

2015 - 2016



DON BOSCO C.S.S.

○ A NEW BEGINNING

We Believe

In the worth and dignity of all human persons, created uniquely and specially by God, we, the members of Don Bosco CSS declare:

1. Language which discriminates is not acceptable to us. Christ calls us to love our neighbour as ourselves (Mk 12:31) and this is our commitment.
 2. We affirm the full equality of persons, male and female. Stereotyping, negative language and intolerant attitudes are not acceptable to us. Christ calls us to love our neighbour as ourselves (Mk 12:31) and this is our commitment
 3. We affirm that the hope of humanity lies in peace, reconciliation, and faith. Physical and emotional violence, gossip, bullying, and selfish behavior are not acceptable to us. Christ calls us to love our neighbour as ourselves (Mk 12:31) and this is our commitment.
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Prayer of Don Bosco

St. John Bosco

Friend of the young,

Teacher in the ways of God,

Your dedication to empowering the needy inspires us still.

Help me to work for a better world,

where the young are given the chance to flourish,

where the poor's dream for justice can come true,

and where God's compassion is shown to be real.

Intercede for us as we bring our needs to you and to

our heavenly Mother, the Help of Christians.

Mary, help of Christians, pray for us.

St. John Bosco, pray for us.

Name: _____

Student # _____

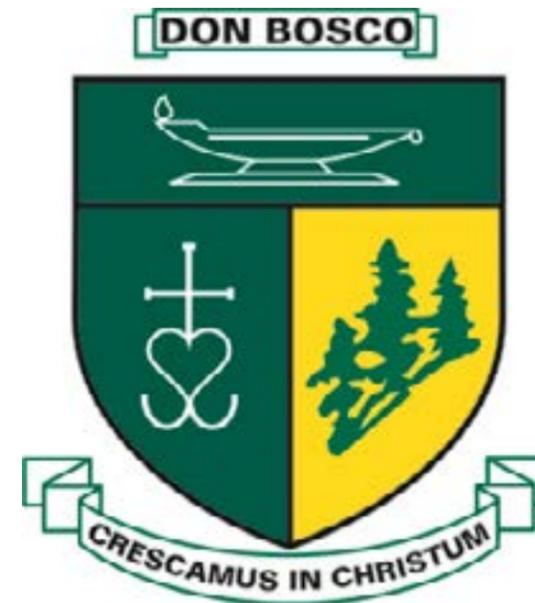
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PRINCIPAL: Mr. Michael Rossetti

VICE PRINCIPAL: Mr. Gabriele Piccolo



Place
timetable
here

Catholicity & conduct

CATHOLICITY

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 Don Bosco 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 and Liturgies are celebrated on a regular basis for the entire school community in our Auditorium. 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.

Any student who exhibits reluctance to participate and practice in any part of the religious dimension will be required to discuss this position with parents and the Principal.

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 Don Bosco CSS Code of Conduct Progressive Discipline Policy, is consistent with the Code of Conduct/Progressive Discipline Policy, 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 website at www.tcdsb.org.

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 Don Bosco, 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 behavior 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 (Administration), under the direction of the school board, take a leadership role in the daily operation of the school.

Administration provides 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. 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.

Administration has a duty to maintain proper order and discipline within the school. Local codes of conduct are a key component of that duty. Administration shall develop local codes of conduct that are expressly 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. Administration 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;
7. Comply with the responsibilities established by the TCDSB Violence Prevention Policy

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

STANDARDS OF BEHAVIOURS

Respect, civility, and responsible citizenship. Members of the Don Bosco 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.

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.

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.

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 whom 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.
- Students are expected to behave in a manner that reflects the values, virtues, and conduct reflective of the Gospel values that define our Catholic Community.
- Because we are a Catholic school community, vulgar, profane or otherwise inappropriate language is strictly forbidden and violates the moral tone of the school.

EXPECTATIONS OF DON BOSCO STUDENTS

1. All students must report to school by 8:40 a.m. If a student is absent or late for any any period, an automated phone call will go home to inform parents.
2. To be considered on time and prepared for classes, students must arrive in full uniform with agenda and other required materials.
3. 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, all liter should be placed in the garbage cans that are provided. We encourage all community members to take pride in the appearance of our community; failure to do so will result in consequences.
4. Loitering in the halls or in the front entrance is not permitted at any time. Students are to move through the hallways with purpose. While in the hallways students are to conduct themselves in a manner that is conducive to a learning environment. Yelling, horseplay, loitering, etcetera is disruptive to that environment and will not be tolerated.
5. Students must work in supervised areas only. Hallways, stairwells, washrooms, are not work areas. Students must have a note to enter Resource or the Library.
6. 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 in Grade 10, 110 minutes in Grade 11, and 120 minutes in Grade 12.
7. Forgery of teacher signatures or initials in the Agenda Book is strictly forbidden and will result in disciplinary action.
8. Attendance is mandatory. Parents/Guardians must call the school if your child is absent or late.
9. Students are expected to be in full uniform all day long (including during lunch) while on the school premises.

Standards of Behaviour

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 TCDSB regulations. This applies to all school functions, school-sponsored trips and graduation formal events 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 TCDSB Drug and Alcohol Policy. Since it is illegal to be under the influence of alcohol and drugs, students may be suspended from school and the police may be notified.

SMOKING ON SCHOOL PROPERTY

Smoking on school property, buses or field trips is prohibited by the TCDSB. All offenders will be subject to disciplinary action, as well as a possible fine. Offenders will be subject to the Board's policy.

TOBACCO CONTROL ACT

- It is against the law to sell, supply, or buy tobacco products for anyone under the age of 19.
- If a student is caught giving a cigarette to someone under the age of 19, he/she will be charged and given a \$215 ticket or be issued a summons to appear in court. The maximum fine for supplying someone under the age of 19 with tobacco products is \$4,000.
- Smoking or holding lighted tobacco is not allowed by anyone (staff, students, parents, or visitors) in school buildings or on school property at any time.
- Smoking or holding lighted tobacco is not allowed in any vehicles on school property.
- Supplying cigarettes on school property to anyone under the age of 19 is against the law.
- Students 16 or older smoking on school property can 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.
- Students can be charged if they are holding a lit cigarette on school property.

GAMBLING

Gambling in any form (dice, cards, sporting events, etcetera) is strictly prohibited and may result in a suspension.

Internet policy

The TCDSB Acceptable Use Policy (AUP) reflects the growing 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 the 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".

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

The most important prerequisite for someone to be given the privilege of using the Internet at Don Bosco CSS is that students take full responsibility for their own actions. Don Bosco CSS, along with the TCDSB, will not be liable for the actions of anyone connecting to the Internet through the school hook-up. All users shall assume full liability, legal, financial, or otherwise, for their actions.

The primary purpose of the Internet connection at Don Bosco is educational. It is essential that everyone who uses this connection understand that purpose. Anyone using the Internet connection for non-educational purposes shall face suspension of the Internet and/or computer privileges, pending administrative review. No user shall use this Internet access to perform any act that may be construed as illegal, immoral, or unethical, including the use of the link to gain unauthorized access to other systems on the network.

- All rules and expectations of the school's code of conduct are considered to be appropriate and in effect when using the Internet.
- All use of the Internet must be in support of research and consistent with the educational purposes as approved by the school.
- Users should not provide information of a personal nature to anyone on the Internet.
- Staff will provide students with Internet sites that allow them to search for information needed for specific projects and teach research methods for using the Internet.
- Users shall not intentionally seek information on, obtain copies of modified files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Use of programs that harass other users or infiltrate a computer or computing, etc. is prohibited.
- The use of hate mail, harassment, discriminatory remarks, and other anti-social behaviours are strictly prohibited.
- The illegal installation of copyright software for use on school computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local network is prohibited.
- It is the user's responsibility to keep programs of a viral nature off any school computer.
- No student is permitted to download any software programs without the expressed permission of the supervising teacher.
- Pornography, plagiarism, or harassment will not be tolerated.
- The student will be responsible for maintaining a log of contacts made on the network as specified by the instructor.
- Students are responsible for their personal space and the sharing of a student network username and password is strictly prohibited.

BEHAVIOUR EXPECTATIONS

All students must sign a "Student Access Agreement" before receiving their individual user accounts to gain access to the Board network. Using the Board's electronic communication system is a privilege, not a right, and can be restricted or, when necessary, 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 system.

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.

Standards of Behaviour

Aschooladministrator 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.

PLAGIARISM AND COPYRIGHT

- Students will not copy words, pictures or sounds from the Internet without permission.
- When doing online research, students will check the source of the information and confirm it with a parent, teacher or librarian.
- To make sure your work is honest, rather than plagiarized; you must acknowledge all borrowed material in two locations.
 1. In-text parenthetical citations within your essay (e.g. Twain 52)
 2. With an alphabetized list of sources on a separate page at the end of your essay.

The proper identification of your sources is called citation. Both MLA (Modern Language Association) and APA (American Psychological Association) documentation styles are acceptable, depending on particular courses.

In addition to reviewing the rough work, the teacher can check suspected plagiarism by asking students to bring in the sources listed in the "works cited" page. If the suspected material is:

- found in those sources, but has not been documented, then the material is plagiarized
- not found in the material listed in the works cited page, and then the student has used sources without documenting them. This insufficient documentation is, again, plagiarism.

An assignment is not complete until the request to provide sources is fulfilled.

The consequences for plagiarism will be a grade of zero. Repeated plagiarism by one student can result in an official suspension from school.

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.
- PEDs must be securely stored away by the student and in silent mode during regular school hours – unless a classroom lesson requires its use. 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.
- The school administration may decide when and where PEDs are permitted and prohibited within a school environment.

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 secretary 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. If late or absent, students will not be allowed to enter TA without an admit slip.

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.

LATE AND PUNCTUALITY

Punctuality is valued at Don Bosco. 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 Teacher contacts home to warn of chronic tardiness and to engage the parent in attempting to change the student's pattern of tardiness.

4th Late: The Teacher notifies the school administration.

NOTE: Students who are chronically late or absent will be referred to Administration .

LEAVING SCHOOL EARLY

Parents are encouraged to make medical, dental, and other appointments outside of school hours. 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 a sign-out slip and then return to the office to sign out when he/she is ready to leave.

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 are responsible for any work missed. 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.

Additional Guidelines

Dress code

The wearing of the proper uniform is an obligation for students who choose to attend Don Bosco CSS. The overall neat appearance of the students contributes to the good order and atmosphere in the school community. Our uniform policy conforms to the "Code of Dress" guidelines of the TCDSB and thus is mandatory.

The responsibility of being in full uniform lies with the student and parent/guardian. Students are to wear their complete school uniform for the entire school day including lunch time in the cafeteria. Clothing changes during the lunch time and study periods are unacceptable. If a student is not in full uniform, he/she may not be admitted to class, may remain in the office for the day, may be sent home, and for repeated violations, may be suspended. Headgear (e.g. Hats, caps, visors, bandanas, nylon wraps, handkerchiefs,) may not be worn at school anytime – including lunch or civvies days.

PROCESS OF UNIFORM INFRACTIONS:

- 1st Infraction: Verbal Warning by Vice Principal
- 2nd Infraction: Written Note of Excuse followed by phone call home.
- 3rd Infraction: Phone call home and student spends day in the office
- 4th Infraction: Student sent Home & Parental Meeting with Vice Principal

All uniform items must be purchased from R.J. McCarthy Ltd., 360 Evans Ave. Toronto, ON M8Z1K5 416-593-6900, www.rjmccarthy.com

GIRL'S UNIFORM	BOY'S UNIFORM
RJM grey dress pants or kilt (knee length): NO jeans/cords, tight fitting pants, sweat pants, yoga pants or tights, are permitted.	RJM grey dress pants: NO jeans/cords, casual, tight fitting pants, gray sweat pants are permitted.
Don Bosco embroidered golf shirt (short/long-sleeved) white. (available exclusively at McCarthy's)	Don Bosco embroidered golf shirt (short/long-sleeved) white. (available exclusively at McCarthy's)
Bosco green cardigan	Bosco green cardigan
100% Black dress shoes or shoes with rubber soles. No open toe shoes, flip flops, slippers or sandals, boots are permitted.	100% Black dress shoes, or shoes with rubber soles. No flip flops, sandals, slippers or boots are permitted
Bosco kilt only to be worn with green knee high socks or stockings.	
Don Bosco Hoodies, Sweatshirts, Spirit Wear, Leadership shirts are not part of the uniform and may not be used as substitutes for uniform items.	

**If there are any questions about our school uniform; please call any member of the administration* (416) 393-5525

GYM UNIFORM*

Students must purchase the Don Bosco gym uniform while enrolled in any level of Physical Education. Uniforms are available for purchase through the Phys. Ed. Department. The phys. ed. uniform consists of the following:

- 1. Don Bosco T-Shirt | 2. Don Bosco Mesh Short | 3. Don Bosco Sweat Pants | 4. Don Bosco Hooded Sweatshirt

*Students with concerns about the gym uniform should consult with Administration within the first week of class.

LOCKERS

Lockers are the property of the TCDSB. Each student is assigned a lock and a school locker. A student may not change lockers or locks without approval of the Vice-Principal. Failure to do so may result in loss of locker privileges. He/she will keep the locker neat and tidy, with no offensive photos. If any problem with a locker occurs, the student is to see the Vice-principal. The school reserves the right to inspect lockers if necessary. The school is not responsible for lost or stolen items.

VISITORS

Visitors are asked to comply with the TCDSB policy by reporting to the main office to sign the visitors log at the reception desk. Students are expected to contribute and support the sense of safety of every person in the school by refraining from inviting friends onto school premises before, during and after school hours. Any student who has encouraged or invited trespassers onto school property may be dealt with according to school disciplinary procedures or the Safe School Act. All who enter upon Don Bosco property do so under T.C.D.S.B. Policy Register S.02, S.12 and the Trespass to Property Act of Ontario

Students are reminded to treat all neighbours and their property with respect and dignity at all times. Students may not loiter or trespass on neighbours' property. Students not in compliance with this request may be disciplined as required.

SEARCH AND SEIZURE – TCDSB POLICY

- The TCDSB supports all staff in the maintenance of law, order, discipline and decorum in its schools and during school functions that take place on school property
- The TCDSB therefore prohibits the possession on school property or at authorized school functions, substances or objects that may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:
 1. Alcoholic beverages
 2. Illicit drugs
 3. Stolen property
 4. Weapons, either restricted or prohibited by law and
- Any object which may be used as a weapon and which may cause serious injury
- Students and visitors to schools may on occasion have in their possession such materials or objects. The Board therefore authorizes principals or designates who have reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with the Regulations, to conduct searches, and where necessary, to seize prohibited substances or objects.

OPENING EXERCISES

Each morning, we begin with the national anthem, 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 cafeteria.

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 such items unattended. The school will not be responsible for lost or stolen items.

General Information

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 in the library or computer lab. Agenda book's daily plan must contain an entry for the computer lab or library approved and initialed 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.

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.

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 "0" 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 Don Bosco. 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.

Graduation policy

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

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.

Additional Requirements:

- 12 elective credits
- 40 hours of community involvement activities
- Provincial literacy requirement (OSSLT)

Programs and Services

RELIGIOUS EDUCATION REQUIREMENTS:

Don Bosco 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.

GLOBAL EDUCATION CERTIFICATE PROGRAM

As a school community we recognize that our students are a part of a global community, and the need to increase our students' awareness of current affairs and our social responsibilities in the world. Students at Don Bosco will understand the international forces shaping their lives and acquire the knowledge, skills, and strategies to understand the complexity of international problems and work towards promoting the social teachings of Christ to create a better future for the world.

The International focus on global issues, social responsibility, active citizenship, career education permeates all subject areas in a real and meaningful way. In doing so, we are preparing students better for a highly technological, globally competitive rapidly changing global economy. This program involves students in Global initiatives like Challenge 20/20; an Internet-based program that pairs our classes with counterpart schools in the U.S. Together, the teams (of two or three schools) find local solutions to one of 20 global problems.

ADVANCED PLACEMENT AND COURSES AND EXAMINATION

Students take AP courses and exams for many reasons – the challenge, the sense of accomplishment, the strengthening of their college applications, the money and time saved, and the opportunities that can unfold as a result of the AP experience. A student who earns a grade of 3 or better on an AP Exam is generally considered qualified to receive credit for the equivalent course at a university that gives credit for AP Exams. The associated cost savings can be as \$1000 per course. Once in university, AP students often take advanced courses, explore different subject areas, enter honours and other special programs, pursue a double major, and even complete undergraduate requirements early.

SPECIALIST HIGH SKILLS MAJOR

An SHSM is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements to graduate from secondary school. It also assists in their transition after graduation to apprenticeship training, college, university or the workplace. Presently Don Bosco offers two SHSM programs: Hospitality/Tourism and International Development/Non-Profit Sector.

HOSPITALITY AND TOURISM:

The SHSM – Hospitality and Tourism enables students to build a foundation of sector-focused knowledge and skills before graduating and entering apprenticeship training, college, university, or an entry-level position in the workplace. In addition to specific course requirements, students that achieve a High Skill Major in this field also earn: Six sector-recognized certifications and/or training courses/programs, experiential learning and career exploration activities within the sector, reach a head experience connected with the student's postsecondary plans, and develop essential skills and work habits required in the sector.

INTERNATIONAL DEVELOPMENT/NON-PROFIT:

The non-profit sector offers a range of careers that are dynamic, engaging, and rewarding. Whether in the fields of art, culture, education, the environment, information technology, health care, social development, or sport, countless career paths are available for people who share the sector's common vision: to make a difference. In addition to specific course requirements, students that achieve a High Skill Major in this field also earn: Seven sector-recognized certifications and/or training courses/programs, experiential learning and career exploration activities within the sector, reach a head experience connected with the student's postsecondary plans, and develop essential skills and work habits required in the sector.

ACADEMIC AWARDS

Final Honour Roll

Don Bosco Catholic Secondary School recognizes students who apply themselves to the academic portion of their education by placing them on the Honour Roll. To achieve this recognition a student must be a full-time student (carry a minimum of 6 courses) and must attain an overall average of 80% or higher.

PRINCIPAL'S HONOUR ROLL

To achieve this recognition a student must be a full-time student (carry a minimum of 6 courses) and must attain an overall average of 90% or higher. There are specific awards of merit and bursaries given to members of the graduating class each year. Please see the Guidance Office for more information.

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 Bosco ambassadors, our student-athletes are to meet the following expectations:

- Athletes are not permitted to participate in more than one sport per athletic season, with exceptions to be determined through secured permission from both coaches. The Athletic Director shall be part of the approval process.
- All participants must meet the eligibility guidelines as per TDCAA regulations. All new students to Don Bosco (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 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 team-mates (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 absent from school for the entire day, or 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.

Non-Curricular Field Trips/Events

The above criteria apply equally when considering a student's attendance/participation in any non-curricular field trip or event.

Study Tips

Before you study, it's important to know:

WHAT YOU NEED TO KNOW? // WHAT YOU KNOW ALREADY? //

WHAT YOU DON'T KNOW?

A - GETTING READY

- *Know the course requirements; e.g.,
- Does the unit have to be completed in sequential order?
- Is the unit compulsory or optional?
- Do you know what is expected, and when and where to hand in your work?
- Do you know what you have to do before you go onto the next unit?
- Do you have all required equipment; e.g., text, map, instrument?

C - GETTING HELP

- Teachers are in Resource Areas/Centres to HELP YOU to:
- Clarify the instructions
- Locate different resources
- Understand the content
- Develop your skills
- Prepare for presentations
- Check if your work is correct

PREPARING FOR TESTS AND EXAMINATIONS

- Set up a special study schedule to prepare yourself for your exams. Plan it so that everything can be covered in the time available.
- Avoid cramming. Your review should be completed well before the exam.
- Find out for what kind of exam you are getting ready (e.g., essay type or objective) and exactly what material will be on the test.
- For each subject, make a detailed list of all the topics for which you are responsible. Arrange it in order of importance and follow this order in your review.
- Memorize essential facts and formulas.
- Make up questions that you think could be on the exam and try to answer them.
- Get a good night's rest before the exam and begin the exam day with a good breakfast.
- Come with the equipment you will need (ruler, pencil, calculator, etc., and include an extra pen).

STUDY TIPS: WRITING OBJECTIVE TESTS

- Use these suggestions to help you write TRUE or FALSE, SHORT ANSWER, or MULTIPLE-CHOICE test questions:
- When confronted by a large number of questions on an objective test, do not rush through them in panic. Instead, determine how much time you can afford to spend on each question and pace yourself accordingly.
- Answer the easiest questions first; then return to the ones you have left out. Sometimes the test gives away some of the answers.
- Guess at answers only if there is no penalty for guessing.
- Be on the look-out for words that may provide a clue to the correct answer. Words like 'seldom,' 'generally,' and 'tend to' often make a statement true; words like 'always,' 'never,' 'only' are more likely to make it false.
- Before looking at the possible answers to a multiple choice question, try to form the answer in your mind. Then look at the choices given.
- Do not change an answer that comes to mind first unless you are absolutely sure that it is wrong.

STUDY TIPS: WRITING ESSAY-TYPE TESTS AND EXAMINATIONS

- Use these suggestions to help you write questions which require LONGER ANSWERS:
- First, skim the whole exam or test and read the directions.
- Decide how much time should be allotted to each question. Let the marking scheme be your approximate guide.
- Begin with the questions that you can answer most easily. It is important to get a good start.
- Locate the keyword in the question, and answer the question accordingly. Key verbs/words are: discuss, compare, explain, contrast, list, describe, and outline.

B - GETTING STARTED

- Read over the whole unit.
- Set realistic time goals.
- Select an appropriate place to work.
- Complete the first activity. Check your progress with your subject teacher.

D - FINISHING

- Check to make sure you have completed all required activities.
- Hand in all required work for evaluation.
- If you have to write a test, be sure to study before writing it

Bell Schedules

There is a warning bell at the start of the school day and at the end of lunch. It is a reminder that class begins in 5 minutes. Students are to be in class before opening exercises in the morning and before the bell rings for each period. Arrival after O'Canada in the morning or after the bell rings for period 2, 3, and 4 means a student is late to class.

Regular Schedule

The regular day at Don Bosco is the following schedule:

Warning Bell..... 8:35am
OE/Period 1..... 8:40am-10:01am
Period 2..... 10:06am-11:22am

Lunch: 11:22am-12:08pm

Warning Bell..... 12:08pm
Period 3..... 12:13pm-1:29pm
Period 4..... 1:34pm-2:50pm

School Dismissal: 2:50pm

Liturgy Schedule:

When a mass or liturgy is being celebrated while in our community, the following time-line applies:

Warning Bell..... 8:35am
OE/Period 1..... 8:40am-9:45am
Period 2..... 9:50am-11:50am

Lunch: 11:50am-12:40pm

Warning Bell..... 12:40pm
Period 3..... 12:45pm-1:45pm
Period 4..... 1:50pm-2:50pm
Dismissal Time: 2:50pm

Late Start:

In the event of a staff meeting, the following times will be in place:

Warning Bell..... 9:50am
OE/Period 1..... 9:55am-10:55am
Period 2..... 11:00am-12:00pm

Lunch: 12:00pm-12:40pm

Warning Bell..... 12:40pm
Period 3..... 12:45pm-1:45pm
Period 4..... 1:50pm-2:50pm

School Dismissal: 2:50 pm

Alternate Schedules:

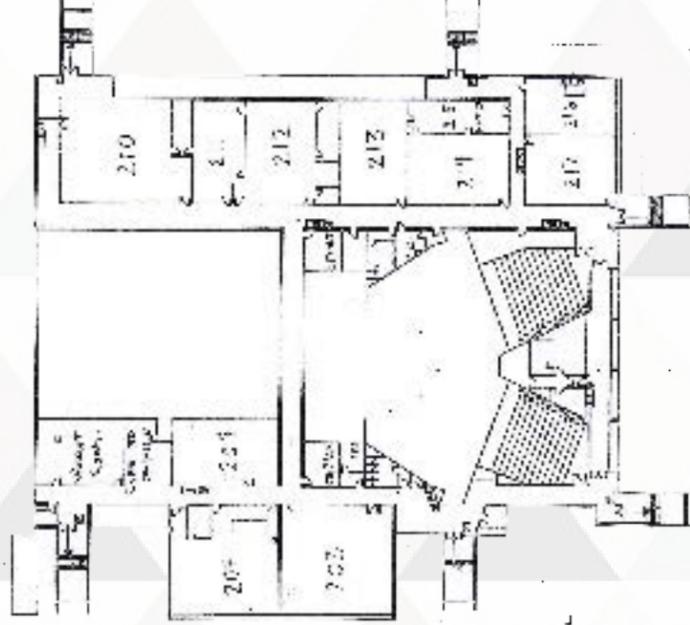
Please note that there will be a few days in the school year where we follow a special schedule not listed. (E.g/School Dances, Community-building events, etc)

Map of Don Bosco

First Floor



Second Floor



Third Floor

