who inspire others to live the Gospel in their personal lives and as a faith community. Youth ministry seeks to draw young people to responsible participation in the life, mission, and work of our Catholic faith community. As teenagers confront numerous opposing pressures and influences, they are often in need of support and guidance. Responding to these needs within the Christian community is the basic objective of our school Chaplaincy department.

The Chaplaincy team assists the community of Mary Ward in recognizing and celebrating God's presence and in affirming the traditions and practices of the Church within the school. Students are welcome to consult with the Chaplaincy members at any time.

Mass is celebrated on a regular basis for the entire school community in our gym or cafetorium. Parents are welcome to celebrate with us. All students are expected to participate in various aspects of the school's religious dimension: community masses, TA masses, reconciliation, religious studies, and retreats (scheduled school masses **ARE NOT OPTIONAL**). These visible celebrations of sign and symbol remind us that we are a people of God seeking a deeper understanding of our life journey in faith.

Please note that additional information on the religious accommodation guidelines can be found on our board's website.

Code of Conduct

The goal of our Mary Ward Catholic Secondary School Code of Conduct and Progressive Discipline Policy, consistent with the TCDSB Code of Conduct/Progressive Discipline Policy, is to support a safe learning and teaching environment. Appropriate action must be taken to address behaviour contrary to the Code of Conduct. The entire TCDSB Code of Conduct policy can be accessed through the board web site at www.tcdsb.org. Our Mary Ward policies are reviewed yearly, in consultation with students, staff, and parents.

The basis for a successful progressive discipline approach is a welcoming teacher within an engaging program. An effective plan has been established and developed by members of the school community. Staff members will handle situations on an individual basis within their normal practice. Where necessary, students may be referred to Administration. Our progressive discipline plan will be practiced with a unified school-wide approach. At Mary Ward, our goal is for students to behave appropriately, respectfully, and responsibly at all times. When this does not happen, appropriate action will be taken to address the behaviour in a manner that utilizes a continuum of interventions, supports, and consequences. These interventions are intended to help students understand the impact of their behaviour and, ultimately, to encourage students to behave appropriately.

Principals and Vice Principals, under the direction of the school board, take a leadership role in the daily operation of the school. Principals and Vice Principals provide this leadership by:

1. Demonstrating care and commitment to academic excellence and a safe teaching environment and learning environment;
2. Holding everyone, under their authority, accountable for their behaviour and actions;
3. Developing and enforcing local codes of conduct;
4. Communicating the contents and expectations contained in local codes of conduct regularly with all members of their school community;
5. Ensuring the communication of local codes of conduct includes a communication plan that outlines how these standards will be made clear to the entire school community, including school communities who have a significant number of parents whose first language is not English;
6. Providing an example of respect and civility for all members of the school community; empowering students to be positive leaders in their schools and community.

CODE OF CONDUCT

Principals have a duty to maintain proper order and discipline within the school. Local codes of conduct are a key component of that duty. Principals shall develop local codes of conduct that are explicitly tailored for their schools.

Under the provisions of the Education Act, principals are responsible for suspending students and for referring expulsions to the school board in appropriate circumstances. Principals will conduct investigations in accordance with the Guidelines for Conducting a Disciplinary Investigation.

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 the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

1. Help students work to their full potential and develop their self-worth;
2. Communicate regularly and meaningfully with parents;
3. Maintain consistent standards of behaviour for all students;
4. Demonstrate respect for all students, staff, and parents;
5. Empower students to be positive leaders in the classroom, school, and community;
6. Prepare students for the full responsibilities of citizenship; and
7. Comply with the responsibilities established by the TCDSB Violence Prevention Policy

Teachers shall also assist Principals in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school.

Under the provisions of the Education Act, teachers do not have the authority to suspend students. Teachers must continue to assist Principals by reporting incidents and assisting the Principal in conducting inquiries.

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. Respect and responsibility are demonstrated when a student:

1. Comes to school prepared, on time and ready to learn;
2. Shows respect for themselves, for others and for those in authority;
3. Refrains from bringing anything to school that may compromise the safety of others;
4. Follows the established rules, policies and local codes of conduct and takes responsibility for his or her own action.
5. Seeks staff assistance, if necessary, to resolve conflict peacefully.

Students are also expected to fulfill the Ontario Catholic Graduate Expectations and live the Gospel message by:

1. Exercising self-discipline;
2. Accepting such discipline as would be exercised by a kind, firm, and judicious parent;
3. Being courteous to fellow pupils and obedient and courteous of teachers;
4. Showing respect for school property;
5. Complying with all school expectations, procedures and codes of behaviour; and
6. Giving respect and co-operation to all persons in positions of authority in the school.

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. Parents and guardians fulfill this responsibility when they:

1. Show an active interest in their child's school work and progress
2. Communicate regularly with the school
3. Help their child be neat, appropriately dressed, and prepared for school
4. Ensure that their child attends school regularly and on time
5. Promptly report to the school their child's absence or late arrival
6. Become familiar with both the Provincial Code of Conduct and their local school code of conduct
7. Encourage and assist their child in following the rules of behaviour
8. Assist school staff in dealing with disciplinary issues.

Police and Community Members

Police and community members are essential partners in making our schools and communities safer. Community 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.

CODE OF CONDUCT

Standards of Behaviours

Respect, civility, and responsible citizenship.

Members of the Mary Ward 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 disagreement.
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, 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 all members of the school community, especially persons who are in a position of authority.
- Respect the need of others to work in an environment of learning and teaching.
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.
- Use appropriate and respectful language.

Safety

All school members **must not**:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons or illegal drugs
- Give alcohol 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, or provide others with alcohol or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person either in person, in print, or in any on-line communication.
- 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.

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.**

Interventions/Consequences

Within our Progressive Discipline Policy, a continuum of interventions will be considered. The interventions include, but are not limited to, verbal warnings, detentions, think-papers, removal from class or activity, meetings with parents, restorative practices, referral to other professionals, conflict mediation sessions, and community service. Where the inappropriate behaviour continues despite alternative interventions or if the misbehaviour is of a very serious nature, the Administration may invoke a suspension. In these cases, mitigating factors are always considered.

Under Subsection 306 (1) of the Education Act, a Principal shall consider whether to suspend a pupil if he/she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate:

- 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
- Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board

If a principal decides to suspend a pupil for engaging in an activity described in sub-section (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

The minimum duration of a suspension is one school day and the maximum duration is 20 school days.

In considering how long the suspension should be, a principal will take into account any mitigating or other factors prescribed by the regulations.

CODE OF CONDUCT

Under clause 306 (1) 7 of the Education Act, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Under Board policy, activities for which a principal may suspend a pupil include:

1. Persistent opposition to authority;
2. Habitual neglect of duty;
3. Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
4. Use of profane or improper language;
5. Use of tobacco;
6. Theft;
7. Aid/incite harmful behaviour;
8. Physical assault;
9. Being under the influence of illegal drugs;
10. Sexual harassment;
11. Racial harassment;
12. Fighting;
13. Possession or misuse of any harmful substances;
14. Hate-motivated violence;
15. Extortion;
16. Distribution of hate material;
17. Inappropriate use of electronic communications/media; and/or
18. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Suspension Pending Possible Expulsion

Under subsection 310 (1) of the Education Act, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing a sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

The following infractions may result in a suspension pending possible expulsion in accordance with Board policy:

1. Possession of explosive substance;
2. Serious or repeated misconduct;
3. Refractory conduct; and/or
4. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.
5. Mitigating Factors and Other Factors
6. In considering whether to suspend a pupil or whether to recommend to the Board that a pupil be expelled, a principal will take into account any mitigating factors or other factors prescribed by the regulations.

Mitigating Factors

Pursuant to the Suspension and Expulsion of Pupils Regulation, the following mitigating factors shall be taken into account:

1. The pupil does not have the ability to control his or her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.

CODE OF CONDUCT

Other Factors

The following other factors shall be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

1. The pupil's history.
2. Whether a progressive discipline approach has been used with the pupil.
3. Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender, or sexual orientation, or to any other harassment.
4. How the suspension or expulsion would affect the pupil's ongoing education.
5. The age of the pupil.
6. In the case of a pupil for whom an individual education plan has been developed;
 - a) whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - b) whether appropriate individualized accommodation has been provided, and
 - c) whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

EXPECTATIONS OF STUDENTS

Applications of Standards of Behaviour

The Board standards of behaviour apply to all members of the school community, including students, parents or guardians, volunteers, teachers, other staff members, superintendents, senior board staff, board personnel, trustees and others who may be present in schools or at school-related events under the jurisdiction of the TCDSB.

The standards of behaviour apply:

- On school property;
- While travelling on a school bus that is owned by the Board or that is under contract to the Board;
- In-school sports activities;
- In off-site school-sponsored activities; or
- In circumstances where engaging in an activity could have a negative impact on the school climate.

Expectations of Mary Ward Students

1. All students must report to their TA by 8:40 a.m., immediately after lunch and at the end of the day. If a student is absent or late for any of these attendance taking periods, an automated phone call will go home to inform parents.
2. To be considered on time and prepared for all TA sessions, students must arrive in full uniform with agenda and other required materials.
3. From TA group, students are to proceed directly to their first resource area. The hallways should be clear by 9:00 a.m.
4. The cafeteria will be opened at lunchtime from Monday to Friday. Students are encouraged to eat their lunch in the cafeteria. All garbage must be cleared before leaving the eating area. Students are to eat their lunch during the specified lunch period. Eating areas should be left in the same condition in which they were found. We encourage all community members to take pride in the appearance of our community.
5. Loitering in the halls or in the front entrance is not permitted at any time.
6. Students must work in supervised areas only. Hallways, stairwells, washrooms, and the Community Centre are not work areas.
7. All work is to be done in the respective resource areas. For example, students must work on math in the math resource area, etc.
8. On scheduled days, movement during class time is not permitted. On non-scheduled days, movement in the hallways is not permitted during the last twenty minutes of period three and during period five. At the sound of the 2:50 bell, students are to move directly to TA group.
9. Homework is an essential component of all courses. It is expected that students do homework every night. TCDSB homework policy recommendations: 90 minutes for students in Grade 9, 100 minutes for students in Grade 10, 110 minutes for students in Grade 11, and 120 minutes for students in Grade 12.
10. Use of the Agenda is mandatory, and Mary Ward students are expected to carry it with them at all times.
11. Forgery of teacher signatures or initials in the Agenda Book is strictly forbidden and will result in disciplinary action.
12. Attendance at spot checks is mandatory.
13. The Community Centre is out of bounds from 8:00 a.m. until 4:00 p.m.
14. Students are expected to be in full uniform all day long (including during lunch) while on the school premises.

THE TCDSB ACCEPTABLE USE AND BRING YOUR OWN DEVICE POLICY

The Acceptable Use Policy (AUP):

- TCDSB Students and Staff must adhere to the Electronic Communications System - Acceptable Use Policy (AUP)
- All students are expected to sign an AUP Student Contract
- Signing the AUP Contract allows you to use school computers, other school electronic devices and the school network (Wired and WiFi)
- Signing the AUP also allows you to connect your own electronic devices to the TCDSB-Guest WiFi Network (not the wired network)

The AUP FAQ:

- It is the responsibility of staff and students to become acquainted with the AUP. The AUP can be found on the TCDSB webpage. <https://www.tcdsb.org/Board/Policies/Pages/A29.aspx>
- If a student does not sign the AUP Student Contract they are not allowed to use the school network (Wired or WiFi). If they do access the network, they are breaking school rules.
- Signing the Student AUP Student Contract means that you must follow the AUP.
- Violating the AUP may result in disciplinary measures:
 - loss of computer privileges or
 - access to the TCDSB Network or
 - other measures as determined by your School Administration

The TCDSB and Bring Your Own Device (BYOD):

- The AUP allows students and staff to bring their personal electronic devices (cell phones, laptops, tablets, etc) to school for educational purposes only.
- Personal devices of any type may not be connected to the TCDSB Wired Network
- Personal electronic devices may only connect to the TCDSB-Guest WiFi Network
- If you connect to any other TCDSB WiFi network your personal device will be banned from connecting to any WiFi network in the school.

WiFi in Our School:

- When using a personal device to search for WiFi in the school you may see some or all of the following networks:
 - TCDSB-Wireless
 - TCDSB-Wireless-WPA2
 - TCDSB-Misc
 - TCDSB-Guest
- **TCDSB-Guest is the only network that student and staff personal devices are allowed to connect**
- Connecting to any other WiFi network will result in the device being banned from all WiFi networks in the school.
- **Connecting to the TCDSB-Misc WiFi with a personal device overwhelms the school network and prevents school computers and devices from connecting to the network. This is a violation of the AUP.**
- Connecting to the TCDSB-Misc WiFi will cause your personal device to be banned and you will not be able to use any TCDSB WiFi in the school (**including the Guest WiFi network**)
- If your device is banned, the ban will be permanent.

What to Do:

- Only connect to TCDSB-Guest WiFi
- If you connected to TCDSB-Misc WiFi in the past you must prevent your phone from automatically connecting to this network
- Go to the WiFi settings on your phone, computer or tablet and "Forget" the TCDSB-Misc WiFi network
- Forgetting a WiFi network is different on every device. Research how this is done on your own device
- Open up a web browser and you will be redirected to register your device
- If you're not automatically redirected go to TVO.org to force the web browser to redirect you to the registration page
- Use your TCDSB Userid and password to login and register your device
- The TCDSB-Guest WiFi network will then remember your device so you do not have to login every day for the remainder of the school year!

Remember:

- Any personal device (staff or student) connecting to the TCDSB-Misc WiFi will be banned and the device will no longer be able to connect to WiFi in the school—including the Guest Network.

TCDSB ACCEPTABLE USE FOR TECHNOLOGY

The **TCDSB Acceptable Use Policy (AUP)** reflects the growing technological presence of electronic communication systems in our schools and emphasizes the use of technology in a respectful manner that upholds the dignity of the human person and is consistent with our Catholic teachings. It recognizes that in 21st century there is a shared responsibility between the Board, families, schools and students to provide guidance on the appropriate use of technology. The AUP has been created to establish guidelines for users to understand what governs "safe and appropriate use".

The AUP defines **electronic communication systems** to include social media, website publishing, and the use of **personal electronic devices (PED's)**. In addition it addresses expectations surrounding the **Bring Your Own Device (BYOD)** policy effective as of September 2012. While these devices are not mandatory for classroom activities, they may be included when there is a clear educational purpose that has been identified by the teacher.

All students are expected to familiarize themselves with the AUP. The full text of the TCDSB AUP can be found at: <http://www.tcdsb.org/board/policies/aup>

Summary of the AUP expectations for students when using the TCDSB electronic communication system:

Behaviour Expectations:

- All students must sign a "Student Access Agreement" before receiving their individual user accounts and gaining access to the Board network. If a student is less than 18 years of age, a parent or guardian must also sign the agreement.
- Using the Board's electronic communication systems is a privilege, not a right, and can be restricted or, if appropriate, removed altogether.
- Individual user accounts must remain private.
- Students must act ethically, lawfully and in an appropriate manner when using the Board's electronic communication systems.

Personal Safety & Privacy:

- Students will promptly inform a school Administrator or teacher if they receive any inappropriate communication that makes them feel uncomfortable or unsafe.
- Students should always protect their personal information and privacy.

All parents and students are encouraged to familiarize themselves with resources that support Digital Citizenship. For parents and students, resources can be found at: <https://www.tcdsb.org/ProgramsServices/SchoolProgramsK12/AcademicICT/DigitalCitizenship>

Password Management:

- TCDSB student logins grant access to WiFi, school computers and devices, and educational third-party services e.g., Google Apps for Education (GAFE).
- Password management is very important and 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.
- 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.

- **Password creation checklist:**
 - Minimum 8 characters
 - Need to meet three of the following criteria:
 - At least 1 upper-case letter
 - At least 1 lower-case letter
 - At least 1 number
 - At least 1 special character

TCDSB ACCEPTABLE USE FOR TECHNOLOGY

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.
- Malicious destruction or abuse of the Board's network, computer systems, hardware, software, or electronic devices.
- Accessing, installing or distributing unauthorized equipment, software or media files on the Board's network or computer systems.
- Engaging in any illegal activities such as the sale of drugs or alcohol, criminal activity or threatening the safety of another person.
- 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 on 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 publically, privately, or on any websites.

Plagiarism and Copyright Infringement

- Students must not plagiarize works that they find on the Internet and properly obtain permission and/or site original ownership for copyright materials.

Bring Your Own Computer / Personal Electronic Device (PED):

- The student use of PEDs is a privilege, not a right and can be removed if it interferes with student learning, duties and obligations.
- Students are allowed to bring their own Personal Electronic Device (PED) including cell phones and laptops to school, but not to class unless permitted by the teacher, for an educational purpose.
- For educational purposes, students may use their PEDs when not in class in the designated areas as advised by school administration.
- All other times PEDs MUST be securely stored away by the student and in silent mode during regular school hours. A student who uses a PED in class without the teacher's permission is subject to regular classroom and school disciplinary procedures.
- The teacher may send a student to see an administrator if a PED is used inappropriately during class. The administrator may confiscate the device and store it securely until the matter is resolved.

TCDSB ACCEPTABLE USE FOR TECHNOLOGY

- The school administration may decide when and where PEDs are permitted and prohibited within a school environment.
- Students may connect their devices to the Board's Guest network for internet access only, in designated study areas and as per school policy. PEDs are NOT permitted in examination rooms, unless the teacher has granted permission.
- Board Technical support will be not be provided for any hardware, software or connectivity issues, and users may not install any Board/Ministry licenced software, unless the software has been be licensed for home use.
- All PEDs must have anti-virus malware protection on them prior to connecting to the Board's network. If a PED is suspected of interfering with the Board's network it must be disconnected and securely stored by the student.
- Students may not use PEDs to capture video or images in private areas such as washrooms or change rooms. When photographing a student or students on school property their consent must be granted. Parental/guardian consent is required for photographing a student with special needs. Any images being posted or transmitted electronically while photographed on school property or at a school event must have the permission of the individual(s) or the principal. Any images or video that negatively impact the school climate must not be captured, 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. Students must restrict their use of Wi-Fi to this end.
- Access to Wi-Fi with a personal device is restricted to the TCDSB-Guest network.
- Any personal device connected to a Wi-Fi network other than the TCDSB-Guest (including but not limited to TCDSB-Misc) will be identified and banned from all TCDSB Wi-Fi networks.

Disciplinary Consequences:

- In the event that a student violates this policy, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator/designate.
- A school administrator/designate may deny, restrict or suspend a student's access to the Board's network upon any violation of this policy or other rules of the school. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's system.

STANDARDS OF BEHAVIOUR

Consequences for the Misuse of The Internet

In the event that a student has violated this policy, the student (and parent when applicable) will be provided with notice of such violation and given an opportunity to present an explanation before the administrator.

Disciplinary action will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the violation also involves another violation of any other provision of the school's code of behaviour, such violation will be handled in accordance with the applicable provisions of that code of behaviour.

A school administrator may deny, restrict, or suspend a student's access to the board's system upon any violation of this policy or other rule of the school.

Appropriate legal authorities will be contacted if there is any suspicion of illegal activities. The board will co-operate with legal authorities in any investigation relating to illegal activities conducted through the board's system. Employee violation of this policy will be handled in accordance with the applicable collective agreement or board policy and procedures.

Computer-Related Offences

Accessing another person's computer files without his/her knowledge to view, alter or reproduce information is a criminal offence. Any student involved in this type of computer crime may be suspended and the police may be involved.

Alcohol and Illicit Substances

Bringing or consuming alcohol or illicit substances on the school campus by students is forbidden and is unlawful under the Criminal Code and Toronto Catholic District School Board regulations. This applies to all school functions, school-sponsored trips and graduation formals whether they are held at the school or off-site. All school-sponsored events involving students and school personnel shall be alcohol-and-drug-free. Enforcement of this regulation will be in accordance with the Toronto Catholic District School Board Drug and Alcohol Policy. Since it is illegal to be under influence of alcohol and drugs, students may be suspended from school and the police may be notified.

Smoking on School Property

The Toronto Catholic District School Board is committed to the provision of a smoke, vapour and tobacco free environment in all premises and on all properties, owned and/or operated by the Board. In accordance with the Smoke-Free Ontario Act (2006), Toronto Catholic District School Board will ensure that all buildings, sites and facilities are designated as non-smoking areas. Anyone found committing a violation, including students, will be disciplined according to the policy of the Toronto Catholic District School Board and will be subject to measures imposed under the Smoke-Free Ontario Act.

- Smoking or holding lighted tobacco is prohibited in public schools (including the grounds), private schools and private school property, including private school property that is specifically annexed/in use by the private school (e.g. a playground).
- Smoking or holding lighted tobacco is not allowed by anyone (staff, students, parents, or visitors in school property at any time).
- Smoking or holding lighted tobacco is not allowed in any vehicles on school property.
- 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 a first offence of supplying or selling any tobacco product to someone under the age of 19 is \$4000.
- Students who are 16 years or older 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 \$1000. The maximum fine for a second offense is \$5000.
- Students who are under the age of 16 years old and found smoking or hiding lighted tobacco on school property may be issued a summons to appear in court with their parent/legal guardian.
- Giving or sharing a cigarette with anyone under 19 could cost you \$365.
- Smoking/holding lighted tobacco anywhere on School property could cost you \$305.
- This law is in effect 24 hours a day, 7 days a week, 365 days a year.

STANDARDS OF BEHAVIOUR

Regulations:

1. The Board bans the sale and promotion of tobacco products on all Board property.
2. The sale and use of tobacco products is legally prohibited in all Board owned and/or operated school facilities and the Board owned and/or operated outdoor areas surrounding them. This includes while on educational excursions, in board vehicles or in personal vehicles parked on board property.
3. The sale and use of tobacco products is prohibited by the Board in all other Board owned and/or operated facilities and the Board owned and/or operated outdoor areas surrounding them. It is against the law to smoke within 9 metres of an entrance or exit of any building that is used by the public.
4. Failure of students, employees, visitors and those who use board facilities to comply with the requirements of the Smoke-Free Ontario Act or other relevant legislation, may result in legal action (i.e. being charged and/or fined).
5. "No smoking" signage shall be placed at each entrance and exit of the enclosed workplace, place or area in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that no smoking or vaping is permitted in the enclosed workplace, place or area.
6. In accordance with the Smoke-Free Ontario Act, exceptions are made for the traditional use of tobacco that forms part of Aboriginal culture and spirituality, when used for such purposes.

Definitions

Board Premises and Property

Includes all administrative buildings of the Board, Board operated buildings including schools, and all locations where Board or School sanctioned educational activities are taking place. Board-owned vehicles and machinery are also considered to be Board property.

Electronic Cigarette means any of the following:

1. A vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.
2. A component of a device described in paragraph 1.
3. Any other prescribed device or product; ("cigarette électronique")

Individuals on Board Premises

Includes students, staff, trustees, contractors, parents/guardians, volunteers, permit holders and all others who are invited to or who work on Board property and in Board operated buildings.

Smoke & Vapour Free Environment

An environment that is free of smoke caused by smoking or lit tobacco product and vapour caused by an electronic cigarette.

What happens if I smoke on school property?

If you are 16 or older, you will be charged by a Tobacco Enforcement Officer and given a \$120 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. If you are under the age of 16, a summons will be issued to you and your parent(s) or guardian(s) to appear in court.

Can I be charged for just holding a friend's cigarette and not actually smoking?

Yes, you will be charged if you are holding a lit cigarette on school property.

Who can I call if I have questions?

You can reach a Tobacco Enforcement Officer at one of the following Toronto Public Health offices:

North Region: 416-338-8410
South Region: 416-392-0978

East Region: 416-397-4777
West Region: 416-338-1507

ATTENDANCE POLICY

Attendance Policy

In order for a student to realize his/her potential, regular attendance is essential. When a student is absent from school, he or she is missing valuable instructional time. If this occurs on a regular basis, a student jeopardizes his/her success in the program.

Absence from School

When a student is absent, a parent/guardian is expected to inform the school between 8:00 a.m. and 9:00 a.m. on the day of the absence. If the parent/guardian is unable to phone the school, a note from the parent or guardian explaining the reason for the absence is required when the student returns to school. This note should be brought to the attendance office before school begins. At this time, the student will be issued an admit-to-school slip for presentation to the Teacher Advisor during morning attendance.

Daily Attendance Procedure

Each student is required to be present in his/her TA group for morning attendance by 8:40 a.m. In addition, each student is required to be present in his/her TA group for afternoon attendance after lunch and again at the end of the day. Failure to check in with the Teacher Advisor at either of these three attendance times will result in an automated phone call to the Parent/Guardian unless the school has been informed of a legitimate absence.

Lates and Punctuality

Punctuality is valued at Mary Ward. Punctuality is a good habit which will prepare students for life beyond high school. It shows consideration for others. When students miss or arrive late for the morning TA meeting, they miss valuable communication which can affect their learning. In addition, the benefit of the group meeting is compromised for them. A student is expected to be prepared and on time for school every day. In the morning, a student is considered late when he/she is not fully prepared, in full uniform, and in the TA group by 8:40 a.m. When a student arrives at school after morning attendance is taken by the TA and submitted to the attendance office, he/she must sign in with the attendance secretary in the main office and obtain an admit-to-school slip. Parents will be contacted when lateness persists according to the following policy:

Late Policy

- 1st Late:** The late is recorded.
- 2nd Late:** The late is recorded.
- 3rd Late:** The TA meets with the student to discuss the problem.
- 4th Late:** The TA contacts home to warn of chronic tardiness and to engage the parent in attempting to change the student's pattern of tardiness.
- 5th Late:** The TA notifies the school administration.

NOTE: Students who are chronically late or absent will be referred to Administration. Where a student is chronically late, the TA may refer them to the 8:20 Sign-In Club, in an effort to change the behaviour and create the new habit of arriving to school early.

Leaving School Early

Parents are encouraged to make medical, dental, and other appointments outside of school hours. **Please avoid booking these appointments during school events such as school masses, assemblies, and extended TAs.** If, for some reason, a student must leave school early, a note from home must be presented to the attendance secretary indicating the time and reason for early dismissal. The student must bring this note to the attendance office before 8:40 a.m. to receive an early-leaving slip and then return to the office to sign out when he/she is ready to leave.

Spot Checks

TA spot checks will be called on a regular basis. When a spot check is announced over the PA, students are expected to proceed to the designated area immediately for attendance. Students in a presentation or seminar, should remain where they are and then bring an excusal slip to the TA as soon as the presentation is completed.

ATTENDANCE POLICY

Students 18 years and Older

A student who reaches the age of 18 may be given permission by his/her parents/guardians (this will be verified by the office) to sign himself/herself out of school or into school late through the attendance office. A form granting this permission must be signed by the student's parent, teacher advisor, and the school administration. The student may also call himself/herself in as absent to school for a day. It is the policy of the school to communicate with parents of all students regarding attendance and achievement. Students who are 18 years and older are to continue to provide letters from parents to acknowledge absences from school.

Field Trips/Excursions

No student will be allowed to participate in any field trip without a consent form appropriately signed and a copy filed in the Main Office. Field Trips are a privilege and may be withheld in cases of previous unacceptable behaviour on a trip or at school.

Appropriate behaviour on field trips is that which is consistent with school rules and expectations. Students who are absent because of field trips or other school-related activities will have their names recorded on a field trip list and will not be counted as absent from school. They are, however, responsible for any work missed and will be given a reasonable amount of time to make it up. The student must arrange for make-up of any missed assessment/evaluation with the teacher(s) concerned. School uniform policy is in effect for field trips unless otherwise stipulated. No student is permitted to leave the field trip at any time unless stated differently on the excursion form.

WARD STUDENT I.D. POLICY

Ward Student ID Policy

All students at Mary Ward are required to wear a student identification badge on a lanyard for the full day. WHY must students wear an ID badge and lanyard? Because We Believe... That our community is strengthened when everyone can address everyone else in a personal manner using their name. That students learn better when they have a stronger, more personal relationship with their teachers and other members of the community. That our community is safer when our students are clearly identified as being our students.

Student requirements

All students must wear their Student Identification badge on a lanyard around their neck from morning TA check-in to afternoon TA dismissal. Lanyards/ID badges will be distributed by the TA each morning during check-in. During the day, this lanyard must be clearly displayed around each student's neck (not concealed). On Civics days, the ID badge/lanyard must still be worn. The badge will serve as the 'Student Card' to be used for signing out materials. The lanyard/ID badge will be collected at the end of each day at the final TA check-in.

Card Brought and Forgotten at Home

Students are responsible for returning their ID badge to their TA at the end of the day. Should students mistakenly bring the ID badge home and forget it there, the next day they must go to the office for a temporary ID badge and lanyard.

Lost Cards

Students are responsible for their Lanyard/ID badge as they would be for any other part of their uniform. If they lose it, a replacement fee will be charged. A replacement lanyard costs \$1.00, and a replacement ID badge costs \$5.00.

Appropriate Conduct

This ID badge builds respect, trust, and stronger interpersonal relationships here at Mary Ward. Students should not damage, destroy or vandalize badges in any way, and should take care in ensuring their safe use. Boisterous 'play' in which lanyards are tugged or pulled is not acceptable.

DRESS CODE

Dress Code

Attention to outward appearance is an important part of an individual's social development. One of the main purposes of the school uniform and dress code is to ensure that students maintain a pleasing appearance, and therefore, foster a favourable social atmosphere in the school. Students are expected to be in full uniform at all times and to keep their uniforms in good repair. Additions to the uniform, e.g., coloured or printed t shirts worn under shirts, or shorts visible under kilts, are not permitted. The school uniform is a requirement for all students of Mary Ward and must be worn at all times during the day (including lunch hour), as well as at all school-related functions and activities. Students will not be permitted to attend classes [areas/seminars] if they are not in full uniform that is in presentable condition. Uniforms must be worn in the halls, in the cafetorium, in the library, and in classrooms.

Students who do not comply with the school uniform policy may be sent home to acquire the necessary uniform if they are not able to solve the uniform issue on their own. A return to school will be permitted as soon as the student complies with the uniform policy.

All new and returning students must have their full uniforms in acceptable condition for admission in September.

Special Notes

Hats of any kind, bandanas, and scarves [i.e., any type of head gear] are not to be worn in the school at any time, civies days included.

Boots [i.e., footwear that goes above the ankle], overly ornamental jewelry, leggings, gloves, non-leather or ornamental belts, key chains, pins, handkerchiefs hanging from the pant or shirt pockets are not permitted.

Sweaters or vests must be worn with a uniform shirt underneath.

Wearing pants below the waist is not acceptable as well, even on civies days.

School-appropriate and modest dress is mandatory during civies days.

The school administration reserves the right to judge on the appropriateness of any item not specifically listed in this policy.

We count on the parents of our students to co-operate with us fully to ensure that the standard of uniform is acceptable, from the very beginning of the school year.

Girls' Uniform

Plaid Mary Ward kilt (length 13 cm from knee) or grey McCarthy pants only.

Mary Ward embroidered long or short sleeved golf shirt (blue or burgundy) or 3/4 sleeved white blouse.

Undershirt (solid white, grey or navy only— no design or imprints)

Navy Mary Ward embroidered vest, sweater, or cardigan work OVER golf shirt.

Navy knee socks or plain navy tights with kilt must be worn (no footless or patterned tights may be worn).

Closed-toed black shoes (slippers, sandals, moccasins or flip-flops are not permitted).

Black running shoes are permitted.

Ankle socks or going sockless is not permitted.

Boys' Uniform

Grey McCarthy pants only (worn appropriately).

Navy Mary Ward embroidered vest, sweater, or cardigan worn OVER golf shirt.

Undershirt (solid white, grey or navy only-no design or imprints).

Mary Ward embroidered long or short sleeved golf shirt-blue or burgundy.

Closed-toed black shoes (slippers, sandals, moccasins or flip-flops are not permitted).

Black running shoes are permitted.

Ankle socks or going sockless is not permitted.

"Wardwear" team items are not school uniform items. The only appropriate "over-sweaters" are the McCarthy navy fleece top, vest, sweater, or cardigan. McCarthy is the sole exclusive distributor of the Mary Ward uniform. Clothing pieces purchased through any other vendor are NOT part of the MW uniform.

McCarthy Uniform
12 Trojan Gate
Scarborough, ON
M1V 3B8
(416) 593 6900
1 (800) 668 8261

ADDITIONAL GUIDELINES

Lockers

Lockers are the property of the school. They are provided for convenience more than security. Each student will be provided with a locker and a combination lock. It is the student's responsibility to keep lockers clean, free of objectionable material, and in a state of good repair. The school is not responsible for theft from lockers. Students should not bring valuables or large sums of money to school, and are forbidden to give their locker combination to other students. Each student is to occupy only the locker they have been assigned and ensure the locker is always secured with the combination lock provided. The school reserves the right to search individual lockers, if deemed necessary.

Lost and Found

There is a lost and found located in the Main Office. All "found" articles are to be returned immediately to the Main Office. Unclaimed items are eventually disposed of or donated to charity.

Lunch

Students may bring their lunches from home or purchase food from the school cafeteria. They are strongly discouraged from leaving the campus during lunch hour.

Opening Exercises

Each morning, we begin with the national anthem, acknowledgement of Indigenous lands, a prayer, and announcements. Students are expected to stop what they are doing, stand still, and reflect silently for the duration of these daily opening exercises regardless of whether they are in resource areas, hallways, or the cafetorium.

Parking at Mary Ward

Students who drive to school are to use the designated student parking lot. Cars are not to be used for social purposes on school property. Irresponsible vehicular conduct will result in parking privileges being revoked, as well as possible further disciplinary action. Cars parked in areas designated "fire route" may be tagged or towed. The owner of the vehicle is responsible for any fees incurred.

Valuables

Students are discouraged from bringing valuables or large sums of money to school. In the extraordinary circumstances where bringing such items may be necessary, students are reminded not to leave these items unattended. The school will not be responsible for lost or stolen items.

GENERAL STUDENT INFO

LIBRARY AND COMPUTER LAB POLICY

In order to ensure a more productive and quiet environment, students who choose to work in the computer lab or library must abide by the following:

- Full uniform.
- No more than one period in the library or computer lab in any given day.
- Signed agenda must be presented to the supervisor/teacher in the library or computer lab. The agenda book daily plan must contain an entry for the computer lab or library approved and initialled by the student's TA.
- Silence and respect for fellow students must be observed.
- These periods are intended for unit work. Computers may not be used for personal e-mail, blogging, or checking social web sites.
- No cards or any other game(s) are permitted in these areas at any time.

LIBRARY E-RESOURCES 2018-2019

Need to do some Research? Check out these sources!

EBSCOhost

Databases offer more than 375 full-text and secondary research databases, over 550,000 e-books plus subscription management services for 360,000 e-journals, e-journal packages and print journals.

<http://search.epnet.com/>

USERNAME: tcdsb **PASSWORD:** tcdsb

Learn 360 is an interactive media-on-demand service. Streaming video, audio and accompanying support materials.

<http://learn360.com>

USERNAME: tc_yourboardusername e.g. tc_smith001

PASSWORD: tc_yourboardusername e.g. tc_smith001

BRITANNICA SCHOOL

Digital resource of Encyclopedia and magazine articles, primary sources, e-books, images, video, websites, and other trusted sources. It also includes daily articles from the New York Times.

Bonus Feature: Automatic citations (MLA, APA) are included.

www.school.eb.com

USERNAME: maryward **PASSWORD:** wolverines

THE TORONTO STAR

<http://torontostar.newspaperdirect.com>

USERNAME & PASSWORD: (Will be received in a seminar later in the school year)

TCDSB GOOGLE ACCOUNT

Your Google account includes: mail, drive, docs, sheets, slides, forms, calendar, contacts, classroom.

To sign in, go to: google.tcdsb.ca

USERNAME: TCDSB Username **PASSWORD:** TCDSB Password

Your board gmail account is: **TCDSB Username@tcdsb.ca**

LOOKING FOR BOOKS IN THE MARY WARD LIBRARY?

Click on the "Start" button, then "All Programs", select "Library Services" then select "Library OPAC - Insignia".

You can search our library by keywords in subject, author or book title.

Use your school username and password to log in.

GENERAL STUDENT INFO

Academic Programs

Programs of study are available at all levels of difficulty. All courses have been developed according to the Ontario Ministry Guidelines. Courses of study are on file at the school and are available to parents for perusal. Detailed information on courses, diploma requirements, alternative means of obtaining credits, and so forth, are published in the Course Calendar distributed to students at course selection time. The Student Services Department would be pleased to provide additional information concerning school programs.

Plagiarism

In order to maintain the integrity of our Self-Directed learning program, it is important that students, parents/guardians, and teachers all understand what constitutes plagiarism or cheating.

How do we define it? Plagiarism is a form of cheating and is unacceptable. We define plagiarism as any copying or reproducing of work without proper acknowledgement of the original author or source by way of footnotes or endnotes.

Examples:

- Copying more than 5 words in a row from a book, magazine, encyclopedia, video, film, computer program, television program, web site, etc.
- Submitting work (either entire units or parts of units) for individual credit that is essentially the same as another student's work— whether or not the other student is aware.
- Working together to share ideas and discuss learning strategies is acceptable, however all work submitted must be original to the student submitting it.
- Accepting or submitting work previously completed by another Mary Ward student.
- Sharing or giving work to others may be deemed to be contributing to cheating and may be subject to disciplinary consequences.

Academic Integrity on Tests and Exams

Students may not:

- Bring any unauthorized material or information into the Test Centre or examination room to use in a test or exam.
- View another student's work while writing a test or exam.
- Talk to another student while writing a test or exam.
- Use their cellphones for any purposes in the Test Centre.

Designer's Note

Hello! This is Tristan & Varshaa; designers of the agenda you're holding right now! If you are reading this, you are awesome! This is just a little note of encouragement from us to you, to give you that boost of motivation to finish that next unit; to study for and complete the test you've been authorized to do; to complete that ISP project that is just taking up so much time. You can do it! And have fun too while you're at it. Join clubs and/or sports teams. Talk to people and make friends. Don't be afraid to talk to your teachers, they can be really cool if you get to know them. Find that balance between work and fun, and you'll be set beyond highschool!

GENERAL STUDENT INFO

Penalties

If a student is suspected of cheating, plagiarizing or allowing another student to plagiarize his/her work, the administration and teacher will review the case. The student will have an opportunity to explain the situation. The administration will make the final decision on the course of action to follow and the nature of the sanctions to be applied. Each case will be reviewed individually and within the overall context of Progressive Discipline.

Possible consequences may include any or a combination of the following:

- An oral presentation of the unit/work to be given by the student.
- A mark of "O" assigned on the unit/assignment/exam in question.
- Not counting this unit toward the minimum number of units necessary for summer school, carryover or exam eligibility.
- A suspension for conduct injurious to the moral tone of the school, and
- Any other sanction(s) as per administrator recommendation.
- Parents will be informed.

A record of offences is to be kept by the administration. This record will follow the student throughout his/her career at Mary Ward. If the number of units plagiarized, in the view of the administrator, is excessive, the student(s) involved will risk losing the credit. A student puts his/her credits at further risk for repeated instances of plagiarism. Students who pass on unit work from a previously completed credit either freely or for a fee will face suspension.

COURSE POLICY

Choosing Courses/Planning your Schedule

Students and parents are strongly encouraged to consult the Board's website regarding the course calendar as well as the student's myBlueprint profile (myblueprint.ca). Here are some points to be considered:

- It is the policy of the school that all students in year one and two carry a full program. Students in year three may take one spare period and students in year four may take up to two spare periods due to diploma requirements, scheduling, or Ontario Academic course requirements. Once a course has been started, a student will be allowed to drop a course only with valid reasons and permission from home and the school.
- The teacher advisor, subject teacher, and guidance counsellor make recommendations about specific preparatory courses or sequences or advancement. The students, then, should carefully study these recommendations and follow the suggested preparatory courses to ensure success in their course of study.
- It is of utmost importance that students select courses at the appropriate level of difficulty (Academic/Applied, University/College/Workplace). Students who select courses at a level not suited to their ability and past progress may experience frustration, stress, or lack of challenge. Students may take subjects at more than one level of difficulty. For example, a student may take English, French, and Geography at the Academic level, while taking Mathematics, Science, and Drama at the Applied or Open level.

Final responsibility for course selection rests with the student and his/her parents/guardians. Their signatures on the initial option sheet are viewed as firm commitments for the entire year.

A course may be cancelled due to insufficient enrolment. In this case the student will be contacted and given the opportunity to select an alternate course. When selecting courses, students should consider the requirements needed for post-secondary studies, for admission to university, community college, apprenticeship programs, and/or careers.

COURSE POLICY

Continuous Course Registration Throughout the Year

When a student completes a course, he/she may, after consulting with their TA, register in a new course or focus on completing the remaining courses. The form for registering in a new course is available from the Student Services department. The student, parent/guardian and TA signatures are required on the form. The student then brings the form to their guidance counsellor.

Course Change Policy

Students must take the courses that they selected as per their course selection or registration sheet. Exceptions to changing courses will be reviewed on an individual basis in consultation with the TA, subject teacher, parent/guardian, student, and guidance counsellor.

If a student is permitted to drop a course, the student must complete a Course Drop Form, available from his/her TA. The student must bring the completed Course Drop Form to his/her counsellor for final approval and processing. The counsellor will make the change in the computer and will give the student the Course Demit Slips to be taken to the subject teacher and to his/her TA.

Course Type Change Process

The following guidelines should be considered in making level change recommendations (applicable to grades 9 to 12):

Applied to Academic:

A desire to study at a more theoretical level;
Recommendation of the teacher;
A transfer course may be necessary.

Academic to Applied:

A desire to study at a more practical, hands-on level;
Recommendation of the teacher;
A transfer course may be necessary.

Recommendation for a change is generated by the subject teacher, student, parent/guardian, or counsellor.

TA consults with the subject teacher, department head, student, parent/guardian, and counsellor.

TA gives the student a Level Change Form to be signed by the subject teacher, department head, TA, parent/guardian, student and counsellor. If the final decision is for a student to change course levels, the counsellor makes the course change on the student's timetable and completes a Course Admit Slip for the course to be added. The student takes the Course Demit and Course Admit slips to the TA and the subject teachers. If the level change is for the following year, the counsellor makes the change on the student's course selection sheet and enters the change into the computer.

Course Completion and Carry-over Policy for Students Who Begin a full-credit course in September:

- Students who have completed 0-9 units by the last day of classes prior to the June examinations period will be required to repeat the course if credit is needed or desired.
- Students who have completed 10-13 units by the last day of classes prior to the June examinations period will be eligible to complete their course at summer school or will be required to repeat the course if summer school is not chosen.
- Students who have completed 14-17 units by the last day of classes prior to the June examinations period will be eligible to carryover the subject into the next school year and will be required to write the final exam no later than November of the following year. The student will be required to repeat the course if summer school or carryover is not chosen.

COURSE POLICY

For Students Who Begin a Full-Credit Course After September 2018

A. For students who begin a course other than in September, the following units must be completed before carryover is permitted:

<u>Month Started</u>	<u># of Units</u>
October	12
November-December	9
January-February	7
March-April	4
May	2

B. Students have 14 months (including July/August) to finish the course and register for a final exam. After 14 months, students will be demitted from the course.

C. Students who have finished at least 10 units within 10 months are eligible for summer school. Please refer to the Summer School Program at Mary Ward for more information.

Grade 9 and 10 Religion and Physical Education courses at Mary Ward are semestered. Students taking these courses must complete these courses in the year they are taken. These courses may not be offered in summer school and cannot be carried over to the following school year.

Summer School Program at Mary Ward

Unlike other summer school sites, the Mary Ward summer school program is a CONTINUATION OF THE REGULAR PROGRAM. In line with our philosophy of continuous progress education, mastery learning, and our vision of a success-oriented student's program, summer school at Mary Ward enables students to bring to completion those courses in which they may have experienced some difficulty during the regular academic year. Only Mary Ward students may enter this program. For acceptance to Summer School, you must have 10 units completed (this includes any associated unit tests) by June 9. Students may take up to 3 courses for a total of 24 units. Courses taken during the Summer School Session at Mary Ward MUST be completed during the 4-week program. For those students who have met the 10-unit deadline, early registration will start via the guidance department. Registration forms must be signed by the student, parent, or guardian, the school principal, or guidance counsellor.

Exceptional Circumstances

When brought forward, exceptional circumstances with proper documentation may be considered by the school administration, subject teacher, and TA.

Unit Submission Policy

For each course in which a student is enrolled, a student may submit only 1 unit a day, and no more than 1 unit per week. Double units count as two weeks; therefore, when a double unit is submitted, no unit should have been submitted the week prior. If a unit has been submitted the week before the double unit, then no unit can be submitted the week after.

Evaluation Policy

Self-directed learning gives the student an opportunity to learn at his/her own pace. As a result, it is assumed that the student will not engage in any form of evaluation for a unit of study until he/she is prepared. Thus, the probability that a student will experience success is greatly increased. The following policies pertain to the evaluation of a student in a self-directed learning program. A student may not proceed to a subsequent unit of study unless he or she achieves a minimum of 60%.

COURSE POLICY

Evaluation Policy (cont.)

If the student is unsuccessful in achieving 60%, the subject teacher has the following options:

- a) Require the student to re-do the evaluation activity
- b) Require an alternate form of evaluation
- c) Require the student to re-do the entire unit of study
- d) Recommend a level change
- e) Recommend that the student drop the subject (according to school policy)

Students who achieve a final mark greater than 60% are not eligible to be re-evaluated. However, appeals will be considered by the subject teacher and may be granted under exceptional circumstances. In situations where teachers intervene in the interest of student success, students may be able to move on to the next unit as long as, in the professional judgement of the teacher, they have acquired the enabling knowledge to move forward successfully.

Calculation of Final Marks

A student's final grade is calculated according to the mark allotment included in the course overview. The minimum mark necessary for successful completion of a full course is 50%. After a final course mark has been awarded, upgrading a passing mark can only take place by doing the course over or by upgrading a course at summer school.

Students Who Fail an Exam Resulting in an Over All Mark of Below 50%

Following the successful completion of all learning guides, a student is eligible to write one final examination. A credit will not be awarded to a student whose overall grade falls below 50% after the exam mark is calculated. Only in exceptional cases will appeals be considered. This appeal process will involve an administrator, the subject teacher, and teacher advisor along with the student and parent. If the appeal is denied, resulting in the loss of a credit, the student would be required to complete the course in its entirety in order to obtain the credit.

Students Who Fail to Attend an Exam for Which They Have Registered

A student who misses examinations without a doctor's certification or authorization from the office is assigned a mark of zero for that exam. This policy also pertains to students who register to write an early exam.

How Students Receive Unit Results

The subject teacher evaluates the unit.

The subject teacher enters the student's mark into the computer.

The teacher advisor receives the mark via the computer and communicates it to the advisee in TA.

If there are concerns regarding the unit evaluation, the student will be advised by the TA to discuss the unit with the subject teacher. The subject teacher may email messages regarding academic progress to students. Email is received in morning TA.

It is a student's responsibility to contact their subject teacher if a mark or test authorization is not forthcoming.

Test Writing Policy and Expiration

Students are allotted six school days to write a unit test upon authorization. If a test is not written within these six days, an automatic zero will be assigned for this particular test. A test will only be re-authorized under exceptional circumstances (i.e. illness—doctor's note required). A TA or parent signature is required for all test re-authorizations. Only one test can be written per week per course.

No more than two tests in any course may be authorized on the computer at a time. Tests are authorized through the computer only and a test certificate number is assigned. The test certificate number must be presented at the Test Centre when a student writes a test. Only one test may be written at a time. Teachers are expected to send marks for unit work within five school days.

How Students Register for Tests

ONE test written at a time

6-day authorization expiry results in automatic zero

Tests authorized electronically only

Most tests are administered in the school Test Centre. After successful completion of the component of a learning guide requiring a written test, the student must obtain a TEST AUTHORIZATION from their subject teacher via their TA. No student will be permitted to write a test without a Test Certificate Number. All test materials must be returned to the Test Centre personnel upon completion of the test or exam.

GRADUATION REQUIREMENTS

How Students Register for Exams

Students will write no more than TWO examinations per day.

After successful completion of all learning guides in a course, the student registers for the final exam with their subject teacher. For school-wide exam days, the subject teacher enters the student's name in the EXAM REGISTRATION booklet. Students will not be allowed to enter the exam room if library or course materials are outstanding. For each exam, students must provide a fully stamped timetable/exam sheet which indicates all school texts and materials have been returned.

* REGULATIONS

You must be in complete uniform to write exams.

All textbooks, unit work, and library books must be returned before students write the final exam.

Make sure you bring sufficient pens, sharpened pencils, liquid paper, erasers, rulers, and calculator (if permitted). You are not permitted to borrow. You are asked to leave the school as soon as you have finished writing your exam.

Please do not schedule anything of a personal nature during the examinations period. Examinations cannot be rescheduled. If a student misses an examination due to illness or family emergency, a medical certificate must be presented to the main office as soon as possible. Please contact the Main Office immediately. This should state that the student was not able to attend examinations. If a student arrives late, he/she must sign in at the main office. No extra time will be permitted. Our expectations of students during an examination are that there will be no talking and that no study notes will be brought into the room. Either action will be considered cheating.

Graduation Requirements

In order to earn an Ontario Secondary School Diploma, a student must earn a minimum of 30 credits (18 compulsory and 12 optional)

18 Compulsory Credits: Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

4	credits in English
3	credits in Mathematics
2	credits in Science
1	credit in Canadian History
1	credit in Canadian Geography
1	credit in the Arts
1	credit in Health and Physical Education
1	credit in French as a Second Language
0.5	credit in Career Studies
0.5	credit in Civics

Plus one credit from each of the following groups:

1 additional credit in English, or French as a Second Language, or a Native Language, or a Classical or an International Language, or Social Sciences and the Humanities, or Canadian and World Studies, or Guidance and Career Education, or Co-operative Education **

1 additional credit in Health and Physical Education, or the Arts, or Business Studies, or Co-operative Education **

1 additional credit in Science, or Technological Education, or Co-operative Education. **

In addition to the compulsory credits, students must complete:

12 optional credits

40 hours of community involvement activities

Provincial literacy requirement (OSSLT)

**A maximum of 2 credits in Co-operative Education can count as compulsory credits.

PROGRAMS AND SERVICES

Religious Education Requirements

As Mary Ward is a Catholic secondary school, students must take the appropriate religion course in each year of their studies. Invitation to participate in our graduation ceremony is contingent upon successful completion of these courses.

Other Programs and Services

ACADEMIC AWARDS

Each year, academic excellence is honoured during the Academic Awards Assembly. The following guidelines will be considered when selecting students to be honoured:

- No award will be given out without an eligible candidate.
- The school principal, in consultation with the department heads, has the final say on any suggested awards.
- The student must be a full-time day student.
- No marks from night school or repeated courses shall be considered in granting an academic award, unless the course was not available to the student due to scheduling conflicts at Mary Ward.
- Subject winners will receive an invitation through their TA about one month before the awards ceremony. Only those who received an invitation will be attending the awards ceremony.

HONOUR ROLL

To qualify for the Honour Roll a student must meet the following criteria:

1. Final 80% average
2. No course failure (even if completed at Summer School)
3. Minimum course load:

Grade 9 & 10	- 8 courses
Grade 11	- 7 courses
Grade 12	- 6 courses
Fifth Year	- 4 courses
4. May include carryovers
5. Night School and Summer School marks are NOT included - use only marks from the June report.
6. The TA Credit (CHV/GLC/GPP) mark is NOT included in the average.
7. Grade 9 & 10 Religion & HPE are half-credits and are averaged together to create one mark.
8. Summer courses are taken through the Counting Education department and as such, are not part of the Sept-June timeline. They are not counted towards the school year average in calculations for Honour Roll.
9. Any courses taken outside of the school timetable are not calculated for the Mary Ward Honour Role

Catholic School Parent Council (CSPC)

The objective of our local CSPC is simple: to involve parents and community in the education of our children. The Council consists of parents, teachers, administration, students, and community members. Our Council meets seven times a year and actively works toward the betterment of the Mary Ward community. There are no qualifications, and no contribution is too small. The dates of the meetings can be found in the parent calendar distributed at the beginning of the school year.

PROGRAMS AND SERVICES

Co-operative Education

Co-operative Education courses provide an opportunity for students to match classroom studies with relevant work experiences. While receiving on-the-job training in the field, students can earn course credits. The students are made aware of their strengths and are helped how to best use them in the world of work. They learn how to balance work and leisure in their lives.

The students will be placed in the various fields of employment where the focus is on the development of self-awareness, social understanding and life skills. It gives students the opportunity to be part of the working world, to look at career possibilities and to evaluate themselves in relation to the working world.

Our Co-operative Education program is a partnership among education, business, industry, and labour. It assists students in making successful transitions to post-secondary education, apprenticeship programs, or directly to the workplace.

As participants in a Co-operative Education program, students make career decisions by developing the knowledge, skills, and attitudes that will enable them to be successful in the work world of tomorrow. Our program enables students to accumulate hundreds of hours of hands-on experience in a career field of their choice. They make connections with people that can help them today and tomorrow, while earning credits towards their high school diploma.

Educational Services (Special Education)

The Resource Program is offered to students who have been recommended, at an Identification Placement Review Committee (I.P.R.C.), to receive resource assistance. All students are integrated into the total school community. Our program is designed so that students who have been identified as exceptional can find the additional support and assistance necessary to provide them the opportunity to be successful. Individualized Educational Plans (IEP) with personalized goals and objectives are developed for each exceptional student, ensuring that each develops to their full potential. The intention is to develop increased confidence, skills, and coping strategies in order to support students in their efforts to become independent self-sufficient learners.

More specifically, through the resource program, our students are introduced to strategies they need to develop and improve study/work habits, to provide social integration and skill development, to enhance self-concept, and earn partial credits as well.

Students who have been identified or who need extra support are linked to a resource teacher and may visit the Resource Room.

Many community organizations provide information and support to parents of exceptional students. Representatives nominated by the various organizations are members of the Special Education Advisory Committee (SEAC) of the Board. The role of the Committee is to provide monthly advice to the Board on issues related to exceptional students. Monthly meetings are open to the public.

PROGRAMS AND SERVICES

Reporting Student Progress to Parents

A progress report (TA Interview form and Super TA Interview form) is sent home every two/three weeks via the student or sent by e-mail if a parent has provided an e-mail address. A report card is also sent home via the student twice during the year in November and April, and a final report is provided to parents early in July. As well, if a student appears to be having academic difficulties during the first few weeks of a course or during the year, the Teacher Advisor communicates immediately with the parents/guardians.

Parent-teacher interviews are held soon after the first report card in December and again in April. Parents are welcome to call the school at any time if they have any concerns or questions, or wish to book a meeting with a subject teacher or teacher advisor.

Academic Alert messages on the TA interview forms will be emailed home in November to parents of students whose academic progress is a concern. These letters are seen as a "call to action," and recommendations for improvement should be taken seriously.

Student Activity Council

Student Activity Council (SAC) is a student-elected organization that represents the Mary Ward student body. Throughout the year, SAC leads many spirit-building events. It organizes school dances, semi-formals, Spirit Week, lunch activities, ceremonies, and other school events. SAC also fundraises for the community through some civvies days. The money collected is used to support a variety of charities.

The members of the student council coordinate the aims and activities of students by supplying leadership, promoting a Christian atmosphere, and encouraging school spirit and participation.

Staff members work closely with the council as moderators, ensuring that they follow the constitution and fulfill their required duties. They offer advice about how best to positively contribute to the life of the school. If you have any concerns, questions, comments, or suggestions, feel free to contact SAC at marywardsac@gmail.com.

Student Services (Guidance)

The Guidance and Career Education program is a vital and integral part of the total program at Mary Ward Catholic Secondary School. The three goals and areas of learning are: student development, interpersonal development, and career development.

The program is delivered through various means, including:

- Classroom and cross-curricular computer lab instruction,
- The Teacher Advisor program,
- Completion of the Annual Education Plan, orientation, and exit programs,
- Small seminars,
- Post-secondary and career presentations,
- Individual assistance and short-term counselling.

Teacher-counsellors work as part of a school based advisory team (SBAT) with an administrator, teacher advisors, parents, and students to enhance students' total development.

Students are encouraged to visit the Student Services Department for information and/or counselling for a variety of purposes. Counsellors assist students with their academic/educational planning, career goals, transition challenges (from elementary school to high school to post-secondary institutions), and personal/social development.

Counsellors fulfill these aims by seeing students on an individual and/or group basis, providing them with opportunities for clarification and implementation of individual objectives. Counsellors will request the services of other school personnel, as well as consult with parents when necessary. In addition, Student Services provides opportunities for students to meet with representatives of post-secondary institutions. The Students are urged to consult with their counsellors to discuss program selection, career planning, or any personal concerns. Parents/guardians are invited, as well, to meet with their son's/daughter's counsellors. The Student Services Department is here to help you make the most of your education.

ATHLETIC POLICY

The Wolverines: Our School Teams

Mary Ward CSS has a tradition of athletic success, and we are proud to offer numerous opportunities for students to become actively involved in sports. Mary Ward students have excelled in the Toronto District College Athletic Association (TDCAA) and at the all-Ontario Provincial Championships (OFSAA). All students are encouraged to get involved and to participate in order to enjoy the many benefits of healthy and active living and to enrich their overall high school experience.

The Athletic Program plays an important role in the life of the school. As in other activities, the core of the program is learning. Participation is characterized by the spirit of dedication, sacrifice, and intensity. It stresses and helps the athlete:

- build moral character and respect for opponents
- develop self-discipline, poise under pressure, courage, endurance, and patience
- promote co-operation, teamwork, and spirit

Players are required to pay an annual athletic fee of \$50 for their 1st team and \$20 for all subsequent teams. This fee helps to subsidize team uniforms, tournaments, facility rental, transportation, and our annual Athletic Banquet.

(N.B. Hockey, Skiing/Snow-Boarding, and Dragon-Boat require additional fees)

MWCSS has many school teams. These may include:

- Fall Season: Cross-Country, Girls' Field Hockey, JR Boys' Soccer, Golf, JR & SR Girls' Basketball, SR Boys' Volleyball, Grade 9 Boys' and Girls' Flag-Football, Tennis, Ultimate Frisbee, Girls' & Boys' Rugby 7s
- Winter Season: Curling, Boys' & Girls' Hockey, Badminton, Swimming, JR & SR Girls' Volleyball, JR & SR Boys' Basketball, Table Tennis, Skiing and Snow-Boarding, Girls' & Boys' Indoor Soccer
- Spring Season: Girls' Soccer, Boys' & Girls' Rugby, Dragon-Boat, Track and Field, SR Boys' Soccer, Girls' Contact Flag-Football, Boys' & Girls' Softball, Boys' Baseball, JR Boys' Volleyball, Cricket, Girls' & Boys' Rugby 15s

Athletic Points and Awards

The following awards are presented annually at our end of the year Athletic Banquet:

- SENIOR MALE ATHLETE OF THE YEAR
- SENIOR FEMALE ATHLETE OF THE YEAR
- JUNIOR MALE ATHLETE OF THE YEAR
- JUNIOR FEMALE ATHLETE OF THE YEAR
- THE PAUL McALPINE "Spirit of Sport Award"
- THE PETER ARTKIN "Community Service Award"
- THE ADRIAN PARLATO "Soccer Memorial Award"
- MOST VALUABLE PLAYER TEAM AWARDS (M.V.P.)
- MOST IMPROVED PLAYER TEAM AWARDS (M.I.P.)
- ROOKIE OF THE YEAR TEAM AWARDS (R.O.Y.)

Athletes may earn "Athletic Letters" through participation on school teams.

- JUNIOR LETTER: 75 points
- SENIOR LETTER: 110 points
- AWARD OF EXCELLENCE: 150 points
- PLATINUM AWARD: 200+ points

ATHLETIC POLICY

Athletic Policy: Privilege to Play

Student athletes must understand that they are "students first, athletes second", and that being chosen to represent the school through participation on a school team is both a responsibility and a privilege. As Ward ambassadors, our student-athletes are to meet the following expectations:

Athletes are permitted to participate in two sports per athletic season, with exceptions to be determined through secured permission from both coaches. The Athletic Director shall be part of the approval process as long as students are in good standings academically, confirmed by the Athletic Director.

All participants must meet the eligibility guidelines as per TDCAA regulations. All new students to Mary Ward (Grades 10, 11, and 12) must be declared eligible through the OFSAA TRANSFER APPEAL COMMITTEE before they are permitted to participate.

Athletes are expected to demonstrate support and respect for their coach/team-mates/opponents/officials, the rules governing the activity, and all those responsible for administering the rules.

Athletes who quit a team after being selected to join are placed on probation and are subject to suspension from further participation for a school team for a period of up to one calendar year.

Athletes must make every attempt to be successful in their school work and to make up any time missed due to participation in athletics.

Athletes who repeatedly fail to demonstrate commitment to their teammates (late or frequently absent from practice) may be removed from the activity.

Athletes that are frequently late or absent from school are subject to removal from the activity.

Athletes who are late or absent from school for part or the entire day, or are suspended, are not permitted to participate in a co-curricular activity on the particular day(s) affected unless approval for exceptional circumstances has been secured from a school administrator.

Athletes must treat and respect all school property and team uniforms with care. A refundable security deposit of \$100 will be returned at the end of the season when the team uniform and equipment have been returned to the coach. Uniforms and equipment must be returned within five days after the final game of the season.

2018 - 2019 CALENDAR

SEPTEMBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1
2	3 Labour Day	4 First Day of School	5 Grade Level Assemblies	6	7	8
9	10	11	12 Photo Day	13	14	15
16	17 Unit 1 Target Date	18 Dept. Heads Meeting	19 Meet TA Night	20	21 Gr. 9 SAC Elections	22
23	24	25	26	27	28	29
30				Opening Liturgy/ BBQ/ Civvies Ontario Uni Fair Metro Convention Center Camp Robinhood		

2018 - 2019 CALENDAR

NOVEMBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
				1 Unit 4 Target Date	2	3
4	5	6 Honour Roll Breakfast	7 MW College/ Uni Fair Parent Info Night GSA Week	8	9	10
			Pioneer Camp			
11 Remembrance Day	12 Carryover Exam Day	13 Civvies	Free The Children Week		16	17
18	19 Unit 5 Target Date	20	21	22 SAC Dance	23 PA Day	24
	Dept. Heads Meeting			Anti-Bullying Week		
25	26	27	28	29	30	
			Advent Service Santa Photos			

OCTOBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1 Unit 2 Target Date	2	3 Gr. 8 Open House	4	5 PA Day	6
7	8 Thanksgiving	9 Photo Re-take Day	10 Niagara Falls Excursion	11	12 Angel Foundation Civvies	13
14	15	16	17 Unit 3 Target Date	18	19	20
	Waste Reduction Week			Staff Meeting TSO Trip		
21	22 Awards Night	23	24	25	26	27
	College Fair at Greencare Centre			Senior Art Trip to New York PLC Meeting		
28	29	30	31 Halloween			

DECEMBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1
2	3	4 Unit 6 Target Date	5	6 Parent/Teacher Interviews	7 PA Day	8
	Santa Photos					
9	10	11	12	13	14	15
			Christmas Concert			
16	17	18	19 Unit 7 Target Date	20 Christmas Liturgy	21 Christmas Assembly	22
23	24	25	26	27	28	29
	Christmas Break					
30	31					
Christmas Break						

2018 - 2019 CALENDAR

JANUARY

sunday	monday	tuesday	wednesday	thursday	friday	saturday	
		1	2	3	4	5	
	Christmas Break						
6	7	8	9	10	11	12	
	Health Action					Gr. 11 Town Hall	
13	14	15	16	17	18	19	
	Snowtubing OKOF Week					Unit 8 Target Date PLC Meeting	
20	21	22	23	24	25	26	
	Dept. Heads Meeting	W.A.D. Collection	Staff Meeting Mary Ward Birthday	Gr. 9 Religion Exam	Exam Day		
27	28	29	30	31			
				Gr. 10 Town Hall			

2018 - 2019 CALENDAR

MARCH

sunday	monday	tuesday	wednesday	thursday	friday	saturday
					1	2
					Gr. 12 Townhall	
3	4	5	6	7	8	9
		Civvies	Unit 11 Target Date Ash Wednesday	SAC Semi Formal	International Women's Day OKOF Rumble in the Den	
	Gender Justice Week					
10	11	12	13	14	15	16
	March Break					
17	18	19	20	21	22	23
	Super TA Begins					
24	25	26	27	28	29	30
	Dept. Heads Meeting	Unit 12 Target Date	OSSLT		PLC Meeting	
31						

FEBRUARY (Black History Month)

sunday	monday	tuesday	wednesday	thursday	friday	saturday
					1	2
					Winter Activity Day	
3	4	5	6	7	8	9
	Unit 9 Target Date		My BluePrint Assembly		Gr. 9 Town Hall	
10	11	12	13	14	15	16
			Valentine's Day	Gr. 10 Town Hall	PA Day	
17	18	19	20	21	22	23
	Family Day		Unit 10 Target Date	Course Selection Ext TA 'A'		
	SAC Spirit Week					
24	25	26	27	28		
	Black History Month					
			Gr. 9 Ropes Course	Staff Meeting		

APRIL

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	6
		Autism Awareness Day				
7	8	9	10	11	12	13
			International Day of Pink	Unit 13 Target Date	Super TA Ends	
14	15	16	17	18	19	20
	Holy Week					
		Lenten Liturgy		Holy Thursday	Good Friday	
21	22	23	24	25	26	27
Easter Sunday	Easter Monday	Parent/Teacher Interviews Dept. Heads Meeting			Unit 14 Target Date PLC Meeting	
	Earth Week					
28	29	30				
		Theatrical Production				
	Mental Health Week					

2018 - 2019 CALENDAR

MAY

sunday	monday	tuesday	wednesday	thursday	friday	saturday
			1	2	3	4
		Theatrical Production		Mental Health Week		
5	6	7	8	9 Unit 15 Target Date	10	11
	Art Show					
12	13	14	15	16	17	18
	SAC Elections			Spring Concert	PLC Meeting	
19	20 Victoria Day	21	22	23 Unit 16 Target Date	24	25
26	27 Wolverine Run	28	29	30	31 Closing Liturgy and BBQ	

JUNE

sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1
2	3	4	5	6 Unit 17 Target Date	7	8
9	10	11	12 EQAO Boot Camp	13 EQAO	14 Athletic Banquet	15
	Tutorial Days		Exams			
16	17	18	19	20	21	22
	Exams					
23	24	25	26 Grad Liturgy	27 Grad/Prom PA Day	28	29
	Exam Review					
30	Exams					

DAILY SCHEDULE

DAY 1 - 10

TA Check-In	8:40 - 8:55
PERIOD 1	9:00 - 10:00
PERIOD 2	10:00 - 11:00
PERIOD 3	11:00 - 12:00
No Movement	11:40 - 12:00

Lunch	12:00 - 12:45
-------	---------------

TA Check-In	12:45 - 12:50
PERIOD 4	12:50 - 1:50
PERIOD 5	1:50 - 2:50
No Movement	1:50 - 2:50

TA DISMISSAL Check-In	
-----------------------	--

EXTENDED TA 'A'

Extended TA	8:40 - 9:40
PERIOD 1	9:45 - 10:35
PERIOD 2	10:35 - 11:25
PERIOD 3	11:25 - 12:15
No Movement	11:50 - 12:15

Lunch	12:15 - 1:05
-------	--------------

TA Check-In	1:05 - 1:10
PERIOD 4	1:10 - 2:05
PERIOD 5	2:05 - 2:50
No Movement	2:05 - 2:50

TA DISMISSAL Check-In	
-----------------------	--

EXTENDED TA 'B'

Extended TA	8:40 - 10:05
PERIOD 1	10:10 - 10:55
PERIOD 2	10:55 - 11:40
PERIOD 3	11:40 - 12:25
No movement	12:10 - 12:25

Lunch	12:25 - 1:15
-------	--------------

TA Check-in	1:15 - 1:20
PERIOD 4	1:20 - 2:05
PERIOD 5	2:05 - 2:50
No Movement	2:05 - 2:50

TADISMISSAL Check-In	
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SCHEDULED CLASSES - DAY A OR B

TA Check-In	8:40 - 8:55
PERIOD 1	9:00 - 10:10
PERIOD 2	10:15 - 11:25

Lunch	11:30 - 12:20
-------	---------------

PERIOD 3	12:25 - 1:35
PERIOD 4	1:40 - 2:50

PLC MEETING

PLC Meeting	8:30 - 9:45
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TA Check-In	10:00 - 10:20
PERIOD 1	10:20 - 11:05
PERIOD 2	11:05 - 11:50
PERIOD 3	11:50 - 12:35
No movement	12:20 - 12:35

Lunch	12:35 - 1:15
-------	--------------

TA Check-In	1:15 - 1:20
PERIOD 4	1:20 - 2:05
PERIOD 5	2:05 - 2:50
No Movement	2:05 - 2:50

TA DISMISSAL Check-In	
-----------------------	--

*All areas and the test centre will be open to students at this time.

STAFF MEETING

TA Check-In	8:40 - 8:55
PERIOD 1	9:00 - 9:45
PERIOD 2	9:45 - 10:30
PERIOD 3	10:30 - 11:15
PERIOD 4	11:15 - 12:00

Lunch	12:00 - 12:40
-------	---------------

TA Check-In	12:40 - 12:45
PERIOD 5	12:45 - 1:30
TA DISMISSAL Check-In	1:30 - 1:35
Staff Meeting	1:45 - 3:00

DAY C

There are several C Days where our school will follow a special schedule to gather as a community to celebrate events such as: school masses, activity day, assemblies, and Mary Ward's birthday.

SEPT 2018 • WEEK 1

NOTES

MON
3

LABOUR DAY

TO DO

TO DO

SEPT 2018 • WEEK 2

NOTES

MON
10

DAY A

TUES
11

DAY B

WED
12

DAY 1

THURS
13

DAY A

FRI
14

DAY B

SAT
8

SUN
9

SAT
15

SUN
16

TUES
4

DAY A

WED
5

DAY B

THURS
6

DAY A

FRI
7

DAY B

First Instructional Day • Extended TA

HOMEWORK

Extended TA

HOMEWORK

Extended TA

HOMEWORK

Extended TA

HOMEWORK

HOMEWORK

HOMEWORK

Photo Day • Meet The OASIS Leaders

HOMEWORK

HOMEWORK

HOMEWORK

SEPT 2018 • WEEK 3

NOTES

MON
17

TARGET DATE

Unit 1 Target Date • Extended TA B

DAY 4

HOMEWORK

TO DO

TO DO

SEPT 2018 • WEEK 4

NOTES

MON
24

DAY 9

Sandbanks Camping Trip • DECA Symposium • Gr. 11 SHSM Training

HOMEWORK

TUES
25

DAY 10

Sandbanks Camping Trip • Gr. 11 SHSM Training

HOMEWORK

WED
26

DAY 1

Sandbanks Camping Trip

HOMEWORK

THURS
27

DAY C

Opening Liturgy/BBQ • Day 4 Floor Schedule • Civvies Day • Gr. 9 Sleep Over

HOMEWORK

FRI
28

DAY 2

Camp Robin Hood • Ontario University Fair at the Metro Convention Centre

HOMEWORK

SAT
22

SUN
23

SAT
29

SUN
30

Ontario University Fair at the Metro Convention Centre

NOTES

NOTES

TO DO

TO DO

MON
1

MON
8

TARGET DATE

Unit 2 Target Date • Niagara Falls Trip • Boys Self-Defence

HOMEWORK

THANKSGIVING

DAY 3

DAY 7

TUES
2

TUES
9

Senior Stratford Trip • Boys Self-Defence

HOMEWORK

Photo Retake Day

HOMEWORK

DAY 4

DAY 8

WED
3

WED
10

Senior Stratford Trip • Boys Self-Defence • Gr. 8 Open House

HOMEWORK

Niagara Falls Trip

HOMEWORK

DAY 5

DAY 9

THURS
4

THURS
11

Senior Stratford Trip • Boys Self-Defence

HOMEWORK

HOMEWORK

DAY 6

DAY 10

FRI
5

FRI
12

PA DAY
(World Teacher Day)

Angel Foundation Civvies Day

HOMEWORK

SAT
6

SUN
14

SUN
7

SAT
13

OCT 2018 • WEEK 7

NOTES

MON
15

DAY 1

Waste Reduction Week

Manitoulin Island Trip

HOMEWORK

TO DO

TO DO

OCT 2018 • WEEK 8

NOTES

MON
22

DAY 6

Awards Night • Senior NY Art Trip

HOMEWORK

TUES
16

DAY 2

Manitoulin Island Trip

HOMEWORK

TUES
23

DAY 7

Senior NY Art Trip • College Fair at Greencare Centre

HOMEWORK

WED
17

DAY 3

TARGET DATE

Unit 3 TD • Manitoulin Island Trip • Spadina House Trip • Staff Meeting

HOMEWORK

WED
24

DAY 8

Senior NY Art Trip • Spadina House Trip

HOMEWORK

THURS
18

DAY 4

Extended TA B • W.A.R.D. Unit 1 • TSO Trip

HOMEWORK

THURS
25

DAY 9

Senior NY Art Trip

HOMEWORK

FRI
19

DAY 5

HOMEWORK

FRI
26

DAY 10

PLC Meeting Scedule • Senior NY Art Trip

HOMEWORK

SAT
20

SUN
21

SAT
27

SUN
28

OCT/NOV 2018 • WEEK 9

NOTES

MON
29

Biology PLN

DAY 1

HOMEWORK

TO DO

TO DO

GSA WEEK

NOTES

MON
5

DAY 6

HOMEWORK

Honour Roll Breakfast

TUES
6

DAY 7

HOMEWORK

HOMEWORK

Pioneer Camp • MW University/College Fair • TOKW Day • Parent Info Night

WED
7

DAY 8

HOMEWORK

SAC Halloween

HOMEWORK

Pioneer Camp • Last Day to Submit Units/Test • GSA Civvies Day

THURS
8

DAY 9

HOMEWORK

Unit 4 Target Date • Last Day to Submit Units with Tests

HOMEWORK

Extended TA B • Remembrance Day Assembly • Pioneer Camp

FRI
9

DAY 10

HOMEWORK

HOMEWORK

Remembrance Day

SAT
3

SUN
4

SAT
10

SUN
11

TARGET DATE

NOV 2018 • WEEK 11

NOTES

FREE THE CHILDREN WEEK

MON
12

Carryover Exam Day

DAY 1

HOMEWORK

TO DO

TO DO

ANTI-BULLYING WEEK

Unit 5 Target Date

HOMEWORK

NOTES

MON
19

TARGET DATE

DAY 5

TUES
13

FTC Civvies Day

DAY 2

HOMEWORK

TUES
20

DAY 6

Extended TA B • W.A.R.D. Unit 2

HOMEWORK

WED
14

Spadina House Trip

DAY 3

HOMEWORK

WED
21

DAY 7

HOMEWORK

THURS
15

SAC Dance

DAY 4

HOMEWORK

THURS
22

DAY 8

HOMEWORK

FRI
16

DECA Regionals

PA DAY

FRI
23

DAY 9

PLC Meeting Schedule

HOMEWORK

SAT
17

SUN
18

SAT
24

SUN
25

NOV/DEC 2018 • WEEK 13

NOTES

MON
26

DAY 10

Santa Photos • Report Card Distribution

HOMEWORK

TO DO

TO DO

DEC 2018 • WEEK 14

NOTES

MON
3

DAY 5

Santa Photos

HOMEWORK

TUES
4

DAY 6

Unit 6 Target Date • Extended TA B • Santa Photos

HOMEWORK

WED
5

DAY 7

Extended TA B • Advent Service Project Assembly • Santa Photos

HOMEWORK

Staff Meeting

HOMEWORK

THURS
6

DAY 8

Santa Photos

HOMEWORK

Parent/Teacher Interviews

HOMEWORK

FRI
30

DAY 4

Santa Photos

HOMEWORK

PA DAY

FRI
7

SAT
1

SUN
2

SAT
8

SUN
9

DEC 2018 • WEEK 15

NOTES

MON
10

DAY 8

HOMEWORK

TUES
11

DAY 9

HOMEWORK

WED
12

DAY 10

HOMEWORK

Christmas Concert

THURS
13

DAY 1

HOMEWORK

Christmas Concert • Advent Service Projects Due

FRI
14

DAY 2

HOMEWORK

PLC Meeting Schedule

SAT
15

SUN
16

TO DO

TO DO

DEC 2018 • WEEK 16

NOTES

MON
17

DAY 3

HOMEWORK

TUES
18

DAY 4

HOMEWORK

Extended TA B

WED
19

DAY 5

HOMEWORK

Unit 7 Target Date

THURS
20

DAY C

HOMEWORK

Advent Liturgy • TA Outings • Day 2 Floor Schedule

FRI
21

DAY C

HOMEWORK

Christmas Assembly • Free Civvies Day

SAT
22

SUN
23

TARGET DATE

MERRY CHRISTMAS AND HAPPY NEW YEAR!

DECEMBER 24 to JANUARY 6

JAN 2019 • WEEK 17

NOTES

TO DO

Health Fair

HOMEWORK

HOMEWORK

HOMEWORK

Gr. 11 Town Hall

HOMEWORK

MON
7

DAY 6

TUES
8

DAY 7

WED
9

DAY 8

THURS
10

DAY 9

FRI
11

DAY 10

SAT
12

SUN
13

Vertical dotted lines for writing in the 'TO DO' column.

Large chevron-shaped writing area for notes, spanning from Monday to Sunday.

Vertical dotted lines for writing in the 'NOTES' column.



JAN 2019 • WEEK 18

JAN 2019 • WEEK 19

NOTES

NOTES

TO DO

TO DO

MON
14

MON
21

DAY A

DAY 4

OKOF Week

HOMEWORK

HOMEWORK

TUES
15

TUES
22

DAY B

DAY 5

HOMEWORK

HOMEWORK

W.A.D Collection

WED
16

WED
23

DAY 1

DAY 6

Gr. 10 Snowtubing Trip

HOMEWORK

Mary Ward Birthday • Staff Meeting

HOMEWORK

THURS
17

THURS
24

DAY 2

DAY C

OKOF Civvies Day

HOMEWORK

Ext. TA B • W.A.D Collection • Gr.9 HRE Exam • Gr. 10 HPE Exam • Day 3 Floor Schedule

HOMEWORK

FRI
18

FRI
25

DAY 3

TARGET DATE

Unit 8 Target Date* • PLC Meeting Schedule

HOMEWORK

EXAM DAY

* Unit 7 due for Gr. 12 students applying to university/college

SAT
19

SUN
20

SAT
26

SUN
27

JAN/FEB 2019 • WEEK 20

NOTES

MON
28

DAY 7

HOMEWORK

TO DO

TO DO

FEB 2019 • WEEK 21

NOTES

MON
4

DAY A

TUES
5

DAY B

WED
6

DAY 1

THURS
7

DAY 2

FRI
8

DAY 3

TARGET DATE

Unit 9 Target Date • Grad Photos • Gr. 9/10 Religion/HPE Changeover Day

HOMEWORK

Grad Photos

HOMEWORK

MyBlueprint Assembly • Physics PLN

HOMEWORK

DECA Provincials

HOMEWORK

Gr. 9 Town Hall • DECA Provincials • Grad Photos

HOMEWORK

SAT DECA Provincials

9

SUN

10

TUES
29

DAY 8

HOMEWORK

WED
30

DAY 9

HOMEWORK

THURS
31

DAY 10

HOMEWORK

Gr. 10 Town Hall

FRI
1

W.A.D
(Winter Activity Day)

SAT

2

SUN

3

FEB 2019 • WEEK 22

NOTES

MON
11

DAY 4

Grad Photos

HOMEWORK

TO DO

TO DO

FEB 2019 • WEEK 23

NOTES

MON
18

TUES
19

DAY 8

WED
20

DAY 9

THURS
21

DAY 10

FRI
22

DAY 1

FAMILY DAY

SAC Spirit Week

HOMEWORK

Unit 10 Target Date • SAC Spirit Week

HOMEWORK

SAC Spirit Week • Course Selection • Extended TA A

HOMEWORK

SAC Spirit Week • Course Selection • Extended TA A • SAC Colour Civvies Day

HOMEWORK

TUES
12

DAY 5

Extended TA B • W.A.R.D. Unit 3 • Grad Photos

HOMEWORK

WED
13

DAY 6

Grad Photos

HOMEWORK

THURS
14

DAY 7

SAC Valentine's Day • Grad Photos • Gr. 10 Town Hall

HOMEWORK

FRI
15

PA DAY

SAT
16

SUN
17

SAT
23

SUN
24

TARGET DATE

FEB/MAR 2019 • WEEK 24

NOTES

MON
25

Ext. TA B • Black History Month Assembly • Day 4 Floor Schedule • Gr. 9 Ropes Course

DAY C

HOMEWORK

TUES
26

DAY 2

HOMEWORK

WED
27

Gr. 8 Registration

DAY 3

HOMEWORK

THURS
28

Staff Meeting

DAY 4

HOMEWORK

FRI
1

Gr. 12 Town Hall

DAY 5

HOMEWORK

SAT
2

SUN
3

TO DO

TO DO

MAR 2019 • WEEK 25

NOTES

Gender Justice Week

MON
4

DAY 6

HOMEWORK

Gender Justice Civvies Day • Gr 10 Retreat

TUES
5

DAY 7

Unit 11 TD • Ext. TA A • Ash Wednesday Prayer Service • Gr 10 Retreat

WED
6

DAY 8

HOMEWORK

TARGET DATE

SAC Semi Formal • Gr. 10 Retreat

THURS
7

DAY 9

HOMEWORK

OKOF Rumble • International Women's Day

FRI
8

DAY 10

HOMEWORK

SAT
9

SUN
10

MARCH BREAK

MARCH 11 to MARCH 17

MAR 2019 • WEEK 26

NOTES

TO DO

Super TA Begins • Gr 10 Retreat

HOMEWORK

MON
18

DAY 1

Gr 10 Retreat

HOMEWORK

TUES
19

DAY 2

Marketing Fair

HOMEWORK

WED
20

DAY 3

Marketing Fair

HOMEWORK

THURS
21

DAY 4

Last Day to Submit Units with Tests

HOMEWORK

FRI
22

DAY 5

SAT
23

SUN
24

MAR 2019 • WEEK 27

NOTES

MON
25

Gr 10 Retreat • Department Heads Meeting

HOMEWORK

DAY 6

TUES
26

TARGET DATE

Unit 12 Target Date*

HOMEWORK

*Unit 11 due for Gr. 12 students applying to university/college

DAY 7

WED
27

OSSLT

HOMEWORK

DAY C

THURS
28

HOMEWORK

DAY 8

FRI
29

PLC Meeting Schedule • Last Day to Submit Units/Tests

HOMEWORK

DAY 9

SAT
30

SUN
31

TO DO

TO DO

APR 2019 • WEEK 28

NOTES

MON
1

Super TA Continues

HOMEWORK

DAY 10

TUES
2

Autism Awareness Day • Chemistry PLN

HOMEWORK

DAY 1

WED
3

HOMEWORK

DAY 2

THURS
4

HOMEWORK

DAY 3

FRI
5

HOMEWORK

DAY 4

SAT
6

SUN
7

APR 2019 • WEEK 29

NOTES

MON
8

DAY 5

HOMEWORK

TUES
9

DAY 6

HOMEWORK

WED
10

DAY 7

HOMEWORK

THURS
11

DAY 8

HOMEWORK

FRI
12

DAY 9

HOMEWORK

SAT
13

SUN
14

TO DO

TO DO

APR 2019 • WEEK 30

NOTES

MON
15

DAY 10

TUES
16

DAY C

WED
17

DAY 2

THURS
18

DAY 3

FRI
19

Holy Week

Report Card Distribution

Lenten Liturgy at 11am • Day 1 Floor Schedule

HOMEWORK

HOMEWORK

HOMEWORK

SAT
20

SUN
21

GOOD FRIDAY

APR 2019 • WEEK 31

NOTES

Earth Week

MON
22

EASTER MONDAY

TO DO

TO DO

APR/MAY 2019 • WEEK 32

NOTES

Mental Health Week

MON
29

DAY 8

HOMEWORK

School Play

TUES
30

DAY 9

HOMEWORK

School Play

WED
1

DAY 10

HOMEWORK

Extended TA B • W.A.R.D Unit 5 School Play • Teen Ranch Trip

THURS
2

DAY 1

HOMEWORK

School Play • Angel Foundation Civvies Day

FRI
3

DAY 2

HOMEWORK

SAT
4 School Play

SUN
5

SAT
27

SUN
28

Department Heads Meeting • Parent/Teacher Interviews

HOMEWORK

Earth Week Civvies Day

HOMEWORK

HOMEWORK

Unit 14 Target Date • PLC Meeting Schedule

HOMEWORK

TARGET DATE

MAY 2019 • WEEK 33

NOTES

Catholic Education Week

MON
6

Art Show • Gr 10 Retreat

DAY 3

HOMEWORK

TO DO

TO DO

MAY 2019 • WEEK 34

NOTES

MON
13

DAY 8

HOMEWORK

TUES
14

DAY 9

SAC Election

HOMEWORK

WED
15

DAY 10

HOMEWORK

THURS
16

DAY C

Spring Concert • Day 5 Floor Schedule

HOMEWORK

FRI
17

DAY 1

PLC Meeting Schedule

HOMEWORK

MON
6

DAY 3

HOMEWORK

TUES
7

DAY 4

HOMEWORK

WED
8

DAY 5

HOMEWORK

THURS
9

DAY 6

HOMEWORK

FRI
10

DAY 7

HOMEWORK

SAT
11

SUN
12

SAT
18

SUN
19

TARGET DATE

Unit 15 Target Date • Staff Meeting • Art Show

Gr. 12 Town Hall • Art Show • Wonderland Trip

MAY 2019 • WEEK 35

NOTES

MON
20

VICTORIA DAY

TO DO

TO DO

MAY/JUNE 2019 • WEEK 36

NOTES

MON
27

DAY 6

TUES
28

DAY 7

WED
29

DAY 8

THURS
30

DAY 9

FRI
31

DAY C

SAT
25

SUN
26

SAT
1

SUN
2

Department Heads Meeting

HOMEWORK

HOMEWORK

Unit 16 Target Date

HOMEWORK

HOMEWORK

Gr. 9 Wolverine Run

HOMEWORK

HOMEWORK

HOMEWORK

Last Day to Submit Units with Tests

HOMEWORK

Closing Liturgy/BBQ • Day 6 Floor Schedule

HOMEWORK

TARGET DATE

JUNE 2019 • WEEK 37

NOTES

MON
3

DAY 10

HOMEWORK

TO DO

TO DO

JUNE 2019 • WEEK 38

NOTES

MON
10

DAY B

TUES
11

DAY 7

WED
12

DAY 8

THURS
13

FRI
14

SUN
16

TUES
4

DAY 1

HOMEWORK

WED
5

DAY 2

HOMEWORK

THURS
6

DAY 3

HOMEWORK

TARGET DATE

Unit 17 Target Date • Last Day to Submit Units/Tests

FRI
7

DAY A

HOMEWORK

HOMEWORK

Tutorial Day

Tutorial Day • Partial Exam Day • EQAO Bootcamp

HOMEWORK

Exam Day • EQAO

HOMEWORK

Exam Day • Athletic Banquet

HOMEWORK

SAT
8

SUN
9

SAT
15

JUNE 2019 • WEEK 39

NOTES

MON
17

Exam Day

HOMEWORK

TO DO

TO DO

JUNE 2019 • WEEK 40

NOTES

MON
24

Exam Day

TUES
25

Exam Review Day

WED
26

Grad Liturgy • Breakfast & Rehearsal • PA Day

ENJOY

THURS
27

Grad 10am • Prom • PA Day

YOUR

FRI
28

Staff Closing Liturgy/Staff Meeting • PA Day

SUMMER!

SAT
22

SUN
23

SAT
29

SUN
30

NOTES

TCDSB ACCEPTABLE USE FOR TECHNOLOGY

Student Internet Agreement: Grades 9-12

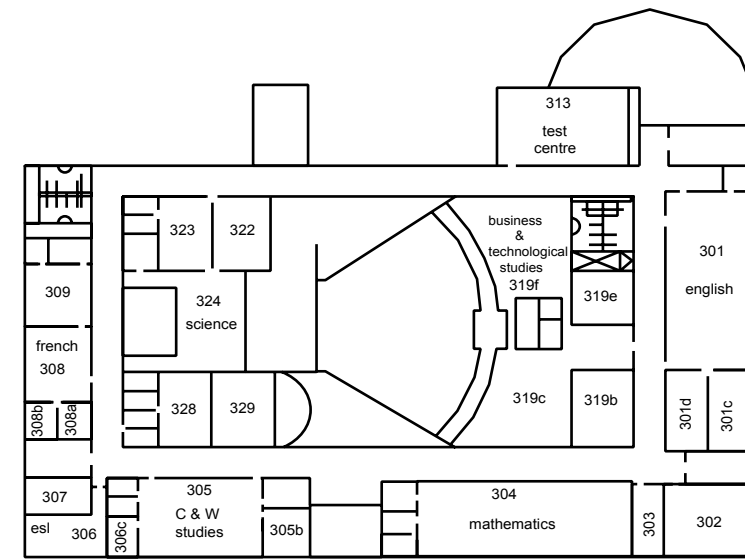
As a student of the Toronto Catholic District School Board:

1. I will use the TCDSB network for educational purposes only.
2. I have been made aware of the TCDSB Acceptable Use Policy (AUP) by my teacher and he/she has explained it to me.
3. I will not share my password with others and I will respect the privacy of other people. I will not share other people's passwords or personal information.
4. I will respect the TCDSB Plagiarism and Copyright guidelines and will properly cite all sources used in my work. I will not present anyone else's work as my own.
5. I will explain my activities on the Internet to a teacher or supervisor when asked and understand that any material I create or save while on the TCDSB network may be viewed by a teacher or supervisor.
6. I will not engage in cyberbullying and will report any instances of cyberbullying to a parent, teacher or principal. I will not create, communicate or share abusive, threatening or offensive material about other people on the Internet.
7. I will tell a teacher or supervisor immediately if I access a site that is inappropriate or unsafe. I will not seek out inappropriate, obscene, abusive, offensive or illegal material on the Internet.
8. I understand that if I bring my own computer or personal electronic device to use at school:
 - I may only use it for educational purposes, and with the permission of my teacher or supervisor, or in areas designated by the school Principal.
 - I must respect the TCDSB Acceptable Use Policy guidelines regarding content, security, safety and ethical use.
 - For security reasons, I may only use Wi-Fi provided in my school, and not my personal data plan.
 - I may only access Wi-Fi with a personal device by using the TCDSB-Guest network.
 - If I use a Wi-Fi network other than the TCDSB-Guest (including but not limited to TCDSB-Misc) my device will be banned from all TCDSB Wi-Fi networks.
 - I am responsible for the safety and security of my device.
9. I will not tamper with, or intentionally compromise, the safety of the TCDSB network. I will report any gaps in security to a teacher and/or principal.
10. I understand that not following these guidelines may result in loss of computer and network privileges and/or any other consequences deemed necessary by my school.

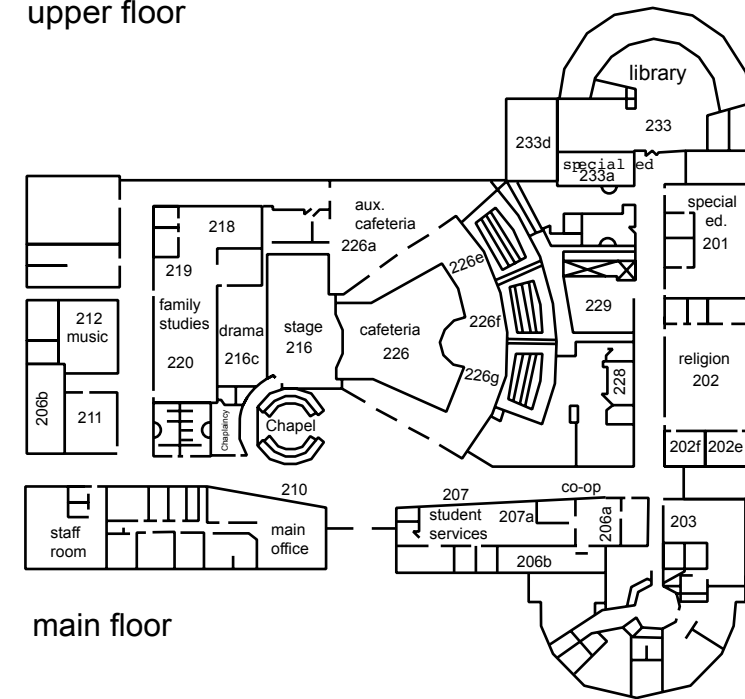
I have read and understood the above agreement.

NAME :		PARENT/GUARDIAN NAME :	
SIGNATURE :		SIGNATURE :	
DATE :		DATE :	

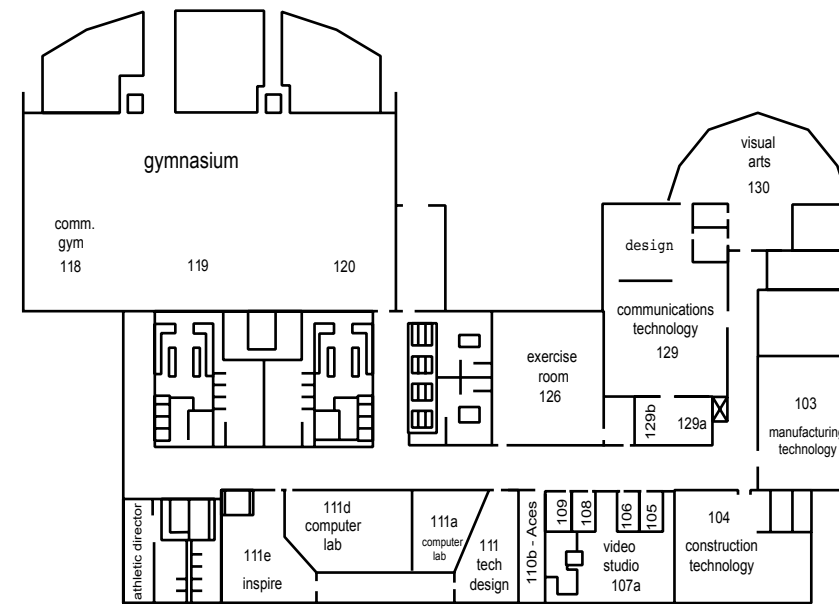
The full version of the Toronto Catholic District School Board Acceptable Use Policy may be found at
<http://www.tcdsb.org/board/policies/aup>



upper floor



main floor



basement

SCHOOL MAP

