

**ST. MARGUERITE d'YOUVILLE  
CATHOLIC SECONDARY SCHOOL**

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**STUDENT NAME**

**STUDENT HANDBOOK 2023-2024**



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Principal

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**Follow us:**

Website

[www.dpcdsb.org/DYOUV](http://www.dpcdsb.org/DYOUV)

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## SCHOOL CALENDAR OF MAJOR EVENTS 2023-2024

### SEMESTER 1

Labour Day Holiday	September 4
<b>First Day of Semester 1</b>	<b>September 5</b>
School Council Meeting – Elections	October 4
Professional Activity (P.A.) Day	October 6
Thanksgiving Holiday	October 9
Feast Day of St. Marguerite d'Youville	October 16
Ontario Secondary School Literacy Test (OSSLT)	November 1 – November 30
Professional Activity (P.A.) Day	November 24
Christmas Break	December 25 - January 5
Return to Classes	January 8
EQAO Math	January 10 – February 2
<b>Semester 1 Exam Days</b>	<b>January 24, 25, 26, 29, 30</b>
<b>Semester 1 Exam Review Day</b>	<b>January 31</b>

### SEMESTER 2

Professional Activity (P.A.) Day	February 1
<b>First Day of Semester 2</b>	<b>February 2</b>
Family Day	February 19
March Break	March 11 - 15
Ontario Secondary School Literacy Test (OSSLT)	March 20 – April 24
Palm Sunday (Holy Week Begins)	March 24
Holy Thursday	March 28
Good Friday	March 29
Easter Sunday	March 31
Easter Monday	April 1
Catholic Education Week " <i>We Are Called To Love</i> "	May 5 – May 10
Professional Activity (P.A.) Day	May 17
Victoria Day	May 20
EQAO Math	May 29 – June 26
<b>Semester 2 Exam Days</b>	<b>June 18, 19, 20, 21, 24</b>
<b>Semester 2 Exam Review Day</b>	<b>June 25</b>
Professional Activity (P.A.) Day	June 26
Professional Activity (P.A.) Day	June 27
Professional Activity (P.A.) Day	June 28



**St Marguerite d'Youville**  
**Secondary School**

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**ST. MARGUERITE d'YOUVILLE SECONDARY SCHOOL**

**MISSION STATEMENT**

Education is an exercise in trust which blossoms into an adventure of risk, love and service. A Catholic education, bounded in the sacraments, tradition and sacred stories of the Church is directed toward the transformation of society based on the conviction that life is good, that we are called to community and that we must seek justice and equality for all God's creation.

The life of our patroness, St. Marguerite d'Youville, was one of complete trust in Divine Providence. Her confidence in God's grace freed her to risk the challenges posed by adversity and fear of the unknown. Her fundamental belief in the giftedness of life resulted in a strong love for the sick and poor in the city of Montreal during the eighteenth century. She accepted the gospel challenge to become "servant of all" as she ministered to the indigenous people, the French, and the English in a colonial world scarred by war, poverty and disease.

The gospel challenge accepted by Marguerite d'Youville clearly portrays the dynamics of a good Catholic secondary school. Using Marguerite d'Youville as a role model of the religious dimension of Catholic education, we must strive:

- to teach and to learn that Catholic education is based on trust in God and God's care of each of us.
- to teach and to learn that Catholic education challenges everyone to risk living a Christian life in a culture which often promotes only personal gain.
- to teach and to learn that the fundamental outcome of Catholic education is love for all of God's creation.
- to teach and to learn that Catholic education calls us to live lives of service in the building of God's reign.

Pastors, pastoral workers, chaplains, teachers, and support staff, share with parents this gospel challenge in the formation of young people of integrity and justice.

**ST. MARGUERITE d'YOUVILLE SCHOOL MOTTO**

**To Trust, To Risk, To Love, To Serve**

## ST. MARGUERITE d'YOUVILLE SCHOOL PRAYER

*In the name of the Father, the Son, and the Holy Spirit, Amen.*

*Loving God,  
source of all life,  
We come to you as a community of many cultures,  
brothers and sisters in Christ.*

*You have given us St. Marguerite d'Youville  
as a model of faith and loving service to the poor.  
May we learn as she did the profound peace of unflinching trust,  
the strength and comfort found in prayer.*

*We recognize the many ways you provide for us  
and call us to care for your creation.  
We place all our needs before you  
and trust in your loving providence.*

*May your Spirit of love stir in our hearts  
and prompt our thoughts.  
May we be led by your Holy Spirit to make wise decisions  
and live in your presence both now and forever.*

*St. Marguerite d'Youville - Pray for us.*

*In the name of the Father, the Son, and the Holy Spirit,*

*Amen.*

## RELIGIOUS EXPECTATIONS

The historical mandate of the Catholic school system in Ontario is to model the entire syllabus of the school on the life and teaching of Jesus. As such, the Dufferin-Peel Catholic District School Board has expectations of all students admitted.

Our religious expectations are as follows:

1. All Religion courses are approved by the appropriate Catholic authority. The Government of Ontario and the Ministry of Education recognizes that Religion credits count towards a secondary graduation diploma.
2. All students will participate in an annual retreat for the first four years that they are in a secondary school. The retreat normally takes place during the school day at a site off school property. The school chaplain organizes the annual retreat based on spiritual themes appropriate for adolescents.
3. All students will participate in the prayer and in the liturgical life of the school. Catholic students are expected to participate fully as mandated by their sacramental Baptism. Non-Catholic students are expected to participate to the extent that they can. It is not the intention of the Dufferin-Peel Catholic School Board to proselytize, however, for supervision, safety and community reasons, the entire school participates in all religious events that occur during the school year. At a minimum, non-Catholic students will attend and maintain respectful silence at all religious observances. All students are encouraged to get involved.
4. Students requesting accommodations must present written notice from their parents/guardians specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made in advance (preferably at the beginning of each school year) to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes the religious observances into consideration.
5. The Catholic District School Boards of Ontario follow approved provincial curriculum. Given the distinctiveness of Catholic schools, the Government of Ontario recognizes parallel curricula for our system based on Catholic course profiles. All courses in all subject areas, in a Catholic secondary school, are taught from a Catholic perspective.

## St. Marguerite d'Youville Catholic Secondary School



**I am a student of St. Marguerite d'Youville Catholic Secondary School.  
I pledge to always:**

- I. Act morally and aim to be a disciple of Jesus.
- II. Maintain a positive attitude.
- III. Respect myself, all others and the environment.
- IV. Help to create a safe, caring and inclusive school community.
- V. Be disciplined in my own actions and words.
- VI. Set high standards for myself and take steps to achieve them.
- VII. Strive to be a self-directed, responsible, lifelong learner.
- VIII. Make choices that lead to a healthy and balanced lifestyle.
- IX. Use my God-given talents to make our community better.
- X. Be prepared, ready to learn and committed to working hard every day.



## DAILY SCHEDULE

This school year consists of two semesters with four-mark reporting periods. There are four subject periods of seventy-five minutes each day. Period three is divided into three sections, A, B, & C. Period A or C are designated as a lunch period. The instructional day begins at 8:12 a.m. and ends at 2:15 p.m. Opening exercises begin at 8:12 a.m. and consist of the Land Acknowledgment, National Anthem, Prayer/Reflection, and Announcements. The period one class also serves as the homeroom class and these teachers are designated as homeroom teachers.

### **Warning Bell @ 8:05 a.m.**

Period 1	8:12 a.m.	9:30 a.m.
Period 2	9:35 a.m.	10:50 a.m.
Period 3A	10:55 a.m.	11:35 a.m.
Period 3B	11:35 a.m.	12:15 p.m.
Period 3C	12:15 p.m.	12:55 p.m.
Period 4	1:00 p.m.	2:15 p.m.

**Students must exit the building by 2:25 p.m. as signaled by the school bell. Students are only permitted in the building after school hours if involved in a staff supervised activity.**

## CODE OF STUDENT BEHAVIOUR AND DISCIPLINE

### BEHAVIOUR

Students must learn to work individually and with others. Mutual respect, cooperation and sharing are important values in any social experience. The ability to work with and for others is an important ingredient in the learning process. It is to this end that these formative years must emphasize:

- \* RESPECT FOR SELF
- \* RESPECT FOR OTHERS
- \* RESPECT FOR PROPERTY
- \* RESPECT FOR AUTHORITY

### RESPECT FOR STAFF

Students are expected to comply with the expectations and requests of all staff members. **Students who fail to cooperate with any staff member will be consequencesd in order to ensure the safety, moral tone and well-being of everyone in the school.**

### BUYING/SELLING OF ITEMS

Students are not allowed to engage in the sale of any items with one another on school property at any time.

### DISRUPTIVE ITEMS

Possession or use of any items that could be considered disruptive to the educational process such as: squirt guns, balloons, whistles, skateboards, laser-type devices, etc. are not allowed.

### DISSEMINATING INFORMATION

Disseminating, posting, or communicating, in any other way, information unrelated to school activities is prohibited.

### FIELD TRIPS

All students going on school-sponsored field trips are expected to be in **complete school uniform** unless special arrangements have been made with the school administration prior to the trip. Students are held to the same code of conduct while on field trips that they are while at school.

### FIGHTING

Students engaged in fighting on or off school grounds may be subject to suspension.

### BULLYING/HARASSMENT

Bullying will not be permitted on school property either in classrooms or common areas, at school-related activities, on school buses, or in any other circumstances (including cyber-bullying: i.e., social media, email, cell phone, text messages, instant messaging, and websites).

Students must not harass others verbally or physically. Harassment is defined as any unwelcome comment or conduct, which intimidates, demeans or offends an individual. The Dufferin-Peel Catholic District School Board has made explicit statements and policies regarding particular types of harassment, namely sex, gender identity, sexual orientation, race, colour, ethnicity, culture, citizenship, ancestry, origin, religion, creed, family status, socio-economic status, disability and/or any other immutable characteristic or ground protected by the Human Rights Code. **Please review our School Board policy noted later in this agenda.** Breaches of these policies will be treated seriously and may result in suspension, expulsion and/or involvement of outside agencies.

## **NARCOTICS/ALCOHOL**

Possession, consumption, and/or sale of alcohol and/or narcotics and **paraphernalia** is not allowed on school property or during any school-related activities. These acts may result in suspension, recommendation for expulsion and/or police involvement.

## **SMOKING/TOBACCO/VAPING**

As per the Smoke Free Ontario Act and school board policy, there is no smoking inside the facilities or on school property at St. Marguerite d'Youville C.S.S. Students are NOT to smoke on the sidewalk in front of the school or in neighbouring bus shelters. **Students under 16 are prohibited from smoking anywhere in sight of school officials at any time during the school day.**

Tobacco products of any sort including chewing tobacco (real or simulated) and Vapour/Electric cigarettes are also prohibited on St. Marguerite d'Youville C.S.S. property. Students who violate these policies may be subject to suspension or fined by the Region of Peel Health Department.

## **PROPER LANGUAGE**

Students are expected to use language that is representative of their dignity as Catholics and that respects all others. Course, profane, vulgar, racist, sexist, homophobic or other inappropriate language or taking God's name in vain is unacceptable. Failure to comply with this expectation will be subject to suspension.

## **RESPECT FOR DIVERSITY AND INCLUSIVITY**

The cultural, ethnic, social and all forms of diversity within our community is acknowledged and encouraged. The school adheres to the Board policy on equity and inclusivity. The school recognizes that any form of social or cultural discrimination is incompatible with Catholic moral principles. The school recognizes that a safe caring and welcoming environment, where all members of the school community feel respected and accepted, is most conducive to learning. The school will therefore seek to foster a Christ-centered, positive school climate, free from discriminatory or harassing behaviours, programs or practices.

## **THEFT**

Any theft on school property will result in a suspension of up to 20 school days; police may be contacted; expulsion proceedings may be initiated. Restitution will be required.

## **VANDALISM/WILFUL DAMAGE**

Students who destroy, deface or otherwise damage property belonging to the Board, another student or staff member, will be requested to make restitution where appropriate, may be suspended for up to twenty (20) days on the first occasion and the police may be called and charges laid if warranted.

## **VISITORS/TRESPASSING**

Situations arise in which the mental and physical well-being of students or staff is put in jeopardy by trespassers. In such situations the Principal or any member of staff will be supported by the Board in pursuing the courses of action available under the Trespass to Property Act. Problems arise when persons who are not pupils of the particular school enter the building without the express permission of the Principal. Students of one school must follow the guidelines for visitors when entering any other school and report to the office as requested on posted signs.

Students who cause difficulties at another school will be disciplined by the authorities in their home schools. Entry for approved use is permitted to students of the school, their parents and guardians, persons attending authorized events and activities, school officials and persons expressly invited by them.

## **SUSPENSIONS**

Suspensions under Board Policy and Regulations and the authority of the Education Act will carry with them the following understandings:

- i) Students suspended for 5 days or less may be provided with work to complete during time missed while under suspension depending on the length of the suspension.
- ii) Students will be fully responsible for material missed while under suspension.
- iii) Students suspended for longer than 6 days may attend the Positive Personal Change program at Archbishop Romero if they choose to do so.
- iv) Any student under the age of 18 becomes the direct responsibility of his/her parent during the period of suspension.
- v) Students under suspension are not permitted on school property and are not allowed to attend any school-sponsored events.

## **PERSONAL ELECTRONIC DEVICES (PEDs)**

### **Digital Citizenship and Appropriate use of PEDs at St. Marguerite d'Youville CSS**

**At St. Marguerite d'Youville CSS the expectation is that PEDs are always turned off and completely out of sight during instructional time and in all instructional spaces. This policy also applies to all hallways, stairwells and entrances as the use of PEDs in these spaces directly disturb the surrounding learning environment and/or disturb the ability of students and visitors to move safely through the school.** Students found with a P.E.D. on their person will have the device confiscated and it will be returned **ONLY** to a parent/guardian. Refusal to surrender the device will result in the student being sent home or suspended. Any inappropriate use of an electronic device that is deemed contrary to the school and/or board Catholic code of conduct will result in a consequence which may include suspension and/or expulsion.

Personal use of PEDs is only permitted during the lunch periods in the cafeteria and the Matrix as they are deemed non-instructional spaces.

It should be noted that these items are frequently the target of theft and students should make every effort to secure them appropriately. **ST. MARGUERITE d'YOUVILLE IS NOT RESPONSIBLE FOR THE LOSS/THEFT OF P.E.D.s.**

**Students bring these items to school AT THEIR OWN RISK.**

NOTE: If parents wish to get in touch with their son or daughter, they can phone the main office switchboard at **905-789-5560** and we will make every effort to pass the message to the student. **Only messages from parents or legal guardians will be given to students.**

## SCHOOL & BOARD EXPECTATIONS



### "NO STANDING" ZONES

Students are not allowed to stand or loiter in hallways, stairwells, doorways (interior and exterior), in front of vending machines at any time before, during or after the school day. Repeated violation of this policy may result in consequences.

### PARKING

Parking is a privilege with a few requirements to be adhered to:

- 1) Students must complete a parking registration form in order to receive a parking pass from the Main Office. **NOTE: Parking spaces are limited and parking passes will be assigned each semester on a first come first served basis.**
- 2) Parking passes **MUST** be visible at all times. Failure to do so will result in the loss of your parking pass.
- 3) Cars are **NOT** to be used as a meeting place at lunch / free periods. **(Either inside or around car.)**
- 4) No cars are to park around the smoking area.
- 5) Cars must not be driven to any other school to visit during the school day.
- 6) Speeding/careless driving is unacceptable.
- 7) Excessive loading of individuals beyond seat belt allotment is unacceptable.
- 8) Students must **NOT** be late coming back from lunch.
- 9) The laneway at the west side of the building between the portables and school building is strictly off limits to all student vehicles.

**ANY VIOLATION OF THE ABOVE CONDITIONS OR REQUIREMENTS WILL RESULT IN THE LOSS OF THE PRIVILEGE OF PARKING AT ST. MARGUERITE d'YOUVILLE.**

**THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE TO VEHICLES PARKED IN THE STUDENT PARKING LOT.**

### TRANSPORTATION:

Transportation is provided to students who live within our catchment area and who are more than 3.8 kilometers from the school. Please consult the bus list posted outside the main office to determine your stop and pickup time. **THIS INFORMATION WILL NOT BE GIVEN OVER THE PHONE.** STOPR (Student Transportation of Peel Region) determines the students who are eligible for busing. **Any and all inquiries regarding school bus transportation should be directed to STOPR at 1-800-668- 1140.** For transportation inquiries specific to special education, please contact 905 890-6362. Please complete a new tax form if you move or are planning to move during the school year. Students should be waiting at their stop **10 minutes before their pickup time.** **Please be patient during the first few days of the school year as anomalies sometimes occur.**

### TRANSPORTATION POLICY:

For safety, students being transported will behave in such a manner as to allow the bus driver's attention to be fully focused on the safe operation of the vehicle.

Students are required to:

1. Abide by the bus driver's instructions.
2. Behave in an orderly manner.
3. Refrain from the use of profane or improper language.
4. Refrain from smoking.

5. Respect the safety of other students.
6. Refrain from eating food on the bus.
7. Refrain from putting any part of their body or any other items out the window.
8. Refrain from any conduct that will result in damage to the vehicle.

#### **VIOLATIONS/ CONSEQUENCES:**

1. A first occurrence will result in parent/guardian contact and possible discipline by the school administration.
2. A second occurrence will result in parent/guardian contact and possible suspension of bus privileges.
3. A third occurrence will result in parent/guardian contact and the possible cancellation of bus privileges for the remainder of the school year.

**This policy will be strictly enforced.**

#### **TRANSPORTATION CANCELLATION**

During inclement weather the Transportation Department may cancel the buses. Cancellations will be broadcast on the following radio stations: CFRB, CFNY, CJCL, CKEY, CHIN, CBL, CFTR, CHUM, CHMO, CHAY, CKRM, CJMR, CKMW, CBC (French).

You can also check the Dufferin Peel Website at [www.dpcdsb.org/cec](http://www.dpcdsb.org/cec).

**Our school is open, even when buses are cancelled, unless the radio stations broadcast the following message:**

**"All DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOLS AND BOARD FACILITIES ARE CLOSED".**

#### **CAFETERIA**

Every student is responsible for the disposal of their waste. Failure to dispose of leftover material in appropriately designed receptacles is unacceptable behaviour and will not be tolerated. Persistent failure to comply with this may result in loss of cafeteria privileges. Student lunches should be packed in reusable containers.

- Students are responsible for cleaning up after eating: papers, wrappers, bags are to be placed in garbage containers; leave the tables clean.
- Students may only purchase food and drinks during their designated lunch or spare. For the purpose of school hygiene and cleanliness, students should refrain from brushing and combing their hair in the cafeteria, and to limit distraction to the learning environment, **food and drinks are to be consumed in the Cafeteria only.**
- **Students may be requested to clean up the Cafeteria if they are not following the established rules.**

#### **LIBRARY EXPECTATIONS**

1. Hours of Operation: Monday to Friday from 7:30 am to 3:30 pm for quiet research, independent study and reading. Newspapers and magazines are available for student use.
2. Computer use is for information retrieval for course related work. No email, chat groups, or games allowed. Violations may result in loss of computer privileges.
3. Students may access their email for 5 minutes on the Email Enabled Express Terminal (E.E.E.T. station) once they have signed up with library staff.
4. Students must be in complete uniform. No gum, food, drinks, bags, or jackets are allowed.
5. Photocopying and printing services @ 10 cents per side.
6. MLA and APA Cite sourcing documentation and instruction available from the teacher-librarian.

7. Online databases available for home internet use. (See library staff for passwords).
8. Loan periods: Non-fiction and Reference - 1 week; Fiction - 2 weeks.
9. Late Fines: assessed at 10 cents per day.
10. You must have a student card to borrow materials. Do not lend your student card to others. Patrons are responsible for all materials borrowed, their return, and any fines incurred or damage or loss to materials.

### **EMERGENCY PROCEDURES**

Each room contains a poster outlining emergency procedures and exit routes, to be followed in an emergency drill or situation. Teachers will review these procedures with students on a regular basis.

### **LOCKERS**

The school is not responsible for theft from lockers. **Students should not bring valuables or large sums of money to school.** Students must purchase a combination lock and will be assigned a locker. Only **DUDLEY AMERICAN BLUE- FACE 414** locks are allowed. It is the responsibility of students to keep lockers clean, free of objectionable material and in a state of good repair. Students are expected to have respect for their own property as well as that of other students. Students must not give their locker combination to other students. **Students are responsible and accountable for anything found in their locker. Lockers remain the property of St. Marguerite d'Youville Secondary School at all times and are only on loan to the students. It should be noted that, given good reason, the school reserves the right to search individual lockers at any time. Students will be held responsible for damage done to their lockers and assessed repair fees.**

### **LOST AND FOUND**

All found articles should be turned into the main office immediately. Lost articles may be claimed at the main office and/or custodial area.

**Note: Students found in possession of stolen property will be subject to school and/or police investigation.**

### **TEXTBOOKS**

Textbooks are provided at no charge to the student, who then must assume full financial responsibility if the book is lost, stolen or damaged. The student will have to reimburse the school if they lose or damage any learning material.

### **WEAPONS**

Students shall not possess or use any weapon on any school premises or at any activity off school premises that is organized or sponsored by a school. Students shall not possess or use any replica or toy weapon, on any school premises or at any activity off school premises that is organized or sponsored by a school.

**A weapon is** anything used, designed to be used, or intended for use in causing death or injury to any person or for the purpose of threatening or intimidating any person, and, without restricting the generality of the foregoing includes any firearm or any device prohibited or restricted under the Criminal Code of Canada. Examples of weapons which are prohibited include but are not limited to handguns, rifles, shotguns, air rifles, knives, tasers, laser pointers, daggers, crossbows, explosives, tear gas, mace, pepper spray and any liquid, spray or powder capable of injuring, immobilizing or otherwise incapacitating any person.

Schools, parents and other community members should be aware of the potential danger of toy and replica guns. While such guns may be considered toys, many replica and toy guns can be easily mistaken as real. Reports that a handgun was seen typically results in a very rapid, high-level police response, as police must treat all such reports as involving a real gun.

## STUDENT SERVICES

### GUIDANCE COUNSELORS:

J. Costa-Pellico, x79016

A-K

G. Mazzone (Department Head), x79011

G-N

M. Dragicevic, x79010

O-Z

**CHILD & YOUTH WORKER:**

D. Stacknik, x79015

**CHILD & YOUTH WORKER (ASD):**

C. Berdusco

**PSYCHOLOGIST:**

M. Rourke, x79013

**SOCIAL WORKER:**

C. Chambers, x79014

### A Guidance Counselor will:

- assist students in any personal problems from situations at home or at school
- develop an academic plan with each student in Grade 10 and will review it each consecutive year
- aid students in overcoming any educational difficulty they may encounter
- help students develop a fuller understanding of their interests and abilities through Discovery and Explorations Surveys
- help prepare students for a world of work, apprenticeship, college or university experience

Also available through the Student Services Office is the expertise of a Child & Youth Worker, the school Psychologist and the Social Worker. Should you feel, you could use their assistance, please do not hesitate to set up an appointment through your counselor.

### CHILD & YOUTH WORKER:

A Child & Youth Worker (CYW) is a member of the discipline team which focuses on many facets of the behaviour of children and adolescents in social settings. The CYW has particular skills in coping with youth whose overall development is hindered by varying degrees of behavioural difficulties. As such, the CYW is educated to gain an understanding of problem behaviour which will facilitate effective intervention and management. As a member of the school support team, the CYW along with the counselors, social worker, psychologist and vice-principal will provide service to students. Referrals to the CYW will be made by counselors, social workers and vice-principals.

### PSYCHOLOGIST:

The school Psychologist is a member of a group of professionals with considerable experience in school psychology. He/she will work with teachers, parents and other members of the school special services team to help adolescents and to promote the emotional and academic growth of all students.

### SCHOOL SOCIAL WORKER & ATTENDANCE COUNSELLOR:

The school Social Worker is a school board appointed resource available to the St. Marguerite d'Youville Community. As a member of the school support team, the Social Worker may provide counseling to individual students, groups of students or families. Where appropriate, the Social Worker may also help students and their families with a referral to specialized community resources. The Social Worker is the designated Attendance Counselor.



## ATTENDANCE POLICY

### ATTENDANCE IS MANDATORY FOR ALL CLASSES:

In order for a student to realize his/her academic potential, regular attendance is essential. Learning is a process not an event and consequently daily attendance is an integral component of the learning. Ongoing assessment explores the student's learning on a day-to-day basis requiring daily participation in order for the student's achievement to be accurately evaluated. A student's marks will inevitably reflect a poor attendance record because learning cannot be fully assembled.

Responsibility for attendance rests with students and their parents. The school expects regular attendance and keeps accurate records of achievement in each class.

### ATTENDANCE PROCEDURES:

1. If you are going to be absent from school, one of your **parents/guardians MUST report the absence using SCHOOL MESSENGER or contact the school by phone by 2:15 pm on the day of the absence. Other relatives cannot call in on a student's behalf.**
2. **Sign-in, Sign-out, late, appointments---**if you have an appointment that requires you to arrive late or leave early, your parents/guardians are requested to use **SCHOOL MESSENGER** to report the arrival/departure or contact the school to leave a message at the Attendance Office providing the date and time of the appointment. **Once your parent has called you must report to the attendance office before 7:50 a.m. to receive a sign-out slip and arrive to Period 1 class on time.** You must always sign in or sign out with the attendance office. Students are not allowed to miss classes without first signing out. Students missing classes without signing in or out will be considered **Truant. Every effort should be made to schedule appointments outside of school hours so that this is no interruption in the sequence of learning.**
3. Students must inform either their classroom teacher or the Attendance office when they are absent from class. Students who fail to do so will be considered truant and they will be assigned consequences as outlined in the Attendance Policy. Home contact will be made by the teacher and appropriate measures taken. **Repeated truancy may result in suspension.**
4. When the subject teacher's attendance records indicate that a student's credit may be in jeopardy due to poor attendance, the teacher will refer the student's name to the Vice-Principal who will review the student's status, and meet with the student, parents/guardian, and subject teacher(s) to determine an action plan.
5. **Students who are 18 years of age** must sign the **Attendance Agreement** for 18-year-olds, indicating their preference for parental contact and signing authority.
6. If it appears that you will be absent for more than two days, please have your parents/guardians notify the attendance office that work is required. One day's notice is requested to assemble this material.
7. **Absence resulting in a Missed Test/Assignment/Presentation:** Please read ahead and refer to the Board's Assessment and Evaluation Policy on Consequences for Missed Assignments.
8. A student who is absent from a scheduled **Exam** due to illness will provide a medical note to verify that absence; otherwise, a mark of zero will be assigned. The potential academic consequence for missing part or all of the final assessment (CPT) is a mark deduction or a zero.

**SCHOOL ATTENDANCE**  
**PHONE LINE 905-789-5560 (EXT. 79008)**

All absences must be reported using **SCHOOL MESSENGER** or BY PHONE to the Attendance Office by 2:15 p.m. on the DAY the student is absent. For known absences, you may also call in advance 24 hours a day to leave a voicemail.

**Calls on the day of return are not acceptable.**

**Notes for Sign-Out on the same day, must be brought to the Attendance Office before 7:50 a.m. This includes sign-outs for 18-year-olds.**

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**Medical NOTES**

All medical notes must be submitted to Attendance within  
2 weeks of illness/absence.

**We will not accept "back-dated" notes after the 2-week period deadline.**

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**EXTENDED ABSENCES FROM SCHOOL**

**Ministry of Education Statement Regarding Instructional Days:**

The Ministry of Education has set the number of instructional days. School holidays and Professional Activity days are also set. Parents should know that withdrawing their son/daughter from school on instructional days means that their son/daughter will miss course material, which may affect their mark.

**St. Marguerite d'Youville Secondary School Philosophy:**

Success in the classroom is determined by the level of participation and involvement of a student within the dynamic social and interactive setting which characterizes modern day classrooms under the leadership of a highly skilled and intellectually charged teacher. The emphasis on a complex learning and interactive educational process immersed within a socially dynamic classroom prepares the student for the learning which culminates in the level of educational assessment that student will earn. This coupled with ongoing daily assessment of learning is precisely why a student's school attendance is so important. **Despite the accommodating efforts of both administration and staff to support students who are absent for extended periods, there is no way to replicate this educational experience for students who are not in attendance at school. For this reason, it is recommended that family vacations not be planned during the school year.**

**Process for Extended Absences:**

1. An appointment must be made by parent and student to see their respective Vice Principal for approval.
2. An extended absence form must be completed by the student, parents and respective teachers and returned to the Vice Principal for **ADMINISTRATIVE APPROVAL**.
3. Completing the Extended Absence form does **NOT** exempt the student from an absence assignment.

**DURING NON-SCHOOL HOURS, PLEASE LEAVE A MESSAGE ON THE  
ATTENDANCE ANSWERING MACHINE WHICH OPERATES 24 HOURS A DAY.**

**ATTENDANCE/ LATES / SKIPS**  
**Progressive Discipline Policy**

**LATES**

- 1<sup>st</sup> Late - teacher reiterates expectations and gives a warning
- 2<sup>nd</sup> Late - teacher assigns a consequence
- 3<sup>rd</sup> Late - teacher contacts parents and assigns a second consequence
- 4<sup>th</sup> Late - refer to VP; parents are contacted and consequence assigned
- 5<sup>th</sup> Late - refer to VP; parents are contacted and consequence assigned;  
support services referral offered to family
- 6<sup>th</sup> Late - refer to VP; student may be suspended; parent conference

- 1<sup>st</sup> Skip - teacher contacts parents and assigns a consequence
- 2<sup>nd</sup> Skip - refer to VP; parents contacted and consequence assigned
- 3<sup>rd</sup> Skip - refer to VP; parents are contacted and consequence assigned;  
referral made to support services
- 4<sup>th</sup> Skip - refer to VP; parents are contacted and student may be  
suspended; parent conference set up

## UNIFORM POLICY

At the May 2001 Board Meeting of Trustees and Senior Administration, the following statement was put into effect. "The standard of student dress in terms of prescribed attire is determined and adopted by the school in consultation with the School Council." At the April 2001 School Council Meeting, the Council unanimously endorsed the following uniform for d'Youville S.S. students. **With the exception of the shoes, the entire d'Youville uniform MUST be purchased at R.J. McCarthy.**

Students must be in full uniform at all times from 8:12 a.m. to 2:15 p.m. and **must not change during lunch or spare periods.**

All students are required to wear the school uniform when they are in the building and on educational school trips. Students are to wear the school uniform when representing the school at an out of school event.

**All uniforms shall fit properly, be clean and be in good repair.** All pants must be hemmed and they cannot be tucked into socks. **Ragged or torn shirts, sweaters or pant cuffs are not permitted. Graffiti of any kind on the school uniform will cause it to be unacceptable.**

- Shirts** St. Marguerite d'Youville crested short-sleeved or long-sleeved grey golf shirt. All shirts must be purchased **from McCarthy's.**
- Under-shirts** Must be **plain** white, black or grey; no writing.
- Pants** Only Black **McCarthy** dress pants **with the "d'Y" logo** on the right thigh. No alterations; must be hemmed; no slits up the side. **Must be worn at waist level.**
- Shoes** All black shoes only, with socks. Shoes cannot have logos/patterns or other colours. Boots, sandals, slippers, and Crocs are not acceptable. Appropriate shoes must be worn at all times. **Changing into inappropriate shoes at lunch or anytime between 8:12-2:15 is NOT permitted.**  
For classes where students change out of their school uniform, students are expected to go to class and leave class in their **FULL SCHOOL UNIFORM. Changing in the halls or at your locker is never permitted.** Furthermore, Phys. Ed students and athletes must use the designated change room.
- Head Gear** The wearing of **HEADGEAR** is not allowed inside the school **at any time. Exception applies for religious and/or cultural items.** No bandanas on the school property.
- Hats** Hats, or Hoodies may not be worn in the school during the school day.

**Gym Uniform** **Must be purchased from McCarthy's** and must be worn to be able to participate in Physical Education classes. **Any alteration to the uniform is strictly prohibited.** Student will be asked to buy a new PE uniform if damage is done to the uniform (i.e., cutting off the sleeves, drawing on clothing)

### CONSEQUENCES FOR UNIFORM VIOLATIONS

If a student is out of uniform, parental contact will be made by the vice-principal and a consequence may be assigned. Students must be in full uniform before they will be allowed to attend classes. **A student who is knowingly out of uniform is expected to see the Vice Principal before the start of the day (8:12am) to rectify the situation. Students who violate the uniform policy may be sent home and receive suspensions for subsequent violations.**

### CIVVIES DAY GUIDELINES

**On these days, students have two choices: support the selected charity with your donation or wear the school uniform.** As these days are requested on behalf of the students, the expectations of appropriate attire which govern all of us are still in place. Articles of clothing which do not comply with the principles outlined in the Code of Student Behaviour as defined by the Board and the moral standards of our school are unacceptable at all times. These would include rude or offensive slogans or items which do not respect the rights of self or others. **Clothing worn should be modest and appropriate for a Catholic School/classroom environment.** Students who do not follow these expectations will not be able to attend classes.

Civvies are an earned privilege and school Administration will reserve the right to waive Dress down days for students who are non-compliant with the uniform policy.

1. All students are expected to dress neatly, modestly, and with a sense of personal pride that reflects our Catholic faith.
2. Shirts must have sleeves. Halter, tank, belly, crop tops and low-cut tops are not permitted.
3. Shorts, skirts, and pants should be of an appropriate length.
4. Bandanas, sweatbands, kerchiefs, sunglasses, are not permitted.
5. Students who wear baseball caps will be asked to remove them in classrooms as a matter of courtesy and they will be expected to comply with this request.

Attire which exhibits offensive suggestions and/or inappropriate statements or pictures, including those that address or display the following items are not permitted:

Sexual content

Substance abuse, alcohol, tobacco, or drugs

Violence or Profanity

Inappropriate references to nationality, race, gender, religion, etc.

## EVALUATION POLICY

### ACHIEVEMENT CHART - GRADE RANGES AND LEVELS

In Ontario passing marks can be grouped into one of four levels of achievement. The following table provides a summary description of achievement in each percentage grade range and corresponding level of achievement:

Percentage Grade Range	Achievement Level	Summary Description
80-100%	Level 4	A very high to outstanding level of achievement. Achievement is <i>above</i> the provincial standard.
70-79%	Level 3	A high level of achievement. Achievement is <i>at</i> the provincial standard.
60-69%	Level 2	A moderate level of achievement. Achievement is <i>below, but approaching</i> , the provincial standard.
50-59%	Level 1	A passable level of achievement. Achievement is <i>below</i> the provincial standard.
Below 50%		Insufficient achievement of curriculum expectations. A credit will not be granted.

**Level 3 (70-79%) is the provincial standard.** Teachers and parents can be confident that students who are achieving at level 3 are well-prepared for work in the next grade or the next course.

#### THE REPORTING METHOD

Formal reports are issued twice each semester: one at mid-semester and one at the conclusion of the course. Each report will include attendance, lates, grade, course median, teachers' comments and learning skills.

Parent/student/teacher interview night is scheduled prior to the mid-semester report card distribution. In addition, parent(s)/guardian(s) of students who are earning less than 59% will be advised either by letter or phone call at early warning (after the first five weeks of the course) and at late warning (which is during the last 4 weeks of the course.) *At any time during the school year, teachers and parents are encouraged to contact one another should there be any concerns or praise to share.*

#### FULL DISCLOSURE TO COLLEGES AND UNIVERSITIES

Students who choose to withdraw from a course must do so **prior to the fifth day after the receipt of their Mid-term Report**. The final updated mark and date of withdrawal will be recorded on the Ontario Transcript. Course repeats for courses beyond Grade 10 must indicate a mark for each attempt. The date on which the student successfully completes each course in Grade 9 and 10 will be recorded.

## **PART-TIME STUDENT STATUS**

All students must carry a minimum of 4 day-school courses per semester unless they are in grade 12 and are not "behind" in credit acquisition. These grade 12 and year 5 students must carry a minimum of 3 credits per semester.

## **REGISTRATION FOR YEAR 5**

The expectation is that all students will graduate after 4 years. There are many supports and resources in place at St. Marguerite d'Youville CSS to assist all students in being successful. Approval for a student to return for a 5<sup>th</sup> school year must be sought through the principal and will only be granted in specific circumstances.

## **SUMMER SCHOOL UPGRADE POLICY**

1. Principal, Counselor and Department (including subject teacher) will determine whether the student has met the criteria necessary to be allowed to register for a summer school upgrade course.
2. Students must have completed the course (including a final exam).
3. Students must achieve 40% or above to upgrade a course at summer school.
4. Students who do not meet Summer School Policy must repeat the course as a **full make-up or new** credit.

**St. Marguerite d'Youville CSS**  
**Co-curricular Participation Guidelines**  
**Student Commitment Statement**

*All students that choose to participate in co-curricular activities at d'Youville will be asked to read and sign the following commitment statement by their respective staff advisor/coach.*

The primary focus of high school education is to support student achievement and wellbeing. St. Marguerite d'Youville believes that participation in co-curricular activities should be encouraged as these experiences aid the learning process and ultimately enhance student achievement and wellbeing. Co-curricular activities challenge students on a variety of levels. They learn and develop many critical life skills. Students meet and learn from other students with similar interests and goals and feel a sense of connection and belongingness.

Students must recognize that their participation in co-curricular activities is a privilege, which brings with it the obligations and responsibilities of being a good citizen and representative of our school. Through co-curricular activities students represent the school in a variety of ways. It can be a challenge to participate in these activities and represent the school and keep up with the demand of classroom expectations. **Each student must realize that his/her participation in these activities is second to their education.**

Students who have been selected as a member of a school team or club who do not make a commitment to the group for the duration of the program or schedule may be removed from the group. Students are expected to attend all rehearsals/practices/games/meetings etc. Students are reminded that all school rules apply at all school sponsored activities. **Students must be present in school during the entire day in order to participate in an extracurricular activity that same day.** Students must always:

- a. Represent St. Marguerite d'Youville CSS with honesty, kindness and integrity.
- b. Adhere to the school Catholic Code of Conduct.
- c. Respect themselves, other students, staff, officials, spectators, competitors etc.

**Eligibility** - Each student must realize their primary responsibility is to be a conscientious student. Our co-curricular participation guidelines expect the following from each student:

- a. Must have a completed medical form as well as a transportation form. Forms can be found in the Main office or Phys. Ed office.
- b. Must adhere to the Dufferin-Peel concussion protocol.
- c. Will demonstrate regular attendance of school.
- d. Will be in an acceptable academic standing (working to ability level and full potential). A student failing more than one subject during any reporting period (mid-term, end of term, may be placed on probation and monitored, temporarily suspended from participation in co-curricular activities or removed from the team/club until improvement can be demonstrated.
- e. Demonstrate behaviour that includes respect for self, others and school property.
- f. Be enrolled in a minimum 8 credits unless in grade 12 and on pace to graduate with 6 credits.
- g. Must not owe any outstanding fees to the school (previously assigned books, learning materials, activity fees, uniforms, etc.).



Furthermore, the following situations may lead to immediate withdrawal from all co-curricular activities for a 12-month period or for the duration of the student's time at d'Youville:

- o Repeatedly unable to demonstrate the ability to balance academics with co-curricular.
- o Suspension of an aggregate for more than 5 school days within an academic year. A student serving a school suspension will not participate in any co-curricular activity during that suspension (including weekends).
- o Involvement in violent behavior or drugs and/or alcohol on school property while in attendance of school or school-sponsored events.

**Concussions and Head injuries** - All staff, parents, students and community partners will adhere to the guidelines outlined in the DPCDSB Concussion Guidelines and the DPCDSB Contact Sport Guidelines.

**Severe Weather, Exceptional Circumstances and Extracurricular Activities** - In the event that school buses are cancelled or school board facilities are cancelled due to severe weather at any time during the day, events scheduled to take place are also cancelled. In the event that a school event is cancelled due to exceptional circumstances (i.e., loss of power, heat or water) the Principal in consultation with the Supervisory Officer and other principals as appropriate will determine the course of action.

**Supervision** - All students must be supervised by their staff advisors outside of the regular school hours (8:12-2:15). Students who are not directly engaged in a co-curricular school activity must vacate the school building by 2:30pm as there is no adequate supervision for them. Parents must ensure students are safely on their way home immediately following the conclusion of the activity. Students must not be in the building unsupervised.

