

STUDENT CODE OF BEHAVIOUR

A. PREFACE

A1. The present CODE is the result of consultative meetings with, and input from Parents, Staff, and Students of St. Michael's Choir School.

A2. The CATHOLIC SCHOOL ADVISORY COUNCIL of SMCS shall have the authority and responsibility to recommend and initiate proceedings for revisions to this CODE, with input from the school-based Safe Schools Action Team. This COUNCIL shall consist of the Principal and elected representatives of Parents, Staff, Students and appointed representatives of the Community and Parish. All revisions are subject to Provincial and Board Policy.

A3. The CODE of SMCS reflects the MISSION STATEMENT, VISION AND GOALS of the Toronto Catholic District School Board which:

- i) Recognizes "the shared responsibility for education that exists among the school, the students, the family, the parish and the community."
- ii) Prescribes "a safe and welcoming learning environment that is an example of Christian community."
- iii) Envisions students who "apply Christian values to life's opportunities, challenges and choices" and who, display self-esteem and self respect."

A4. All Toronto Catholic District School Board schools are subject to Toronto Catholic District School Board policies and guidelines including the TORONTO CATHOLIC DISTRICT SCHOOL BOARD VIOLENCE PREVENTION POLICY (SS09).

Full copies of these policies are available through the Toronto Catholic District School Board or with the Principal. Mandated excerpts from these policies are now included in "APPENDIX A".

A5. All students and staff are subject to, and protected by the laws and rights of the Federal, Provincial and Municipal Governments.

A6. Clubs, teams and organizations operating within the Choir School community may develop their own procedures and policies. These must be consistent with overall school policies and principles, be sanctioned by the Principal and the appropriate school committee, and be made accessible and public.

A7. School policies and student behaviour are subject to the following over-riding principles and aims.

To create for students and staff a community:

- i) Which provides a Catholic Education. All activities and policies should be designed to foster positive social feeling, intellectual potential and moral character, and encourage the virtues of honesty, self-discipline, perseverance, faith, hope, and love.
- ii) Which promotes and adheres to the teachings of the Roman Catholic Church.
- iii) In which students can be confident that there will always be the opportunity for forgiveness and reconciliation.
- iv) Which promotes, facilitates and urges students to

achieve academic success.

v) Which recognizes the authority and responsibility of all staff members to enforce school policies.

vi) Which will not tolerate violence, intimidation, harassment, illegal discrimination, deliberate degradation, unlawful or destructive behaviour or blatant and persistent defiance of rules and policies.

vii) Which compels its members to accept responsibility for their own behaviour and for the well-being, safety, peace and order of the community as a whole.

viii) Which recognizes the right of parents and guardians to be informed and consulted on the behaviour and progress of their children, and their responsibility to support the school code.

ix) In which rules and procedures are established with regard to the principles of fairness, reason and simple justice.

A8. Respect is given to all persons because they are all made in God's image. Respect, care and concern for each other are the foundations of the St. Michael's Choir School community. Any word or action of goodwill, honesty, sincerity, politeness or help, which builds up a person is encouraged. Impoliteness, taunting, intimidation, sarcasm, harassment, bullying or causing a person to lose respect, is unacceptable.

B. ATTENDANCE AND PUNCTUALITY.

Respect for the learning situation and for other persons makes demands in attendance and punctuality.

B1. Attendance is obligatory at all classes and private music lessons in which a student is enrolled, as well as at any choral function in which he is expected to participate. Regular attendance is a requirement for successful completion of courses at SMCS. Absences will be reported to the main office and will result in contact with the student's parents or guardians if required.

CONSEQUENCES:

If a student "skips" a class, the student is given a warning and the parents may be notified. If the student "skips" for the second time the student will receive a detention and the parents will be notified. On the third "skip" a suspension will result.

B2. (i) Holidays are not to be taken on school-days including scheduled concert tour days. Plans to extend vacation periods must be discussed by parents with the principal or vice-principal prior to arrangements being finalized.

(ii) Students vacationing on legal school-days will not be eligible for make-up tests, pre-teaching, or re-teaching. This includes students vacationing during tour.

(iii) Absence from end-of-semester formal examinations will result in a "zero" unless the student presents a doctor's certificate indicating serious illness, or evidence of unavoidable emergency - NOT including vacations.

B3. (i) Parents are urged to examine the school

calendar and take advantage of PA days for appointments that otherwise cause absences during the school day.

(ii) If an early dismissal or late arrival is required by reason of an appointment, a parent should send a note with the student. The note should be handed to the homeroom teacher when attendance is taken, or handed in to the office when the student signs in. The note should state the reason for the late arrival or early dismissal, and in the former case estimate the time of arrival, or in the latter case the time of early dismissal.

B4. The School office phone can be used for the convenience of students. Prior to using the phone please speak with a secretary for permission. The office cannot accept messages to be passed on to students during class hours unless the messages are of an emergency nature. Students should not be using their cellphones during regular school hours for any reason. If they need to contact their parents they are instructed to visit the main office.

B5. Absences require a note or phone call from the parent or guardian notifying the office of such absence. Evening and early morning messages may be recorded by the answering service. A student who is ill during the day must first report to his classroom teacher and then to the office. He will not be allowed to go home unless he has obtained permission from a parent.

B6. If a student is late for school, he must go to the office for an "admit to class" slip, and then proceed without delay to his class.
A high school student is late if he is not in his period 1 class and ready to work by 8:30 am.

B7. Punctuality is a matter of personal responsibility for the student. The office will keep a record of all late arrivals.

B8. After the third late, the Principal or Vice-Principal will conference with the student. After the fifth late, the Principal or Vice-Principal will contact the parents. After the fifth late, the student may receive a suspension or other progressive discipline measures.

B9. In the event that high school students in grade 12 have a first period spare, they are to sign in at the main office.

B10. If a Grade 12 student has a last period spare, he will be dismissed at the beginning of that period-usually 2:14 p.m. It is understood that the student must still meet any obligations such as attendance at after-school rehearsals, athletics practices, meetings, etc. No student from Grades 3 – 8 may leave school property without permission from the office during the school day.

B11. A student 18 years and older has reached the age of majority and may assume responsibility for attendance and may sign himself in and out of school without home contact; however, he must take full responsibility for missed work.

Cathedral Duties.

Respect for the Holiness of God, who is the beginning and end of all things, and for His House, compels St. Michael's Choir School to bring nothing less than whole-hearted, devout service to the liturgy of St. Michael's Cathedral.

B12. All choristers are expected to attend choral

rehearsals for performances in the Cathedral and other locations.

If any student is not present for rehearsal, he may not perform.

The right to perform may also be denied a student who does not conform to the standards of deportment expected of a chorister.

Good choral deportment means *no talking* during rehearsals. Anything that distracts from the group work required of a choir is unacceptable.

All choristers must be on time for their weekend services, meaning that they must be in place and ready to sing in their designated choral rooms at the following times:

Junior Choir: Auditorium: 8:45 a.m. for 10:00 Mass
Senior Choirs: Auditorium: Saturday—4:00 p.m. for 5:00 p.m. Mass;
Sunday – 11:00 a.m. for noon Mass

If a chorister cannot attend a Cathedral function, parents or guardians are required to send a note to the conductor well ahead of time. In case of unforeseen emergency, leave a phone message with their conductor. Perfect attendance is an attainable goal.
Attendance below 80% over the year will result in re-evaluation of enrolment at the Choir School.

B13. All choristers will arrive and leave the school in Sunday uniform. This includes any student serving as organist, cantor, server or lector. Gum is not permitted.

B14. All choristers have responsibility for maintaining their music copies and folders in good order.

B15. All students taking private music lessons must arrive on time for such lessons, and before returning to class have an "admit to class" slip signed by the private teacher indicating the actual start and end times of the lesson. The student must then bring that note to the main office for the secretary to correct their attendance.

B16. Changes in the regular music lesson schedule are to be discouraged, but if a change is necessary, the classroom teacher(s) must be consulted before the change takes place.

If a private lesson conflicts with a scheduled test, the student must make an alternative arrangement with the private teacher in the week prior to the test. Any teacher affected by the change must be informed by the private teacher and the student before the lesson takes place.

B17. Unjustified absence from private lessons will be considered a "skip". The same protocol for skipping class will be used for private lessons.

C. UNIFORM AND PERSONAL GROOMING

Respect for the school community can be fostered by the uniform. It is a constant reminder of the ideals and objectives to which those who have come to the Choir School have committed themselves.

C1. School uniform must be worn on all school days of the year. The uniform must be worn to and from school. Within the building, no extras or over-clothes may be worn. If a student would like to wear something that is non-uniform they must speak with their teacher first.

C2. Uniforms must be obtained from McCarthy Ltd., (Beatties Eglinton) 453 Eglinton Ave. W. Telephone - (1-800-668-8261). Phys. Ed uniforms should only be purchased through Entripy online <http://smcs.entripy.com>

C3. School day uniform for elementary students (grades 3-8) consists of the dark blue pants, maroon shirt, maroon tie, a maroon sweater or a maroon quarter zip sweater.

School day uniform for high school students (grades 9-12) consists of grey pants, light blue shirt, maroon tie, navy blue sweater, navy blue quarter zip or navy blue blazer.

School day shoes for all students in grades 3-8 are black dress shoes, or athletic footwear that does not mark the floor. School day shoes for all students in grades 9-12 are solid dark shoes (black, dark brown, dark blue). Socks are required. Sandals are not permitted. In warm weather, when announced by the principal/vice-principal, students may wear the official crested golf shirt instead of the regulation shirt and tie. In the high school, the golf shirt is navy blue; in the elementary school, the golf shirt is maroon. Elementary students may wear the dark blue shorts obtained from the uniform supplier as part of their warm weather uniform.

Students may start wearing the Spring uniform after Victoria Day weekend and Winter uniform after Thanksgiving weekend.

C4. The uniform shirt or golf shirt is to be worn tucked inside the waistband of the uniform pants. The shirt must be buttoned to the top button, and the tie must be worn with the knot high enough to cover the top button.

C5. Each student is expected to have his uniform clean and neat at all times.

C6. Appropriate athletic uniforms and athletic shoes are required to be worn in gym class and at athletic events.

C7. A student may be allowed in school without some part of his uniform if he brings a parent's note. This exemption should not be for more than one day.

C8. Sunday uniform is worn for all official choir functions (except noon masses on school days), for piano and other instrument recitals, and for Closing Ceremonies.

For the Sunday uniform of elementary students, the pants are grey, the shirt is white, the tie is maroon and

the blazer is maroon.

High school students in Sunday uniform wear grey pants, a light blue shirt, a maroon tie and a navy blue blazer.

All students in Sunday uniform wear black leather dress shoes and black socks.

Respect for our school community can be continually fostered by personal appearance.

C9. Personal appearance must be a priority for all students. The practice of looking neat and clean every day at school enhances the ability to look good at all public appearances, each week in St. Michael's Cathedral for Mass, and at all other choir obligations throughout the school year. The school reserves the right to determine what is acceptable in this area.

Uniforms must be clean and neat at all times, and must not be altered except for proper fit.

Hair is to be neat and trim. Extreme or unconventional hair styles or colours which detract from the appearance of the choir are unacceptable. Hats or other headgear are not to be worn in school.

No facial hair is acceptable as part of the uniform for Choir School students; therefore beards and moustaches are not part of the uniform.

Simple jewellery may be worn, such as a gold chain, provided that it is unobtrusive and does not detract from the uniform appearance. No earrings may be worn.

C10. If a student's personal appearance at school is unacceptable, he will be dealt with immediately by the school staff.

C11. If a student's personal appearance is unacceptable for a public Choir School function, he will be asked to correct the problem. If this is not possible, the choir conductor or director may decide that the student will not be permitted to perform. In this case parents will be contacted as soon as possible.

C12. DRESS CODE FOR NON-UNIFORM DAYS This includes those school trips where uniform is not required.

Students are expected to wear a top with sleeves, a pair of pants, shoes and socks. The clothing worn must be neat, presentable, clean, and appropriate for a learning environment.

GUIDELINES CONCERNING INAPPROPRIATE DRESS

Tops must overlap pants whether the student is sitting or standing. Shorts must be no shorter than mid-thigh.

Clothing must not have pictures or writing that can be interpreted with a negative or double message. All hats, caps, bandanas or any other head coverings are not to be worn in the school buildings.

Any accessory or jewellery which calls undue attention to the wearer, or is distracting or inappropriate in a Catholic school is not to be worn.

In all cases the final decision on the suitability of student dress rests with the principal.

Students who are considered to be violating the dress code will be instructed to change into more suitable attire. Students who do not change as required will be sent to the office to see the principal or designate. This may result in the student being sent home for the day.

A review of the uniform and personal grooming section of the Student Code of Conduct occurs every three years. It includes consultation with students, teachers, staff, Choir School volunteers, parents, guardians. Input is also expected from St. Michael's Choir School CSAC, and the school-based Safe School Action Team.

D. BEHAVIOUR IN THE CLASSROOM.

There must be respect for the learning environment. Any deliberate action which disturbs the class, from within or without, is unacceptable.

D1. As a sign of respect and courtesy, a class should stand and greet a teacher or guest who has come to visit the class, at the direction of the teacher.

D2. Students should come to class with the required textbooks and equipment. They should have assigned homework and study completed. They should show in their attitude to school work that, increasingly, they are accepting responsibility for their own learning.

D3. In the elementary school, students are expected to keep their desks clean and neat.

D4. A student who is sent out of a class must report to the office without delay and the classroom teacher must notify the office of the reason.

D5. If a student is asked to sit in the hall outside a class, the classroom door must be open, and the student may not leave the area.

D6. When a student's behaviour is unacceptable, a teacher may assign a detention to that student.

D7. If a student skips a detention, the office will be notified so that action may be taken to remedy the situation. Repeated defiance is a serious offence and may result in a suspension.

E. BEHAVIOUR IN THE SCHOOL IN GENERAL.

E1. Students in the elementary school must go to the schoolyard upon arrival at school in the morning. For the students' safety, there is a supervisor in the yard from 7:00 a.m. until the students are taken to their classrooms by their classroom teachers.

(i) In bad weather, elementary students may use the North hallway in the high school until 8:25 a.m., until their teachers take them to class.

(ii) No student may stay in his classroom before, during, or after school without the permission of his classroom teacher. Under no circumstances may a student be in a classroom alone.

E2. At the end of the school day, those elementary students who wait for their ride home must go to the schoolyard (through the school building, not on the

sidewalk), or to the designated study area. The supervisor will be in the yard from 3:45 p.m. to 5:00 p.m.

E3. All visitors to the school should be greeted politely and directed to the office.

E4. Students may not use the gym except in the presence of a teacher or adult. Students may not enter the science lab or computer lab unless a teacher is present. Food and drink are not allowed in these areas of the school for safety reasons.

E5. During a fire drill, all students must vacate the building quickly and quietly in an orderly fashion. There should be no talking. Students are to proceed to the assigned areas outside the building. Students will remain in the assigned areas until instructed to return to class.

E6. Students are encouraged to show consideration for others as they move around the school. Behaviour which may lead to injury, for example throwing chalk or snowballs, or running and jumping in the stairwells, is forbidden.

E7. Students in Grades 3 – 6 must be accompanied by a teacher when they cross Bond Street on their way to and from classes held in the 66 Bond St. building or the gym.

E8. Grade 3-8 students must have their lunch on school property. For all students, food and drink must be consumed in the cafeteria unless a teacher gives permission in his/her class.

E9. School accidents must be reported to the office as soon as possible. In a case of personal injury to a student, the principal or designate may decide to send the student to the emergency department of St. Michael's Hospital. The injured student will be accompanied by a staff member, and parents or guardians will be informed as soon as possible.

F. PROPERTY

Students must show respect for school property and for personal property of all kinds.

F1. In the high school, students are expected to keep their lockers clean and neat. Lockers must be locked at all times. Locker combinations must not be given to anyone. A student may only use the locker assigned to him at the beginning of the school year.

F2. The school does not accept responsibility for any loss of personal belongings. Students are encouraged to leave expensive items of jewellery, electronic equipment, and clothing at home.

F3. **Personal electronic devices** (PED's) must be used with respect. In this regard, all personal electronic devices must be kept **out of sight and turned off unless if being used for academic purposes**. Failure to comply may result in the confiscation of the PED and disciplinary action by the school administration. For more information on the Acceptable Use of Technology, please refer to the Appendix.

Personal Electronic Devices are wireless and portable electronic handheld equipment that include, but are not

limited to, cell phones, pagers, Blackberry handsets, Palm® organizers, handheld video games and other portable entertainment systems, cameras, audio or video recorders, Spy Gadgets, and similar devices.

F4. Students have a responsibility to the school community not to abuse the library or its materials. Library materials must be properly checked out, and they may only be returned when the library is open. Students may not bring food or drink into the library. The high school lunch period is a silent study period in the library.

F5. A student who damages property by accident must report it to the office so that it can be repaired. A student who damages property through carelessness, for example throwing an object which breaks a window, must be prepared to pay for the repairs. Deliberate damage to property (vandalism) will be dealt with according to the seriousness of the offence including possible suspension.

F6. Students are encouraged to keep the school environment clean and tidy, by using the cafeteria to eat lunch, leaving the eating area free of litter, and by putting waste in the proper containers provided by the school. Elementary students must eat lunch on school property. High school students may leave the school during their lunch or spare period, provided they return in time for their next class. Persistent lateness to class will be dealt with by the class teacher first and may be referred to the Principal or Vice Principal.

G. RESPECT FOR OTHERS

St. Michael's Choir School must be a place where all students feel safe, welcomed and respected.

G1. There shall be no tolerance of "bullying" in the school. Bullying will be considered as any on-going physical, verbal, or emotional harassment, intimidation or victimization.

G2. Board Policy on Bullying

Under the TCDSB Violence Prevention Policy SS09, a student may be suspended for a fixed period of one to twenty instructional days for bullying. For purposes of this policy, bullying is defined as negative conduct by a person(s) who engages in a course of action or behaviour that is known or ought reasonably to be known to be unwelcome. It includes but is not limited to:

1. Any wilful attempt or threat to inflict injury on a fellow student, or
2. Any intentional display of force which would give the victim/targeted child reason to fear or expect bodily harm, or
3. Any wilful act that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student, or
4. Any wilful act or threat to socially ostracize and/or vilify a student or group of students or to exclude them from relationships and/or activities

G3. What is Bullying?

Bullying is a form of aggressive behaviour that is hurtful and deliberate. Underlying most bullying behaviour is an abuse of personal power and a desire to intimidate and dominate others. Bullying can be physical, verbal or relational. Often it takes very subtle forms and can be difficult to detect. Some examples of bullying include:

- hitting, tripping or deliberately pushing or hurting another person
- intentionally damaging another's belonging.
- threatening another person with physical or relational harm
- name-calling, sneering, or gossiping
- teasing or humiliating another student
- making fun of another's appearance, size, disability, race, gender, language, culture, clothing, family or grade
- directing insulting remarks, gestures, or actions of a sexual nature towards another
- isolating others or threatening to exclude them from social events, games and conversations
- using telephone or e-mail for intimidating or threatening purposes

G4. Students found to be bullying will face one or more of the following responses:

- a meeting with a teacher or administrator or school counsellor
- student to student mediation
- report to the parent; parent meeting with school administration
- parent to parent meeting
- referral to Board counsellors through the School Based Support Team
- suspension from school to protect the physical and mental well-being of other students.

G5. Any person in the school who is a victim of bullying or who sees others being victims, is expected to inform a teacher, or the Principal/Vice-Principal.

G6. Respect for others requires that the words we use be polite, sincere and considerate, especially when there is a disagreement. Language which is coarse, vulgar, profane or obscene has no place in a Catholic school community. Persistent use of such language is considered a serious offence.

G7. Some actions have a harmful effect on the school community as a whole, for example repeated acts of defiance, theft, fighting, chronic absenteeism, and substance abuse. Offences of this nature are considered serious.

G8. A serious offence will be dealt with by the school administration, always with parents or guardians involved. Students and parents should be aware that a suspension or expulsion from school is a possible result of serious offences.

G9. In accordance with Board policy S-15 and Board practice, the Choir School recognizes that some cases will call for assistance from, or reporting to public authorities, including the police, Children's Aid, Board staff, and consultants retained on behalf of the Board.

Under the Police/School Board Protocol, police response at a school is required for very serious occurrences, including many cases where a student is subject to a mandatory suspension or expulsion.

H. BEHAVIOUR ON SCHOOL-RELATED ACTIVITIES.

H1. On school outings, students are expected to follow the instructions of the teachers in charge of the outing. Students 18 years of age and older agree to follow these instructions when they sign the consent form.

H2. Students must leave the school and stay with the group at all times.

H3. Respect, courtesy and cooperation should be given to persons taking on the duties of guides at a specific venue. Particular attention must be paid to instructions given in matters of safety.

H4. Any student who does not follow the instructions of guides or teachers will be dealt with by the teacher in charge. Parents may be contacted by the teacher or school administration.

H5. Students must attend school related activities in regular school day uniform unless otherwise instructed. Where casual dress is permitted, jeans or other casual pants, and casual shirts such as sweatshirts or T-shirts may be worn. Clothes must be clean and neat. All messages, images and logos on clothing must conform to the standards expected in a Catholic school community. For example, there should be no sexist or racist message on a T-shirt. In group situations, students may be required to wear a uniform sweater.

H6. Smoking is not permitted during any school related activity.

H7. Possession or use of alcohol or illegal drugs on school time or in any activity is strictly forbidden.

H8. No student is permitted to attend a school excursion without the written consent of a parent or guardian.

I. CONCERTS AND TOURS

I1. St. Michael's Choir School performs at many musical events in an academic year. The scope of these activities ranges from one student singing as a cantor at a Mass to hundreds of students singing together on stage at Massey Hall. In all these cases the students must behave with dignity and respect.

I2. All of the requirements for behaviour on school-related activities apply to tours. In addition, there are several specific requirements relating to travelling. These requirements are listed in the school booklet "Of Concerts and Tours". Copies of this booklet may be obtained by parents from the school office. The contents of the booklet are also included in the first pages of each student's tour itinerary. The particular additions relate to the student's conduct in the following situations:

- On a bus, train, or airplane
- In and around a concert venue
- On stage
- In a host home
- In a group overnight lodging
- On an educational trip while on tour
- Relating to safety matters.

J. DISCIPLINARY ACTIONS

J1. As outlined in Appendix A, very serious offences will be dealt with immediately and firmly, always with parents or guardian involved.

J2. Most school-related failures to abide by the student code of behaviour may be handled in one of the following ways:

1. Minor or infrequent offences
 - student-teacher conferences
 - Detention
2. More serious or more frequent offences
 - Student meeting with the principal or vice-principal
 - Contact with parents
3. Very serious offences or repeated offences
 - Student meeting with principal or vice-principal
 - Formal discipline notice
 - parent/administration/teacher conferences
 - Loss of privileges
 - Loss of right to represent the school in sports or activities
 - Suspension
 - Expulsion

K. PLAGIARISM POLICY

When you are asked to complete an assignment, you must hand in your own work, not that of someone else's. If you need to copy some ideas or information to complete assignments, you must acknowledge the source. Ask your teacher how to do this.

Plagiarism is the act of presenting the ideas, words, or other intellectual property of another as one's own work. This applies to words or ideas taken without proper acknowledgement from any published source, including newspapers, books, journals, magazines, Internet sites, and other students' essays.

If your teacher finds that you copied and presented the work as your own, the teacher (and / or department head) will determine the severity of the penalty imposed. This may range from a reduction of one letter grade to a mark of zero for the assignment.

Some specific examples of plagiarism are:

- copying a paper, in whole or in part, from a source
- copying materials from a source
- buying any materials from a research service and claiming it as your own.

L. HIGH SCHOOL DIPLOMA REQUIREMENTS

In the high school program at St. Michael's Choir School, there are several requirements and a limited number of options. Responsibility for planning a student's high school program to meet all requirements rests with the parents/guardians of the student, in consultation with the guidance counsellor.

1. All students must complete forty hours of

approved volunteer work during their high school program.

2. In accordance with school board policy, each student at St. Michael's Choir school is required to earn a religion credit in each year of high school.

3. Students at St. Michael's Choir school must carry a full course load, as outlined below:

A. in all grades the choral program is compulsory,
B. all grade 9, 10 and 11 students must have a course load equivalent to 8 credits in addition to choral (for Gr. 11 students this may be altered in consultation with Administration and Guidance).

C. all grade 12 students must complete 3 credits per semester, in addition to choral.

4. Grade 11 and 12 students must plan their programs carefully to ensure that they qualify for entry to their chosen post-secondary programs.

a. Within five school days of the start of a semester, senior students may transfer to an alternate course, provided they have consulted with the guidance office. Parents will be informed of any change.

b. While students may take certain courses at night school or summer school, **all compulsory courses are to be taken at St. Michael's Choir School.** In extenuating circumstances, students may be allowed to enrol in a compulsory course in summer or night school with the explicit permission of the principal and guidance counsellor. Please be advised that in general, students are best served by taking all courses for which they can be timetabled at St. Michael's Choir School.

M. AWARDS AND SCHOLARSHIPS

Students may qualify for a number of awards in the following areas: music, sports, academics, honour roll, Ontario Scholar, special awards and scholarships, and Crest and Shield awards.

M1. MUSIC AWARDS

- Instrumental
- Theory
- Choral excellence
- Choral attendance

M2. SPORTS AWARDS

- MVP on each team participating in TCDSB activities
- Athlete of the year

M3. ACADEMIC AWARDS

- outstanding academic achievement (grades 3-8)
- Subject awards for highest mark (grades 9-12)
- highest mark in Waterloo math contests (grades 3-12)
- highest mark in physics contests

M4. CLUBS AND ACTIVITIES

- W5H – grades 5-8
- ECO Club
- Chess, Debating
- Yearbook
- French speaking contest– grades 5-8
- School Reach (Intermediate) – grades 9-10
- School Reach (Senior) – grades 11-12
- Jam Night – grades 7-12

M5. SPECIAL AWARDS & SCHOLARSHIPS

- Student Council Participation awards (grades 9-12)
- Student Council Spirit award for outstanding

contribution to student activities and overall school spirit

Student Council Achievement Trophy given to a member of Student Council who has shown superior effort in his duties

President's Gavel awarded to the outgoing Student Council President in recognition of his generous service to the student body

Iron Man Scholarship is given to an elementary student who plays a significant role in school sports

TSU(OECTA) Graduating Student award for participation in activities promoting social justice and Catholic values

University of Toronto National Book award for superior academic performance, original and creative thought and exceptional achievement in a broad context

John Arab Memorial Scholarship for a chorister in the senior high school who demonstrates faith and generous spirit

Elvira De Monte Scholarship for a grade 4, 5, or 6 student who has a good academic standing and shows commitment to the Cathedral and to the music program

Sean Garrow Memorial Scholarship for well-rounded excellence in every aspect of Choir School life, especially school sports

Joan Hopperton Memorial Scholarship to the grade 8 student with the highest academic average

Harold L. Armstrong Scholarship awarded to 2 high school organ students for excellence in music

Victoria Scholars Scholarship for an excellent chorister in the Senior high school who has made an important contribution to the choral program

Ken Kerrigan Memorial Scholarship for a high school student who has excelled in music and academics and has made an important contribution to the general life of the school

Monsignor John E. Ronan Memorial Scholarship awarded to a student in grade 7 or 8 for excellence as a Cathedral chorister

Ambrozy and Dyoniza Cichocki Memorial Scholarship is awarded to the high school student who has excelled academically and musically and demonstrated a special interest in sacred music

Giuliana Donato Scholarship is awarded to a secondary school student who has consistently demonstrated generosity of spirit and a commitment to honesty, integrity and social justice

Lieutenant Governor's Community Volunteer award for outstanding achievement through volunteer activity

Governor General's Award for the student who attains the highest academic average in grade 12

There are many special awards and scholarships for which students may apply, for example the Toronto East Rotary Club award, the Millennium Foundation Scholarship, the Merit Scholarship and Aiming for the

Top. Detailed criteria for these awards, and many others, can be obtained from the guidance office.

M6. SHIELD AWARDS

Shields are awarded in five divisions: grade 3 and 4, grade 5 and 6, grade 7 and 8, grade 9 and 10, and grade 11 and 12.

In each division two students are nominated the Shield,

A student who is selected shows that he is a “man for others” who contributes all he can to the common good of his choir, his class, and his school. He also makes the best use of the gifts that he has.

M7. ST. MICHAEL'S CHOIR SCHOOL HONOUR ROLL CERTIFICATE

High school students who qualify for the Honour Roll must be enrolled in a minimum of six courses per school year (excluding night school and summer school) and must achieve

- a) A minimum overall average of 80 % and
- b) A minimum of 60% in each course

Students who meet these requirements will receive a special certificate at the awards ceremony. Graduating students will be acknowledged as SMCS SCHOLARS at the graduation ceremony.

M8. ONTARIO SCHOLAR

A student who obtains a total of at least 480 marks in any approved Grade 12 courses having a total of 6 credits and who has earned his OSSD may be designated an Ontario Scholar. He will receive an Ontario Scholar Certificate.

N. STUDENT COUNCIL

The high school students of St. Michael's Choir School elect members of the student body to a Student Council. This council works in consultation with the Student Council Moderator to organize various activities that foster positive social feeling and the well-being of the school community.

The Executive Council members are elected to specific positions with particular responsibilities. These positions are listed below:

- President
- Vice-president
- Secretary
- Treasurer
- Sports representative
- Social Justice representative
- Junior representative

Each class also elects a Class representative and a substitute rep. to provide input from all classes at council meetings and to assist the Executive in its activities.

Elections to the Executive are held in May, and elections for class representatives are held the following September, thus providing a complete council for the coming school year. Students who wish to be candidates for election to the Executive Council must meet certain criteria, as follows.

1. All candidates must have a good academic record – a minimum of 70% average and no failing mark on their report cards during the academic year.
2. A candidate who has been suspended during the

year of the election may be barred from the election, at the discretion of the principal.

3. All candidates must have the endorsement of three teachers.

O. COMPUTER USE AGREEMENT

The computer technologies available at St. Michael's Choir School offer an invaluable resource for students.

Use of the school's computer technologies is a privilege, not a right. All students will be given a copy of the Computer Use Agreement at the beginning of the school year. The signed copy must be returned to the school.

If a student fails to comply with the Computer Use Agreement, he will have his privileges revoked, and/or face school disciplinary action, and/or face legal action.

Students are **not permitted** to use the school computer technologies to:

- O1.** Deliberately cause temporary or permanent damage to computer equipment or software, or assist others in doing the same (e.g. damaging the files of other computer users)
 - O2.** access any unauthorized computer system, computer network, data resources, programs, or other student files (e.g. loading any software on the system which includes, but is not limited to games, shareware, application software, etc.)
 - O3.** Participate in unethical activities for financial, commercial, or personal gain (e.g. copying software files of other students)
 - O4.** Interfere with the proper operation of the school's computers or network (e.g. altering the computer security system)
 - O5.** Share network access owned by another person
 - O6.** Attempt to logon the system as the system administrator, or perform tasks carried out by the system administrator
 - O7.** Send or copy messages, data, or files to other persons
 - O8.** Misappropriate or attempt to misappropriate hardware or software in whole or in part
 - O9.** Obtain, transmit, or store files which are not indicative of a Catholic faith community
 - O10.** Violate any rules, regulations, and/or laws, including but not limited to St. Michael's Choir School Student Code of Behaviour, copyright laws, the Criminal Code, and Human Rights legislation.
- The computer lab is a secure room. No student should be working in this room without teacher supervision. The room is to be kept locked at all times to maintain the security and integrity of the computer system.

Students are **required to report** immediately any malfunctioning of a computer, and any violation of the Computer Use Agreement, to the teacher in charge of the room.

School disciplinary action may include suspension and/or compensation for damages.

P. ASSESSMENT AND EVALUATION POLICY (SECONDARY)

Assessment and evaluation at St. Michael's Choir School is based on the Ministry of Education document entitled **PROGRAM PLANNING AND ASSESSMENT – Grades 9 to 12**. This policy also incorporates two Growing Success 2010. The primary purpose of assessment

and evaluation is to improve student learning. In consequence assessment and evaluation are important tools for adapting curriculum and instructional approaches to students' needs and for determining the overall effectiveness of programs and classroom practices.

P1. DEFINITIONS

Assessment – The ongoing process of gathering evidence about student learning and achievement using a variety of strategies. Assessment can be diagnostic, formative or summative.

Diagnostic Assessment – Diagnostic or initial assessment information is gathered at the beginning of a unit or course of study; this information must not be factored into report card marks.

Formative Assessment – Formative assessment information is gathered throughout the unit of study and some of this information may (to a small extent) be reflected in the student's final grade.

Summative Assessment – Summative assessment information is used to make judgments about a student's achievement at the end of a period of instruction and is always reflected in the student's final grade.

Evaluation – The process of integrating assessment information from a variety of sources to determine/judge how well a student has achieved the curriculum expectations. In Ontario the value assigned will be in the form of a percentage grade.

Learning is a shared responsibility among students, parents, teachers and the parish.

P2. THE ACHIEVEMENT CHART – GRADE RANGES AND LEVELS

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 above the provincial standard.
70%-79%	Level 3	A high level of achievement. Achievement is at the provincial standard.
60%-69%	Level 2	A moderate level of achievement. Achievement is below, but approaching the provincial standard.
50%-59%	Level 1	A passable level or achievement. Achievement is below the provincial standard.
Below 50%		Insufficient achievement of curriculum expectations. A credit will not be granted.

The following table provides a summary description of achievement in each percentage grade range and corresponding level of achievement. The percentage grade represents the quality of the student's overall achievement of the expectations for the course.

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.

P3. THE ACHIEVEMENT CHART – CATEGORIES OF KNOWLEDGE AND SKILLS

The achievement chart for each discipline is included in the curriculum policy document for the discipline. Teachers assess and evaluate student achievement according to the four categories on the Provincial Achievement Chart, these are:

- Knowledge/Understanding
- Communication
- Application or Making Connections
- Thinking/Inquiry

P4. THE FINAL GRADE

The final grade in each secondary course is determined as follows:

70% of the grade is based on evaluation conducted throughout the course.

30% of the grade is based on a final evaluation in the form of an examination, performance, essay, and/or other method of assessment suitable to the course content and administered towards the end of the course.

P5. THE FINAL EVALUATION

Thirty percent of the final grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course. The final examination may be worth up to 30% of the course mark. The final examination is an integral part of the evaluation process. Students are expected to write the final examination within the timeframe of the exam schedule.

Illness – Students who are absent from an exam due to illness must provide a doctor's certificate within a specified time period. Students who are absent due to illness and do not provide a doctor's certificate will receive an exam mark of zero.

Vacation – The Ministry of Education stipulates that all courses have final evaluations. In the case of final examinations, the schedule is published well in advance, and students will not be excused from writing examinations. Parents are expected to arrange family vacations and appointments at times outside of this formal evaluation period. These students are missing school, and may be placing their academic success in jeopardy (See Attendance Policy).

Suspension – Students who are absent from an examination due to a suspension will receive an exam mark of zero.

Special Circumstances – Students with special circumstances must speak to a member of the administration team.

P6. THE REPORTING METHOD

Formal reports are issued four times a year. Each report will include attendance, lates, grade, course median, teachers' comments and learning skills. Parent-Teacher Conference Nights are scheduled subsequent to the November and April reports. Parents and teachers are

encouraged to contact one another at any time during the school year to address any concerns or share praise.

P7. LEARNING SKILLS

For each course, in each reporting period, the quality of the learning skill demonstrated by the student is recorded on the provincial report card using the following letter symbols: **E-Excellent, G-Good, S-Satisfactory and N-Needs Improvement.** The five learning skills are: Works Independently, Teamwork, Organization, Work Habits/Homework and Initiative.

Q. ACADEMIC PENALTIES AND CONSEQUENCES (SECONDARY)

Q1. MISSED TESTS:

Students are expected to be present for every test. Generally tests are announced approximately one week in advance. It is the student's responsibility to account for his absence from a test in the appropriate time and manner. It is the student's responsibility to make-up the missed test if he is eligible to do so.

- In the case of a one-day accountable absence (including a school-related absence) the student is expected to write the missed test on the first day back following the absence.
- Tests missed due to an unaccountable absence (i.e. skipping) will receive a mark of zero (0).
- for a test missed during a first suspension the student will receive a "no mark" Any tests on subsequent suspensions or a second test on the first lengthy suspension during any course will result in a mark of zero (0).

Q2. MISSED ASSIGNMENTS:

It is expected that students complete assignments in a timely fashion. It is the responsibility of the student to complete sufficient materials for evaluation.

Setting Deadlines for Major Assignments

Phase 1 Primary Due Date	Phase 11 Penalty Zone	Phase III Closure Date
A primary due is set.	A period of time decided by the teacher between the due date and the closure date during	

* Unless otherwise stated, assignments are due at the beginning of class.

Q3. MISSED ORAL PRESENTATIONS:

It is expected that a student be present for his oral presentation. If an illness occurs on the day of a presentation, a phone call to the teacher that morning is requested. Illness and other circumstances are often unforeseen, but common courtesy to the group and the teacher is expected.

Q4. CHEATING

Cheating is a very serious offence. Students found to be cheating during a project, an assignment, a test, or an exam (i.e. talking, communicating in any form, copying from others, bringing unauthorized notes, aids or electronic equipment), will have their work confiscated, be unable to complete the project/assignment/test/exam and receive a mark of zero (0). In addition the parent/guardian will be

notified and other consequences such as suspension may be assigned.

Please note that an assignment submitted for evaluation in one course cannot be submitted for evaluation in another course.

Q5. SUSPENSION

Students will be fully responsible for material presented while under suspension. The period of suspension may include tests or examination days and the school staff will not be responsible if the timing of the suspension jeopardizes the awarding of a credit.

APPENDIX "A"

TORONTO CATHOLIC DISTRICT SCHOOL BOARD VIOLENCE PREVENTION POLICY (SS09)

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS

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.

SUSPENSION

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

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes Extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying
7. 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 subsection (1), the principal will suspend the pupil from his 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 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. Wilful 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 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.

TCDSB SAFE SCHOOLS POLICY

The Toronto Catholic District School Board (the “TCDSB”), including staff, students, parents, and trustees is committed to the TCDSB’s mission of providing a safe and welcoming learning environment that supports academic excellence and is an example of Christian Community. This mission is affirmed in TCDSB policies, including the Violence Prevention Policy. Every member of this community - student, teacher, parent/guardian, support staff, trustee, parish priest, volunteers or others while on TCDSB property, at TCDSB sponsored events and circumstances that could have an impact on the school climate - is governed by the policies of the TCDSB and shares in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful.

Details concerning all aspects of the TCDSB’S **Safe Schools Policy** can be found at:
<http://www.tcdsb.org/policyregister/default.htm#SAFE%20SCHOOLS>

Please note that all aspects of the Board’s *Safe Schools Policy* are applicable to all members of the St. Michael’s Choir School community.

APPENDIX “B”

TCDSB Acceptable Use Policy for Technology
Student Internet Agreement: Grades 9-12

As a student of the Toronto Catholic District School Board:

1. I will use the TCDSB network for educational purposes only.
2. I have been made aware of the TCDSB Acceptable Use Policy (AUP) by my teacher and he/she has explained it to me.
3. I will not share my password with others and I will respect the privacy of other people. I will not share other people’s passwords or personal information.
4. I will respect the TCDSB Plagiarism and Copyright guidelines and will properly cite all sources used in my work. I will not present anyone else’s work as my own.
5. I will explain my activities on the Internet to a teacher or supervisor when asked and understand that any material I create or save while on the TCDSB network may be viewed by a teacher or supervisor.
6. I will not engage in cyberbullying and will report any instances of cyberbullying to a parent, teacher or principal. I will not create, communicate or share abusive, threatening or offensive material about other people on the Internet.
7. I will tell a teacher or supervisor immediately if I access a site that is inappropriate or unsafe. I will not seek out inappropriate, obscene, abusive, offensive or illegal material on the Internet.

8. I understand that if I bring my own computer or personal electronic device to use at school:
- I may only use it for educational purposes, and with the permission of my teacher or supervisor, or in areas designated by the school Principal.
 - I must respect the TCDSB Acceptable Use Policy guidelines regarding content, security, safety and ethical use
 - For security reasons, I may only use Wi-Fi provided in my school, and not my personal data plan
 - I may only access Wi-Fi with a personal device by using the **TCDSB-Guest** network.
 - If I use a Wi-Fi network other than the **TCDSB-Guest** (including but not limited to **TCDSB-Misc.**) my device will be banned from all TCDSB Wi-Fi networks.
 - I am responsible for the safety and security of my device
 - I am responsible for the safety and security of my device
9. I will not tamper with, or intentionally compromise, the safety of the TCDSB network. I will report any gaps in security to a teacher and/or principal.
10. I understand that not following these guidelines may result in loss of computer and network privileges and/or any other consequences deemed necessary by my school.

I have read and understand the above agreement.

Student Name :		Parent/Guardian Name:	
Signature:		Signature:	
Date:		Date:	

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

APPENDIX “C”

TCDSB Acceptable Use Policy for Technology

The **TCDSB Acceptable Use Policy (AUP)** reflects the growing technological presence of electronic communication systems in our schools and emphasizes the use of technology in a respectful manner that upholds the dignity of the human person and is consistent with our Catholic teachings. It recognizes that in 21st century there is a shared responsibility between the Board, families, schools and students to

provide guidance on the appropriate use of technology. The AUP has been created to establish guidelines for users to understand what governs “safe and appropriate use”.

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

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

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

Behaviour Expectations:

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

Personal Safety & Privacy:

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

Unacceptable Activities:

- Attempts to access unauthorized areas of the Board’s system, or any other computer system through the Board’s network. This includes attempting to access another user’s files or attempting to log on using another person’s account.
- Malicious destruction or abuse of the Board’s network, computer systems, hardware, software, or electronic devices.
- Accessing, installing or distributing unauthorized equipment, software or media files on the Board’s network or computer systems.
- Engaging in any illegal activities such as the sale of drugs or alcohol, criminal activity or threatening the safety of another person.
- Engaging in any inappropriate behaviour such as cyberbullying, personal attacks, threats,

harassment, hate motivated and discriminatory behaviours at school, school related events or in circumstances that negatively impact on the school climate. These actions will be dealt with according to the Education Act or school codes of conduct.

- Impersonation or using a false identity.
- Any use of inappropriate language (obscene, profane, threatening, harassing, bullying, racist or disrespectful) posted publically, privately, or on any websites.

Plagiarism and Copyright Infringement

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

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

- The student use of PEDs is a privilege, not a right and can be removed if it interferes with student learning, duties and obligations.
- Students are allowed to bring their own Personal Electronic Device (PED) including cell phones and laptops to school, but not to class unless permitted by the teacher, for an educational purpose.
- For educational purposes, students may use their PEDs when not in class in the following designated areas: (INSERT HERE)
- All other times PEDs MUST be securely stored away by the student and in silent mode during regular school hours. A student who uses a PED in class without the teacher's permission is subject to regular classroom and school disciplinary procedures.
- The teacher may send a student to see an administrator if a PED is used inappropriately during class. The administrator may confiscate the device and store it securely until the matter is resolved.
- The school administration may decide when and where PEDs are permitted and prohibited within a school environment
- Students may connect their devices to the Board's Guest network for internet access only, in designated study areas and as per school policy. PEDs are NOT permitted in examination rooms, unless the teacher has granted permission.
- Board Technical support will be not be provided for any hardware, software or connectivity issues, and users may not install any Board/Ministry licenced software, unless the software has been be licensed for home use.
- All PEDs must have anti-virus malware protection on them prior to connecting to the Board's network. If a PED is suspected of interfering with the Board's network it must be disconnected and securely stored by the student.
- Students may not use PEDs to capture video or images in private areas such as washrooms or change rooms. When photographing a student or students on school property their consent must be granted. Parental/guardian consent is required for photographing a student with

special needs. Any images being posted or transmitted electronically while photographed on school property or at a school event must have the permission of the individual(s) or the principal. Any images or video that negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

Accessing TCDSB Wi-Fi Network with a Personal Device

- The TCDSB provides students with Wi-Fi access on their personal devices for educational purposes only. Students must restrict their use of Wi-Fi to this end.
- Access to Wi-Fi with a personal device is restricted to the **TCDSB-Guest** network.
- Any personal device connected to a Wi-Fi network other than the **TCDSB-Guest** (including but not limited to **TCDSB-Misc.**) will be identified and banned from all TCDSB Wi-Fi networks.

Disciplinary Consequences:

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