



Our Lady Queen of the World Catholic Academy

STUDENT HANDBOOK 2023-2024





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SCHOOL POLICIES, PROCEDURES AND CODE OF CONDUCT In accordance with YCDSB Board Policies 117 & 218

ASSEMBLIES

Assemblies are an integral part of high school life. They will be held for special events during the school year, including liturgical celebrations. Students are expected to enter and leave all assemblies quietly and orderly. Attendance at assemblies is compulsory. All students must attend the assemblies and sit in the assigned area with their class.

AUTOMATED MESSAGING

Our Lady Queen of the World Catholic Academy uses an automated phone/email message system School Messenger to broadcast attendance, lateness, absences and other appropriate information to parents.

ATTENDANCE / ABSENCE PROCEDURES

Parents and/or guardians are required to report their child(ren)'s absence or late arrival in advance, or before school starts for the current day by accessing the [Secondary Attendance Program](#) using any of the three methods below:

Toll-Free SchoolMessenger Phone Number 1-855-856-7862

School Messenger Website go.schoolmessenger.ca

School Messenger App Use your mobile device to download the blue SchoolMessenger App from the Apple App Store or the Google Play Store.

When an absence is not accompanied by a note or a telephone call, it will be considered an "unauthorized absence" or "truancy".

Students are responsible for providing authorization promptly and on their own time. Attendance issues should be dealt with before school, at lunchtime, or during a spare period, but before the class for which authorization is required.

A MESSAGE TO STUDENTS AGED 18 AND OVER AND THEIR PARENTS

The York Catholic District School Board recognizes that managing and monitoring student attendance throughout the instructional day is the mutual responsibility of the home and school. When a student is absent from school, late coming to school, or needing to leave school early, communication between the home and school is essential. Such communication is especially important in the case of an unexplained failure to arrive at school or attend scheduled classes or return home on time.



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Truancy

A student who is absent from class without authorization will be considered truant until proper authorization is obtained. The school will notify parents of any truancy unless the student is 18 years or older and has requested no parental contact in writing.

Persistent Absence

Consequences for students who are persistently absent may include some or all of the following: counselling, making up time missed, additional assignments, in-school work detail, an attendance contract, [suspension](#) from school, loss of credit, and recommendation to an alternative program. All cases will be reviewed on an individual basis.

Extended/Family Vacations

Vacations during scheduled school days are discouraged. Parents and students are requested to book holidays during regular school breaks as per the school calendar. Students requesting an extended vacation must obtain an [Extended Absence Form](#) from the Attendance Secretary. The completed sheet must be returned to the Vice-Principal **at least one week before the commencement of the absence**. Students are responsible for work missed and should inform their subject teachers prior to their absence. Failure to do so may result in loss of marks for any evaluations missed. Students are encouraged to access their teacher's virtual learning environments while they are away to interact with class materials. Parents **must not** plan vacations during examination periods. Students who do miss an exam, for this reason, will be assigned a mark of zero on the exam.

Early Leave

Notes requesting early leaves must be **submitted to the office by 8:00 a.m.** Students without a note must obtain permission from the office prior to signing out. Students who leave without signing out will be considered truant. Once students have signed out, **they must leave the building**. Students will be considered truant for classes missed if they remain on school property.

Illness at School

If students become ill at school, they are to report to the main office. They are not to stay in a washroom without informing a teacher or the office. Failure to report to the office may result in the absence from the class being recorded as truant. Students under 18 years of age will be allowed to go home only if the school can notify a parent or guardian.

Illness (Extended Period of Time)

Students who are confined at home or in a hospital for more than one week should contact Guidance. Assignments and homework will be collected from each subject teacher and can be picked up in the Guidance office.



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Late for Class

It is the student's responsibility to report promptly to all classes. Students detained by a teacher must obtain a note from that teacher in order to gain admission to the next class.

Late for School

Students are expected to be on time for school and for all classes. Students should be in their first-period classroom, ***in uniform and prepared to learn by 8:20 AM***. Tardiness is disruptive to teaching and is not acceptable. Occasional late arrivals due to unusual circumstances will happen to everyone. Students who are late and are in the hallways **during the national anthem, opening prayer or land acknowledgement are to stand quietly after which they are to proceed to their first period class**, where they will be marked late.

Students who arrive late, and attend classes selectively, will be considered to be skipping/truant.

Persistent Lateness for School

Consequences for students who are persistently late may include counselling and other disciplinary actions.

Evaluations Missed Due to Illness, Family Bereavement, Medical Appointments, Field Trips or Other School Sponsored Events

Students will be given the opportunity to recover lost marks through revised due dates, make-up tests or assignments, estimated marks or other subject department procedures as outlined in writing by the teacher at the beginning of the school year.

TRANSPORTATION

[POLICY 203](#)

School transportation is provided for Our Lady Queen of the World Catholic Academy students, provided they meet the criteria set by the York Catholic District School Board and live more than **4.8 km** away from the school. All students are expected to conduct themselves in a responsible manner. Inappropriate behaviour will result in disciplinary action as per the Code of Conduct. Each student will be assigned to a bus route and must remain on their bus for the entire school year.

CAFETERIA

Students are expected to treat cafeteria supervisors and personnel with respect at all times. Containers have been provided for recycling and for litter. Students are expected to pick up after themselves. Picking up after others are also encouraged as a way to keep our environment clean and pleasant. Neither food nor drink is to be carried through the hall and all food and drink is to be consumed in the cafeteria or the courtyard (weather permitting). **Coats and hats are not allowed in the cafeteria** and should be placed in students' lockers upon their arrival at school.



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RETREATS

It is expected that each student attending a Catholic High School in our board, participate in a retreat once a year with their appropriate grade level. Regardless of religious affiliation, all students can benefit from the retreat as the experience and information offer much to the spiritual and psych-social growth of the individual. Retreats may be organized by homeroom or by religion class.

A collaborative Contributor who finds meaning, dignity and vocation in work that respects the rights of all and contributes to the common good.

CIVVIES DAY

The Student Council, in cooperation with the school Administration, will designate certain days to be civvies days. [Dress for 'Civvies' days must be in keeping with our Catholic teachings and beliefs, and reflect the value of modesty and the principle of the dignity of the human person.](#)

CO-CURRICULAR EXPECTATIONS

We believe in a vibrant co-curricular program. Students generally have a better attitude towards school and achieve better grades when they participate in co-curricular activities. Should a student experience academic difficulty or poor attendance, the student may be withdrawn from the program until there is a significant improvement.

EXAMINATIONS

Examinations are written at the end of each semester (January and June). Any student who misses an examination will receive a "0" for the exam portion of the final mark. A legitimate absence is only permitted for ***death in the immediate family or student illness on the day of the examination verified by an appropriate medical note***. Students will write a course examination at a later date to be determined by the teacher. If the student does not write on the arranged date, the student will receive a mark of zero for the examination portion of their final mark.

Family vacations during an examination period are not legitimate absences.

The uniform dress code is in effect during the writing of examinations. Students may leave school at the conclusion of the examination. Transportation is provided and scheduled accordingly.

The new provincial report card and evaluation guidelines, a student's final mark in a subject is based on 70% term work during a semester and 30% from the summative evaluation (e.g., exams and cumulative performance task).



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EQUITY-INCLUSIVE-EDUCATION

The York Catholic District School Board recognizes that every human person is a unique and irreplaceable gift created by God and called to be his son or daughter. Created in the image and likeness of God and redeemed by the blood of Christ, every person possesses an intrinsic dignity that must always be respected. Pope Francis reminds us, “May the church be the place of God’s mercy and love where everyone can feel welcomed, loved, forgiven and encouraged...”

In accordance with Ministry guidelines and Board policy, the school supports the philosophy of gender equity in establishing curriculum, policies, teaching methods, and evaluation procedures. Although some courses, such as physical education may be segregated, students of either sex are free to participate in courses in all available subjects. Each year the school also reviews and revises programs to reflect changes in society.

HONOUR ROLL

The *Our Lady Queen of the World Catholic Academy Honour Roll Board* is calculated as an average of 79.5% of all courses taken during the school year, including those taken in the previous summer, and including all courses delivered by YCDSB and taught by YCDSB teachers through regular day school, summer school, night school, Saturday school, e-learning, or international programmes.

It is important to note that it is a school honour roll; therefore, courses taken through continuing education (night school/ summer school/ upgraded credits) at other school boards or private institutions will not be used in the calculation of course averages for admission to the Our Lady Queen of the World Catholic Academy honour roll.

HUMAN DIGNITY AND INTERRACIAL HARMONY

All members of the school community, no matter what race, colour or ethnic origin will have equal rights, privileges, programs and activities. All students have the right to study, learn and participate without experiencing intimidation, verbal abuse or any kind of discrimination.

INTERNET USAGE

The expansion of Internet usage and its application in credit courses increases daily. For these reasons, users are to act responsibly and follow the rules of [Digital Discipleship](#). Each of your subject teachers can recommend appropriate sites related to the subject that they teach.

All school users of computers are governed by the York Catholic District School Board’s expectations regarding the use of electronic information sources. Use must be in conformity with the moral values and Catholic philosophy of Our Lady Queen of the World Catholic Academy.

LOCKERS AND LOCKS

Students are assigned individual lockers. Students should keep personal belongings in their lockers and lockers should be locked at all times. **Only school-approved locks are allowed.** Do not give your locker combination to any other student. You may be vulnerable to break-ins and theft if you do so. The school cannot be responsible for items stolen from lockers. Large sums of money and other valuables are not safe when kept in lockers. In addition, physical education change rooms are not secure and items should be left elsewhere. Anything of value to the student should be left at home. Lockers must not be written on, either inside or out. Remember that all pictures etc. displayed inside your locker



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will be seen when the door is open. Such pictures must be in good taste.

Although lockers are assigned to students for their personal use, they remain school property. As such, the school administration has the authority to open lockers whenever it is deemed necessary.

PARKING

All students wishing to apply for parking privileges must complete an application form and return it to the appropriate Vice-Principal. This is merely an application and acceptance of the form does not necessarily mean that parking privileges will be granted.

Those students who are granted parking privileges will be asked to complete and sign a vehicle registration form and parking agreement. These students will be assigned a parking tag when their registration form is returned.

1. Students may park only in the areas designated for student parking.
2. Only students who have registered their cars with the school and have been issued a parking permit are allowed to park on school property. **Those parking without authorization will be ticketed by the Municipality.** The school has no authority to rescind parking tickets.
3. Students are permitted to park in the **East parking lot only**.
4. The parking areas restricted to staff members and visitors are not for students.
5. Any inappropriate use of the parking area such as speeding, dangerous driving, loitering in/around the vehicle, or smoking/vaping in/around the vehicle, will result in the loss of parking privileges for the remainder of the year.
6. Students who are granted parking privileges will be able to register up to two vehicles. The parking decal **MUST** be clearly visible in the car which has been registered. The school will not be responsible for repealing tickets received because the parking sticker was not clearly visible.
7. The school authorities do not accept responsibility for any damage to or loss of vehicles or contents.

PERSONALLY OWNED ELECTRONIC DEVICES

The York Catholic District School Board acknowledges that personally owned technology provides unique and powerful opportunities to enhance the learning, faith development and well-being of all. In support of its ongoing commitment to excellence in Catholic education and to ensure that all become responsible digital citizens of the 21st century, the Board regulates the use of personally owned electronic devices on all school board premises, and during sanctioned activities, to ensure a safe and caring environment that is aligned with Catholic Christian values and the Ontario Catholic School Graduate Expectations.

It is the policy of the York Catholic District School Board to allow the use of personally owned electronic devices to foster an environment for all that is conducive to learning and working in a safe, respectful and positive manner.

Students must comply with the Personally Owned Electronic Devices policy, guidelines and procedures [Policy 318](#) of the York Catholic District School Board.



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THE SCHOOL IS NOT RESPONSIBLE FOR LOST/STOLEN ELECTRONIC DEVICES. STUDENTS SHOULD LEAVE THESE VALUABLE ITEMS AT HOME OR LOCKED IN THEIR LOCKERS

SECURITY OF PERSONAL PROPERTY

Students and parents should be aware that we do not carry insurance on any items brought to school by students or teachers for project or display purposes.

We do, of course, take reasonable precautions, but if an item is broken or stolen it is not covered by insurance.

Bicycles and cars are not covered by Board insurance while on school property and should be locked securely. Also, the school is not responsible for items left in changing rooms/lockers/other areas of the school. Students should lock all items not required for Physical Education classes. Large sums of money or valuables should not be brought to school.

SOLICITATION

Solicitation of any kind is not permitted. Unwanted requests for money, bus tickets, etc. will be treated as bullying.

SMOKING/VAPING

With the passage of The Tobacco Control Act, smoking has been prohibited on school property at any time. To support the intent of the law, any products containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Common types of tobacco products include but are not limited to, cigarettes, cigars, cigarillos, shisha, and chewing tobacco.

Tobacco products also include electronic products such as electronic cigarettes containing nicotine, cigars, and pipes as well as cartridges of nicotine solutions and related products. Most of these products are shaped and look like their conventional counterparts. They produce a vapour that resembles smoke and a glow that resembles the tip of a cigarette. They consist of a battery-powered delivery system that vaporizes and delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals. Students found smoking on school property or within 20 meters of the school's property line will be subject to detention, [suspension](#) and a fine in excess of \$300.00 levied by the Ministry of Health for Ontario.

[According to the Ministry](#), you cannot smoke or vape in any public or private school:

- indoor space
- outdoor grounds, including playgrounds and sports fields
- public areas within 20 metres of the school's grounds



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STUDENT HEALTH CONCERNS

Parents must inform the school of any health concerns, conditions, and allergies that may affect a student of Our Lady Queen of the World Catholic Academy so that we may place them on the computer database of medical alerts. Students and parents should note that the school staff cannot administer any medication including aspirins and cough medicines. If a student must take medication during the school day, parents must inform the school in writing by way of:

Form S16, Administration of Prescription or Non-Prescription Medication Parent Consent Form Form S16(a1) Secondary Administration of Prescription Medication For Non-Life Threatening Conditions and the medication must be taken in the main office.

Such requests shall specify the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies and the notable side effects, if any. This is in accordance with Board Policy 207A.

[Supporting Students with Prevalent Medical Conditions \(Anaphylaxis, Asthma, Diabetes, and/or Epilepsy\) in Schools](#)

STUDENTS OVER 18 YEARS

Students who are over 18 years of age may obtain a Signing Authority Form from the Attendance secretary. This will entitle them to leave school under their own authority. Parental permission is required on the form. If this privilege is abused, it will be revoked. Note: Students may not sign themselves out during a period when they have a test, major project, presentation or lesson. For missed evaluations/lessons they will be given a mark of zero where applicable, and disciplined for skipping as per school, Board and Ministry policies/guidelines unless a medical note is provided.

TEXTBOOKS

All students are provided with textbooks for their personal use at no charge. Students must identify their text material by writing their names in the appropriate place. Students are expected to take care of texts so that future students can use them. If students lose textbooks or allow their condition to deteriorate so that they are no longer useable, the student will be assessed the full replacement cost of the textbook.

UNSCHEDULED TIMES

To assist students in achieving the goal of efficient time use when they do not have scheduled classes, the following guidelines have been established:

- The cafeteria and school Learning Commons are available for studying during the hours when they are open.
- In order to ensure no disruption of classes in progress, students are not permitted to wander, loiter, socialize or study in the hallways or stairwells.
- To contribute to a positive learning environment in the classroom, students must refrain from interrupting classes during the period.



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Grade 11 students who are enrolled in eLearning courses are expected to work in the Library Learning Commons and follow the behavioural practices of this space.

Grade 12 students who have spare or eLearning are expected to work in the Library Learning Commons or the cafeteria.

At **NO** time is the “**Main Street**” Corridor to be inhabited outside of the designated lunch periods.

UNSUPERVISED ACTIVITIES

Students may **NOT** use the exercise room, stage, drama rooms, gymnasium, school Learning Commons, or any other area of the school without active staff supervision before, during or after school hours. Students may use these areas only once they have found a teacher willing to supervise the activity.

VISITORS

All visitors to the school must report to the office to state their business and receive authorization to be on school property. Students are asked to discourage their friends from visiting the school. Parents, guardians, or friends who are driving or picking up students are asked to do so at the “Kiss & Ride” area in the southeast parking lot. Please note that accessing another school without adult accompaniment and following the school’s visitor sign-in policy can lead to disciplinary consequences. [Unapproved access of a school is considered trespassing.](#)

UNIFORM POLICY

Our Lady Queen of the World takes great pride in our dress code. Aside from its practical aspects, it gives us a sense of community within our school and a feeling of uniqueness within the larger community. All students, staff and parents are expected to know and respect our uniform dress code.

The specifics of the common dress code are listed below. While it is possible to list all that may be worn, it is not possible to address all the external accessories that some students might choose to adopt. Therefore, externals not in keeping with the spirit of the uniform code will not be acceptable. The school administration will make the final decision with regard to any clarifications.

Uniform infractions will be dealt with by the administration.

GENERAL RULES

1. Students **must** wear the complete uniform all day on school days. **(Bell to Bell)**. This means that students are required to be in uniform at all times including lunch hour and spares. The complete uniform **must** be worn at any school-conducted function (including field trips) unless an exemption is granted by the administration.
2. [School uniforms](#) are to be worn neatly (e.g., golf shirts should be buttoned; shirts may not be written on nor should they be torn or damaged; no double-layered golf shirts; pants must be worn at the waist, properly fastened; pant legs are not to be rolled up, tucked into socks, frayed or cut-off; only **plain white T-shirts** may be worn under the uniform tops and must not be visible, with the exception of the collar).



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3. Jackets and non-uniform sweaters **are not allowed in classes** and should be kept in lockers for the duration of the school day. School team athletic wear and Council t-shirts are only permitted on days designated by the administration. They are not part of the regular school uniform.
4. Hats, bandanas, doo-rags, baseball caps, sweatbands and any other non-uniform tops or headgear, with the exception of plastic or elastic hairbands, are not to be worn within the building, at any time, including spares and lunch.
5. Students enrolled in Physical Education classes are required to wear the gym uniform that consists of an Our Lady Queen of the World Catholic Academy Catholic High School T-shirt, shorts and white socks. Non-marking gym shoes, which may be purchased independently, are the only shoes allowed on the gym floor.
6. On “Civvies” days, students may not wear clothes with graphics promoting unacceptable lifestyles or inappropriate or derogatory comments involving sex, alcohol, drugs, race, gender, etc.; nor may they wear halter tops, tights, cutoffs, or similar inappropriate or immodest clothing. *Shorts worn **must be walking shorts***. Skirts must be an appropriate *length (no more than 15 cm above the knee)*. If a student’s clothing is deemed inappropriate by an administrator, the student will be sent home to change and parents contacted. Students may be required to wear a wristband on Civvies Day to provide easy identification for safety reasons.
7. Black-on-black uniform shoes must be worn every day. Open-toe shoes (eg, flip flops, crocs, slides and/or sandals), are safety hazards and thus exemptions will not be issued by the administration for these items students will be sent home automatically and their parents will be contacted.
8. Boots are not part of the uniform (i.e. Uggs, Emu style, or otherwise).

UNIFORM EXPECTATIONS

TOPS:

Embroidered Golf shirt (does not need to be tucked in)

Embroidered Zip Polo Sweater **must** be worn over an Our Lady Queen of the World Catholic Academy top

Embroidered Barbarian Rugby Jersey

NOTE: ONLY WHITE PLAIN T-SHIRTS may be worn. under the uniform tops and must not be visible, with the exception of the collar). Students will be disciplined as per school, Board and Ministry policies/guidelines for noncompliance.

BLACK DRESS PANTS:

Embroidered Pants must be worn at the waist, and properly fastened; pant legs are not to be rolled up, tucked into socks, frayed or cut-off

**NOTE: AMERICAN EAGLE PANTS, LULULEMON
CLOTHING, CARGO PANTS, YOGA WEAR OR SIMILAR
CLOTHING CAN NOT BE WORN**

Note: Only pants purchased by our school uniform provider are permitted. All other pants, including cotton pants, track pants, cargo pants or yoga wear cannot be worn.



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FOOTWEAR:

Closed footwear **must** be worn under the pant leg. Solid black running shoes (including soles, markings, and laces) may be worn. Sandals may not be worn on any uniform days. Boots are not part of the uniform (i.e. Uggs, Emu style, or otherwise).

While we hope any disagreements about the uniform can be settled amicably, in the case of a dispute, the final decision about the acceptable wearing of the uniform rests with the school administration.

USE OF THE INTERNET, SCHOOL NETWORK, AND COMPUTER TECHNOLOGY

The Internet is an invaluable source of information and new media for communication. The school network houses not only an extensive range of applications and resources but also files and works of students and teachers.

The following forms of misuse are prohibited:

- Any transmission(s) sent or received and posting website (s) that indicate or suggest pornography, unethical/illegal solicitation, racism, sexism, slander, violence, and inappropriate language;
- Online games, social media (e.g., Meta, Facebook, Instagram, Tic Tok, Discord, Snap Chat), instant messaging (and other activities that are not of an academic nature and do not support completion of coursework or assignments;)
- Violation of copyrights, and license agreements;
- Intentionally disrupting network traffic or crashing the network and connected systems;
- Gaining unauthorized access to others' files or vandalizing the data of another user;
- Using the York Catholic District School Board's computing resources for commercial, financial gain or fraud;
- Plagiarizing a document.

SCHOOL CODE OF CONDUCT-BOARD PHILOSOPHY

A safe, positive environment is a prerequisite for learning. The York Catholic District School Board believes that all members of our community of learners have a right to a safe learning environment and the responsibility to help to create that environment. Respect for self and others, contributing to the common good, accepting accountability for one's own actions, seeking and granting forgiveness, acting morally and legally as a person formed in Catholic traditions and the promotion of self-discipline are cornerstones. As stated in the [Ontario Catholic School Graduate Expectations](#), *"It is from these foundations that a distinctive vision of the learner within our Catholic schools develops and emerges."*

"He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God" is from the Old Testament, Book of Micah, chapter 6, verse 8.

It is important that all members of the York Catholic District School Board community share a common understanding of the standards of behaviour, and be responsible in demonstrating those behaviours that exemplify consideration, accountability, respect, and integrity.



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The York Catholic District School Board understands that each person is called to live and build community, hence, standards of behaviour apply not only to students but also to all individuals involved in our school system – parents/guardians, volunteers and all school board employees – whether they are on school property, on school buses or at any school-authorized event or activity.

YCDSB SHARED VISION

The shared vision of the York Catholic District School Board is as follows:

“Our students will become creative and critical thinkers who integrate Catholic Values into their daily lives, as socially responsible global citizens.”

THE CODE OF CONDUCT DEFINED

[The Code of Conduct](#) is a vehicle for communicating with all school community members, the expectations for behaviour and the resulting consequences. It should be a positive element, which builds a Catholic Christian atmosphere by promoting the spiritual, social, emotional, psychological and intellectual development of its members.

The consequences of inappropriate conduct will vary with the nature and gravity of the conduct. However, contact with parents and notification of authorities would be expected consequences for more serious misconduct such as assaults, robbery, vandalism, violence, false alarms, illegal substance abuse, [bullying](#), harassment, etc. Other consequences could be [suspension](#) from school, alternate school placement, referral to an outside agency, removal of bus transportation privileges, temporary confiscation of equipment or offensive articles, reparation or financial penalty, writing reflection papers, or written or verbal apology. Extreme misconduct can result in expulsion from school.

PROGRESSIVE DISCIPLINE

A progressive discipline model recognizes forgiveness, learning and redemption in a Catholic Christian environment. It affirms that each member of the school community has a positive influence on the lives of other individuals through dignity and respect. It continues to involve forgiveness and learning and, where necessary, a sequential, developmental continuum of consequences. ([Procedures - Safe Schools - Discipline](#))

RESPONSIBILITIES OF SCHOOL MEMBERS

In order to uphold the right of all school members to access a safe school community, there are a number of corresponding responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.



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Common School Community Member Responsibilities

- Everyone has the responsibility to:
- Contribute to making the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
 - Be a partner in the school community and work cooperatively with each other; and
 - Model appropriate behaviour and support the School Code of Conduct by upholding the standards of behaviour.

Additional Principal's Responsibility – Principals, under the direction of the York Catholic District School Board, take a leadership role in the daily operation of a school. They provide leadership by:

- Modeling a Catholic Christian way of life based on gospel values;
- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- Holding everyone under the authority, accountable for their behaviour and actions;
- Communicating regularly and meaningfully with all members of their school community;
- Distributing copies of the local School Code of Conduct to all appropriate members of the school community (e.g. teaching, custodial, office, and Educational Assistant staff).

Additional Student Responsibilities – Each student has the additional responsibility to:

- Help create a dynamic Catholic Christian school community;
- Exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability;
- Come to school prepared, on time and ready to learn;
- Show respect for themselves, for others and for those in authority;
- Show respect for school property;
- Refrain from bringing anything to school that may compromise the safety of others;
- Dress in a manner that complies with the local School Code of Conduct.

Additional Teacher and Staff Responsibilities – Teaching and school staff have the additional responsibility to:

Model a Catholic Christian way of life based on gospel values;

- Help students work to their full potential and develop their self-worth as outlined in the York Catholic District School Board Shared Vision;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students in accordance with Policy 202 and the local School Code of Conduct;
- Prepare students for the full responsibilities of citizenship, including the completion of 40 hours of Catholic Christian Service upon completion of secondary school;
- Safeguard students from persons or conditions that interfere with the learning process;
- Foster a positive and welcoming Catholic learning environment.

Additional Parent(s)/Guardian(s) Responsibilities – Parent(s)/Guardian(s) has/have the additional responsibility to:

Support the spiritual and Catholic faith life of the local school community;

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, clean, appropriately dressed and prepared for school;



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- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Become familiar with the local School Code of Conduct and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist and support school staff in dealing with disciplinary issues.

Police and Community Members' Responsibility –

- Community members need to support and respect the rules of their local schools;
- Police investigate incidents in accordance with the protocol developed with the York Catholic District School Board.

EQUITY AND INCLUSION EDUCATION

All school community members have the right to be treated with respect, honesty and courtesy regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.

All school community members have the right to an education in a friendly school environment free of violence, prejudice, harassment and all forms of abuse. They can expect disagreements to be settled in a fair, open, consistent and respectful manner.

All school community members are expected to personally display and actively encourage positive behaviour, cooperation and the incorporation of Catholic values into daily school life.

It is expected that negative behaviours such as the use of profanity, fighting, bullying, theft and vandalism will not be tolerated within our school community.

It is expected that all communications and interactions between members of our school community will embody the principles of fairness, openness, consistency and respectfulness.

All school community members are expected to attend school free from alcohol and drugs.

All school community members are expected to respect the smoke-free designation of school board property. All school community members can expect a safe school environment, free of any weapons or prohibited objects.

All school community members are expected to treat school property and the possessions of all individuals with respect, care and consideration.

All school community members are expected to know and observe school rules.

All school community members are expected to support the local school's policies, procedures and expectations including, but not limited to:

- Student attendance and punctuality;
- Student dress code;
- Bus Transportation;



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- School visitors.

Our Lady Queen of the World Catholic Academy Catholic High School is fragrance-free.

It is expected that all members of the school community will accept the consequences of their own actions and choices.

[\(Equity and Inclusive Education Policy\)](#)

STUDENTS WITH SPECIAL NEEDS

The York Catholic District School board will not hold a student responsible for a violation of the [Code of Conduct](#) if the student is incapable of appreciating the nature and quality of the violation, or of knowing that it was wrong, or was unable to control the behaviour; or if the student has a medical or physical condition which manifests behaviour beyond their control. These special needs shall be taken into account when determining consequences.

DEFINITIONS OF PLAGIARISM

Teachers will implement the following policy: **Students shall be given a mark of zero if plagiarism is detected in an academic assignment.**

Plagiarism has many shapes and forms in an academic community. Plagiarism, as defined in [Reading and Writing for Success \(Teacher's Guide\)](#), is "the presentation of someone else's work as your own work. Plagiarism is a dishonest activity--a form of cheating--that is not accepted in the school system or the workplace" (13). For the purposes of clarity, **nine** types of plagiarism will result in a **mark of zero**.

Plagiarism includes the following:

1. Copying and pasting text from online media, such as encyclopedias;
2. Copying and pasting text from any website;
3. Transcribing text from any printed material such as books, magazines, encyclopedias, or newspapers;
4. Simply modify the text from any of the above sources;
5. Replacing a few select words from a source by using a thesaurus;
6. Using another student's work and claiming it as your own, even with permission; this is academically unethical and also known as "collusion";
7. Acquiring work from commercial sources;
8. Using an essay that you wrote for another class or another purpose without getting permission from the teacher/professor of both the current class and the class for which the original work was used; this is also referred to as self-plagiarism.

9. Ideas, resulting from discussions with others, via phone, MSN, e-mail or direct conversation should also be cited.

In conclusion, [submit your own work](#) and [document all sources](#) that you integrate into your writing by including [embedded citations](#) or [embedded notes](#) in your assignment and a [Works Cited](#) page at the end of the assignment. Complete all research notes carefully to avoid plagiarizing. Plagiarism will result in a mark of zero.

Any form of plagiarism is a serious academic offence and is contrary to the vision of the learner in our Catholic schools as a self-directed, self-motivated, responsible life-long learner. Every student is expected to be an effective



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communicator who “reads, understands and uses written materials effectively, [and who] presents information and ideas clearly and honestly and with sensitivity to others” (Ontario Catholic School Graduate Expectations). A student is expected to be a collaborative contributor who “respects the rights, responsibilities and contributions of self and others” as well as a responsible citizen who “acts morally and legally ... [and] accepts accountability for one’s own actions” (Ontario Catholic School Graduate Expectations).

“ACADEMIC CRIMES AND CONSEQUENCES”

Academic Dishonesty

- a) Plagiarism - the mark of zero possibility of [suspension](#)
- b) Cheating on a test or exam - **the** mark of zero probable [suspension](#)

Late Assignments - 10% penalty

Note: *Assignments are due on the assigned due date* and the late penalty of 10% will be applied thereafter. **A mark of zero will be given after the closure date has passed.** If you have concerns about a due date, please see your teacher at least two days in advance of the set due date to make other arrangements.

Absenteeism - as per school policy

Note: It is the responsibility of the student to obtain from another student any missed notes, assignments, or handouts. Please check your teacher’s web pages, if available, to determine what your homework is for a missed school day.

Missed Unit Tests/Quizzes

- Rewrite for illness only; a doctor’s note and/or parents’ note required; parent note indicates parent(s) awareness of missed test
- Students will be required to write the test/quiz *the day they return* to school unless other arrangements have been made with the subject teacher;
- mark of zero given if skipping on the day of the test/quiz;
- Students over 18 must confer with the subject teacher prior to signing out on the day of a test/quiz; · if a student misses more than one test/quiz, a parent meeting will be required before writing the next test/quiz;

Missed CPT, Seminar or Group Presentations/Assignments

- mark of zero unless / doctor and/or parent note is provided

Disruptive Behaviour

- As per [code of conduct](#)
- will result in an unsatisfactory learning skills assessment
- After teacher consultation with parent/guardian, chronic cases will be referred to the Vice Principal

Note: **Disruptive behaviour includes being out of uniform, being late to class, skipping, and defiance of the authority of any teacher**

POLICY FOR ABSENCES, LATES, AND MISSED ASSIGNMENTS

- The purpose of assessment and evaluation is to improve student achievement.
- Task completion is an important life skill and learning strategy.
- Return of student assignments by teachers must be timely in order to provide the student feedback important for student learning.
- Teachers have an obligation to discuss late and missed assignments procedures fully.
- Students should have open communication with their teachers to address any ancillary issues related to task



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completion or submission eg .Policy 208, IEP, Medical Condition or [Approved Extended Absences](#).(i.e. Approved family vacations, national competitions etc.)

Late Penalties

- Late penalties apply to major assignments.
- The primary due date *and time* are set at the discretion of the teacher, and the late penalty applies if assignments are submitted after the primary due date *and time*.

Please be aware that our Student Handbook will be updated annually, while policy adoption and revision will take place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy and any provisions of the Student Handbook, the provisions of Board policy that were most recently adopted by the York Catholic District School Board are to be followed.