



# MARYMOUNT ACADEMY STUDENT HANDBOOK 2018-2019

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@MarymountAcad

## PRINCIPAL'S MESSAGE

Welcome to our new and returning Regals!

I wish you a very successful school year. You can count on our entire staff, teachers, lunchroom supervisors, librarian, chaplain, child and youth worker, administration, secretaries and custodians to be there for you. We want to provide you with an enjoyable, memorable and productive school year.

The teachers and administrators will provide you with a multitude of academic and extracurricular opportunities and activities. You will find teachers who are instructors, coaches, tutors, mentors and co-learners and whose primary goal is to help you to develop your talents and abilities as far as you are willing to take them. The ultimate decision about how successful you will be in school is in your hands. This handbook provides information about our school, your responsibilities and the staff's expectations of you. The handbook also provides information on the operation of our school for your parents/guardians. This document is also available on our website.

Marymount Academy is an outstanding school and you will learn in an environment filled with Christian values and a very lively spirit. You are strongly encouraged to get involved in your school. Join a club or a council. Participate in our athletic program. Get involved and make your school year the most memorable one yet!

### MARYMOUNT ACADEMY MISSION STATEMENT

*Learn that you may live* is the motto of Marymount Academy. It serves as the foundation of our educational philosophy. Within a Christian climate, we work in partnership with parents and guardians to prepare young women to meet the continuous challenge of lifelong learning, personal and spiritual growth, and professional achievement.

### BELL TIMES

SECONDARY SCHEDULE	
BELL TIME TO ASSEMBLE 8:05	
Period 1	8:16 - 9:38
Period 2	9:41 - 10:56
LUNCH	10:56 - 11:52
Period 3	11:52 - 1:07
Period 4	1:10 - 2:25

ELEMENTARY SCHEDULE	
BELL TO ASSEMBLE 8:05	
Homeroom	8:10 - 8:23
Morning Classes	8:23 - 10:56
LUNCH	10:56 - 11:52
Afternoon Classes	11:52 - 2:22

### SCHOOL POLICIES, PROCEDURES, PROGRAMS AND SERVICES

Marymount Academy is committed to serving staff, students, and families in its diverse Catholic community by incorporating the principles of equity and inclusive education into all aspects of its policies, programs and practices.

### STUDENT ACTIVITY FEE

A student activity fee of \$40 will be collected from each student during the first week of September. This fee is used to subsidize student activities during the course of the school year. It includes such things as the student card, awards, student activities sponsored by the Students' Council and the Girls' Athletic Association, and various other club events held throughout the school year. To the \$40 activity fee we add the cost of the yearbook for a total of \$75.00. Yearbooks are prepared and ordered during the previous school year and are handed out to all students in the early fall. Families with more than one daughter at Marymount will receive a reduction in fees: 2 daughters \$120; 3 daughters \$160. Families who require financial assistance in this regard are asked to contact the Principal or Vice-Principal.

## SCHOOL UNIFORM

The tradition and spirit of the dress code has been an integral part of Marymount Academy's proud history since 1956. All students attending Marymount Academy must be in full uniform while on school property and while representing Marymount in the community at large. The expectation is that the school uniform will be worn proudly and neatly. As well, parents are asked to support the school in affirming this policy. **A student will not be admitted to class if she is not in proper uniform.** If a student is not admitted to class, she will be responsible for all work missed.

R.J. McCarthy Ltd. is the official uniform supplier for Marymount Academy. The store offers students an excellent variety of fashionable uniform items. **All uniform pieces must be purchased at R.J. McCarthy.** The physical education uniform can be purchased at the school.

The Marymount Academy School Formal Uniform	
Formal Uniform: <b>Bottom</b>	<b>Kilt:</b> tartan, navy and maroon <ul style="list-style-type: none"> <li>• Kilt is worn at a length that is close enough to the knee to illustrate modesty</li> </ul> <b>OR</b> <b>Pants:</b> R.J. McCarthy's navy cotton pant
Formal Uniform: <b>Top</b>	<b>Sweater or Vest:</b> navy and crested <ul style="list-style-type: none"> <li>• Must be worn with school golf shirt or blouse</li> </ul> <b>OR</b> <b>¼ Zip Sweater:</b> <ul style="list-style-type: none"> <li>• Navy and crested</li> <li>• May be worn with plain white t-shirt or camisole underneath</li> <li>• T-shirt or camisole must not hang below the sweater</li> </ul> <b>OR</b> <b>Blouse:</b> <ul style="list-style-type: none"> <li>• White, embroidered long or short sleeved</li> <li>• May be worn with plain white t-shirt underneath</li> </ul> <b>OR</b> <b>Golf Shirt:</b> white or navy, embroidered long or short sleeved <ul style="list-style-type: none"> <li>• May be worn with plain white t-shirt underneath</li> </ul>
<b>Casual Uniform</b>	<b>The casual uniform</b> consists of the stretchy rigger pants worn with a golf shirt, a ¼ zip or full zip sweater and black shoes. It is to be worn only at the school, during the school day, and <b>not</b> at formal school functions or community events.
The Marymount Academy School Uniform - Accessories	<b>Socks</b> <ul style="list-style-type: none"> <li>• Navy or white socks or navy tights</li> </ul> <b>Shoes:</b> black dress shoes, closed at the heels <ul style="list-style-type: none"> <li>• May not resemble slippers, sandals, boots</li> <li>• If alternative footwear is prescribed for medical reasons, the request must be supported by a physician's note</li> <li>• Alternative footwear must be all black</li> </ul>

<b>Optional Marymount Academy Summer Uniform</b>	
In addition to the year round uniform the following items are included from May 1 <sup>st</sup> to September 30 <sup>th</sup> at the discretion of the principal.	
Bottom	<b>Shorts:</b> navy, walking shorts supplied by R.J. McCarthy <ul style="list-style-type: none"> <li>• May be worn with a black or white running shoe with knee or ankle white or navy socks</li> <li>• Running shoes must be <b>ALL</b> white or <b>ALL</b> black (no colourful designs or laces)</li> </ul>

## **OTHER UNIFORM REQUIREMENTS**

- The uniform must be worn at all times during the school day, including the lunch period
- Socks must be matching, solid coloured, navy or white
- Students on “study period” must be in full uniform
- Any article of clothing that is ripped, torn or unhemmed is unacceptable
- Clothing must always cover the midriff
- Footwear must be worn at all times
- Belts must be solid black in colour. (Large, colourful belts or buckles are not permitted)
- Kilt and shorts are to be an appropriate length
- Undershirts worn under blouses and shirts must be solid white
- Lettering and other printed material is not permitted

## **HATS AND CAPS**

Baseball caps, bandanas and other headwear are not to be worn inside the school.

## **PERSONAL GROOMING**

Personal grooming is important and will be enforced. Marymount Academy will **not** permit a student to have:

- Extreme Body piercing
- Excessive make-up or extreme hair styles

Other items of clothing, jewellery, tattoos, etc. that draw undue attention or pose a safety concern may be brought to the attention of the principal or vice-principal who reserve the right to determine the appropriateness of personal grooming.

## **DRESS DOWN DAYS**

Students who choose to participate in Dress Down Days, are required to dress appropriately. Clothing should conceal all undergarments at all times. Revealing clothing or beach attire of any type is unacceptable (including flip flops). Tank tops with spaghetti straps and bare midriffs are not permitted. All straps must be 3 fingers wide and hide all undergarments. Torn or ripped clothing exposing bare areas of skin (between mid-thigh and upper torso) are not permitted. Skirts and shorts must not be shorter than mid-thigh when standing. Students who dress inappropriately will be required to change (uniforms are available to borrow for the day).

## **THEME DAYS**

When the school holds a theme day (such as Regal Wear Day, Green and White Day, etc.), the students who chose to participate must wear the regular school uniform with the added theme-day piece of clothing. **No jeans.**

## **ATTENDANCE POLICY AND PROCEDURES**

### **STUDENT RESPONSIBILITIES**

Marymount Academy concerns itself with the spiritual and moral development of its students, as well as with their academic success and physical wellbeing. We encourage our students to integrate traditional Catholic values into their lives and to establish a commitment to the ideals of Christ's teachings. In order to foster growth, a guideline of student responsibilities has been developed. This guideline reflects a philosophy of mutual respect and clearly outlines a student's rights and responsibilities. It is a positive document designed to build sound character.

## **ATTENDANCE**

Regular attendance is one of the most important factors in ensuring a student's academic success. The administration and staff at Marymount Academy are committed to the safety and security of our students at all times. Therefore, we have a stringent attendance policy and procedure in place. We urge parents and guardians to cooperate and support us in this endeavour. Attendance is taken each morning during homeroom and it is also taken in each period during the school day. Students are expected to be punctual and attend all classes listed on their timetable. Students are also required to attend assemblies, masses and special functions held during the year.

## **PROCEDURES FOR ABSENT STUDENTS**

Parents or guardians are asked to contact the school at 705-674-4231 as soon as possible to let us know that their daughter will be absent. If a student is absent and a phone call is not received, the attendance secretary will attempt to contact a parent/guardian. If no contact is made, the student must produce a note from a parent/guardian confirming the absence upon their return to school. **All notes are kept on file.**

## **PROCEDURES FOR STUDENTS WHO ARE LATE**

Lateness interferes with classroom instruction and it exhibits a lack of consideration for the teacher and other students. Students must be on time for homeroom, classes and special events. Chronic lateness will not be tolerated.

Elementary students who arrive to homeroom after 8:10 a.m. and Secondary students who arrive to their first period after 8:16 a.m. are considered late. Students who arrive late must report to and sign-in at the office to receive an admit slip. Students will not be admitted to class if lateness continues. Disciplinary measures will be imposed.

Please note that grade 12 students may, at the discretion of the vice-principal; be permitted to sign-in during their study period if it is scheduled period one. Students must see the vice-principal to make this arrangement.

## **LEAVING DURING THE SCHOOL DAY**

### **Appointments**

If a student must leave school during the day (e.g. doctor's appointment), the student must come to the office before homeroom and present a note from her parent or guardian explaining the reason for the early dismissal. The student will be issued a yellow "excuse slip" that she will present to her teacher when she has to leave. If the student does not have a note, the school must receive verbal authorization from a parent or guardian before the student can leave. When the student returns to school, she must sign in at the office before going to class. **UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE THE SCHOOL WITHOUT AUTHORIZATION.** The above procedures must be followed.

### **Illness**

A student who becomes ill during the school day must report to the office. If the student is too ill to remain at school, the parent or guardian will be contacted and arrangements will be made for the student to leave.

### **Leaving School Property**

**Grade 7, 8, 9 and 10 students, regardless of their age, are not allowed to leave school property during the school day without proper authorization.** Senior students in grades 11 and 12 may leave school property at lunch time, or during their study period, providing they have a note from a parent/guardian, and that they sign in and out at the main office.

### **Sign In/Sign Out Privileges**

Students who are in grade 12 and are at least 18 years of age qualify to apply for Sign In/Sign Out Privileges. These privileges apply only for legitimate reasons such as illness or medical appointments. Students who miss class for any other reason will be considered truant and will be dealt with according to school policy.

## MARYMOUNT ACADEMY CODE OF CONDUCT

### **Standards of Behaviour**

Under the Provincial Code of Conduct, all members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and their opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflicts peacefully
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching
- not swear at a teacher or at another person in a position of authority

All members of the school community must not:

- engage in bullying behaviours
- give alcohol and/or drugs to a minor
- use any object to threaten or intimidate another person
- cause injury to any person with an object
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs
- inflict or encourage others to inflict bodily harm on another person
- engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or property located on the premises of the school.

At Marymount Academy, **progressive discipline** is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviours and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. We utilize a range of interventions, supports and consequences that are developmentally appropriate and include learning opportunities for reinforcing positive behaviour while helping students to make good choices. Mitigating factors will be considered.

The principal shall consider suspending a student for 1 to 20 days for:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs, being under the influence of alcohol
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- bullying, persistent truancy, persistent opposition to authority
- wilful destruction of school property
- vandalism causing damage to school or board property or property located on school or Board premises
- use of profane or improper language, habitual neglect of duty
- use of tobacco or e-cigarettes
- theft, aid/incite harmful behaviour, physical assault, fighting
- being under the influence of illegal drugs, possession or misuse of any harmful substances
- racial harassment, hate motivated violence
- extortion
- inappropriate use of electronic communications/media
- other behaviours that are injurious to the moral tone of the school or to the physical or mental well-being of others

The principal shall consider suspending a student pending a possible expulsion for:

- possessing a weapon
- using a weapon to cause or to threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- trafficking in weapons or in illegal drugs
- giving alcohol to a minor
- serious or repeated misconduct
- any other serious conduct injurious to the moral tone of the school or to the physical or mental well-being of others

## SCHOOL BUS DISCIPLINE POLICY GUIDELINES

For all inquiries regarding routes, schedules and services, please contact the Transportation Consortium at 705-521-1234. Students who have the opportunity to ride school buses may do so as long as they display behavior that is reasonable and safe.

The responsibility for student supervision will begin when the student boards the bus in the morning and it continues until the student leaves the bus at the end of the day.

NOTE: As stated in the Ontario School Code of Conduct, the bus is an extension of the school day. The bus driver reports to the principal and has the authority to assign seats. School Board policies will be strictly enforced on the school bus, as well as at school. The school principal is responsible for determining consequences for misbehaviour and for the reinstatement of bus privileges for the offending students should a suspension become necessary. All consequences are at the discretion of the principal. Suspensions can apply to all bus routes; morning and afternoon and bus privileges may or may not be reinstated.

The progressive discipline approach will be used in determining consequences for the following bus behavior offences:

- |   |            |                                   |                       |
|---|------------|-----------------------------------|-----------------------|
| *spitting                                     | *horseplay | *excessive noise                  | *false identification |
| *blocking of aisles                           |            | *bullying, harassment             |                       |
| *eating or drinking on bus                    |            | *disobeying the driver or monitor |                       |
| *physical aggression                          |            | *throwing of any object           |                       |
| *leaving seat/standing while bus is in motion |            | *profanity, verbal abuse          |                       |

- obscene gestures or possession of unacceptable material
- riding unassigned bus without permission or using unassigned bus stop
- lack of respect for others on the bus
- putting hands or other body parts out of the window and/or touching bus equipment
- lighting of matches, lighters, or any flammable object or substance
- holding onto, or attempting to hold onto, any portion of the exterior of the bus
- unauthorized entering or leaving bus through emergency doors
- tampering of the bus equipment
- riding or attempting to ride any bus after receiving other offences that impede safe school bus riding or contravene the Ontario School Code of Conduct (see previous page).

## PERSONAL ELECTRONIC DEVICES

Standards:

- This school policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication, but it is also important to maintain a proper and safe learning environment for students, faculty and the educational process.
- Cell phones, iPods, MP3s or other electronic devices are not to be used in the classrooms unless authorized by the classroom teacher. Cell phones and other devices are to be turned off or placed on silent/vibrate mode during class. Students are strongly encouraged not to store these items in their pockets or other clothing as some of the electronic devices emit radiation.

- Students are cautioned: "Cell phone radiation is transmitted by the antenna and the circuitry inside the handset by sending out electromagnetic waves (radio frequency radiation) to transmit their signal. The radiation emitted by the antenna is not directional, which means that it propagates in all directions more or less equally. Factors such as the type of digital signal coding in the network, the antenna design and its position relative to the body/head determine how much radiation is absorbed by a user." (Environmental Working Group).
- Cell phones, iPods, MP3s and other electronic devices may be used before and after school, as well as during lunch periods in the **main lobby of the school, hallway, cafeteria or outside only**. They may be used in the classroom with permission and authorization of the classroom teacher solely for educational purposes.
- Unauthorized use of these devices in the school is a violation of school policy. Violators of the policy will be subject to disciplinary action: Confiscation of the device until the end of the day for the first offence. Subsequent offences: parents will be contacted and, for repeated offences, will be asked to come to the school to collect the electronic device. Persistent opposition to authority in this matter could result in a suspension.
- In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone.
- Parents must continue to call the office for any emergency situations. We will then contact your daughter.
- The use of cameras/camera phones is strictly **forbidden** in private areas such as the change room, washrooms and other areas designated by school authorities. Such use may also be in violation of the criminal code of Canada.
- Students must have consent from administration or teachers before taking any pictures or videos

## **BACKPACKS, PURSES AND BAGS**

Due to safety reasons, backpacks, purses, and other forms of baggage are not allowed in the classroom or in the halls.

## **EATING AND DRINKING**

Students are not permitted to bring food or drinks to class. Food and drinks can only be consumed in the cafeteria and gallery.

## **EXAMINATIONS – SECONDARY PANEL**

Most courses require students to complete a final evaluation in the form of an examination. Our formal examination period takes place at the end of each semester and they are normally scheduled over a period of 5 days. Normally, thirty percent of the course grade will be based on the exam mark. All students are required to write final exams. The only valid excuse for missing an exam is serious illness supported by a physician's note. Taking a vacation, early summer job placement and so on is not considered valid excuses for missing an exam.

## **EXCURSIONS AND FIELD TRIPS**

Excursions and field trips are valuable learning experiences and are an important part of the school program at Marymount Academy. In all situations, school rules and policies apply. Uniforms must be worn, unless the nature of the activity requires different clothing. Signed parent/guardian permission forms for all excursions and field trips must be given to the homeroom teacher before the day of the event. Should a student lose her form, blank ones can be downloaded and printed from the school board or school website. Students will not be allowed to participate if we do not have a signed permission form from a parent or guardian.

## **LOCKERS**

Students are responsible for the care and cleanliness of their lockers. Graffiti and inappropriate pictures are not permitted in the lockers. Students are not allowed to change their locker or lock without permission from the vice principal. Please note that lockers are school property, and they can be opened by school administrators with or without the student's consent.

## **LOST AND FOUND**

Articles found in the school are placed in the Lost and Found boxes (in guidance area). Please note that all "lost and found" articles will be disposed of if they are not claimed within a reasonable period of time.



## **MEDICATION**

All medication is to be given to the front office staff for administration, except for students with anaphylaxis and asthma who have received training by a physician, nurse, parent or guardian and have written consent of their parent/guardian to carry the medication. Medication kept at the office must be in a clearly marked, original container. It will be kept in a safe and secure location until it is time to administer the medication. Parents/guardians must obtain and complete all necessary forms. It is also the responsibility of the parent/guardian to inform the school when a student is self-administering medication and the self-administration of medication form must be completed and returned to the main office.

## **SCHOOL PROPERTY**

It is the student's responsibility to ensure that all items loaned to them by the school are well taken care of during the school year. Textbooks, musical instruments and computer equipment, among other things, are costly to repair and/or replace. Students will be asked to pay for damages or the replacement cost of these items in the event that they are damaged or lost. Students are also reminded that vandalism of any kind will not be tolerated.

## **SCHOOL VISITORS**

Visitors to the school must report to the main office, where they will be required to sign in and receive a visitor's pass. Visitors are not allowed to attend classes, nor to wander the halls or cafeteria.

## **SHADOWING**

Individuals who attend other schools and who are interested in pursuing an education at Marymount Academy are welcome to accompany or "shadow" a student for the day. Students who wish to visit Marymount Academy must seek permission from the principal or vice-principal and must have signed permission from their parents/guardians. Students must be in grade 6 or higher. Permission forms are available at the main office. Specific designated Shadow Days are indicated on the school's monthly calendar. There is a limited number of Shadow Day visitors allowed on these days.

## **SMOKING**

Our priority at Marymount Academy is to provide a school environment that promotes healthy lifestyle choices for all of our students. Smoking is not permitted on school property. Tobacco products, lighters, and e-cigarettes are not permitted on school property or field trips.

## **STUDENT PARKING**

The student parking lot is located at the side of the school (north side). Students must register their vehicle at the main office. A parking pass will be issued and must be displayed on the dashboard. The front parking lot is reserved for school board personnel, visitors and Marymount teachers and staff.

## **STUDY PERIODS**

Grade 12 students who qualify for a study period must remain in the cafeteria, the learning commons, the grade 12 gallery or another designated area during this time. This will help minimize classroom disruptions. Students are urged to use their study period time wisely and must be in full uniform. Students on a study period must attend assemblies or special functions.

## **TEXTBOOKS**

Textbooks are loaned to students for the duration of the semester. Textbooks or library books must be cared for and returned in good condition. Students will be responsible for the cost of repair or replacement if either is required. Diplomas, transcripts, etc. will not be issued to students if there are any outstanding textbooks, library books or late fees.

## **VALUABLES**

Students are asked not to bring items of value to school. Do not leave money or other valuables in your locker or change room. The school is not responsible for lost or stolen items. Students are highly encouraged to use a combination lock in the gym change room to secure items while participating in physical education activities.

## VTRA – Violence Threat Risk Assessment Process

At Marymount and in all of the Sudbury Catholic District School Board's schools, any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to her safety or the safety of others, the Board reserves the right to activate a Violence Threat Risk Assessment (VTRA).

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached or if they choose not to provide consent to share information, the threat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority.

If you have any questions regarding the evaluation process for risk and threats, please refer to our Board's website for more detailed information at <http://www.scdsb.edu.on.ca> and/or contact the principal.

## GUIDANCE PROGRAM

The Guidance Program at Marymount Academy plays a central role in the school by preparing students for a complex and changing world. The guidance counsellor will assist students by providing individual counselling about academic courses and career paths. The guidance area is located in the main office and it contains printed information about colleges, universities and workplace opportunities. It also holds pertinent information about post-secondary scholarships and bursaries, financial aid, and opportunities for completing the 40 hours of mandatory community service.

### **XELLO**

Xello is online career exploration software that includes real-world career information, an interactive student portfolio, a personalized 4-year plan program of courses aligned to graduation requirements and career aspirations, an interest inventory, tools to help prepare to apply for University and College, and much more. If you would like more information on Xello and how it works, please go to [www.xello.world](http://www.xello.world). If you would like to access your child's Xello profile, just have your child share their plan via a shared link in their profile.

### **THE ONTARIO SECONDARY SCHOOL DIPLOMA**

Students are required to complete 30 credits of 110 hours each to obtain a high school diploma. Eighteen of these credits are compulsory. The remaining 12 credits are optional, allowing students to pursue individual interests and meet university, college and apprenticeship requirements.

#### **Compulsory credits include:**

4 credits in Religion

4 credits in English (1 credit per grade)

1 credit in French as a second language

3 credits in mathematics (at least 1 credit in grade 11 or 12)

2 credits in science

1 credit in Canadian history

1 credit in Canadian geography

1 credit in the arts

1 credit in health and physical education

0.5 credit in civics and 0.5 credit in career studies

1 additional credit in English, French as a second language or native language or international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education.

1 additional credit in health and physical education, or the arts or business studies, or cooperative education or

French as a second language

1 additional credit in science (grade 11 or 12) or technological education grades 9-12, or cooperative education

\*There is a maximum of 2 credits in French as a second language and 2 in cooperative education that can count as compulsory credits and a maximum of 4 credits in a dual-credit course that can count towards optional credits.

## **GRADUATION**

A student must be eligible to graduate in June in order to participate in the grade 12 graduation ceremonies (i.e. have completed the required community service hours; have successfully passed the OSSLT; have accumulated the necessary credit requirements; have no outstanding library late fees; etc.). Special circumstances will be considered by the faculty's graduation committee. Decisions are final.

## **OSSLT – ONTARIO SECONDARY SCHOOL LITERACY TEST**

Provincial legislation requires that all students take the Ontario Secondary School Literacy Test (OSSLT) in grade 10. Students must pass the OSSLT in order to graduate. All teachers and staff at Marymount Academy are dedicated to ensuring that all students receive the necessary preparation and guidance to successfully achieve the OSSLT. Students who do not complete the test successfully will be re-tested in grade 11.

## **COMMUNITY SERVICE**

All students must complete a minimum of 40 hours of unpaid community involvement activities before graduating from secondary school. This requirement is in addition to the 30 credits needed for a secondary school diploma. Students will be able to choose their own community involvement activities, within guidelines that will be provided by the school. Students will be responsible for fulfilling this requirement on their own time, keeping a record of their activities on a form supplied by the school and submitting the form to the main office. For instance, an ideal activity would be donating time to a non-profit agency or charitable organization. It is important to note that in accordance with the Ministry of Education, an ineligible activity is an activity that:

- Is a requirement of a class or course in which the student is enrolled
- Takes place during the school day (however, an activity that takes place during a student's lunch break or study period is permissible)
- Would normally be performed for wages by a person in the workplace
- Does not take place at a parent's business or place of work
- Consists of duties normally performed in the student's home (i.e. daily chores, etc.)

Students are encouraged to check with the guidance counsellor before completing any community service hours to be sure that they meet the requirements.

## **STUDENT COURSE LOAD AND STUDY PERIODS**

Students must have a full timetable (i.e. 4 courses) each semester. Students in grade 12 who have achieved 24 credits by September may be considered for one study period in each semester.

## **ASSESSMENT AND EVALUATION**

The Sudbury Catholic District School Board has developed two assessment policy documents entitled: Effective Elementary Assessment and Evaluation Classroom Practices (2006) and Assessment and Evaluation Guidelines, Secondary Schools (2003) These are used to guide assessment and evaluation practices at Marymount Academy.

## **ASSIGNMENT DEADLINES**

Students will hand in all assignments by the established due date. This can be accomplished by using good time management skills. If a student cannot meet the deadline because of exceptional circumstances, the student must consult with the teacher before the due date.

## **MISSED TESTS**

A student who is absent for a test will write the test on the first day she returns, unless other arrangements have been made between the teacher and the student.

## **SUSPENSIONS**

Students who have been suspended from school are not given a mark of zero for missed tests or assignments, but are given an opportunity to make up missed work upon their return. Students must make these arrangements with their teachers.

## **ACADEMIC DISHONESTY**

At Marymount Academy, academic integrity is paramount in all programs. Academic integrity means that all assignments, tests, exams, reports, and other academic efforts are solely the product of the student. Students must assume responsibility for maintaining an honest position in all work submitted to teachers. There are a number of ways in which academic integrity is violated:

### **PLAGIARISM**

Plagiarism is defined as the presentation of another's words or ideas as you own. Plagiarism is wrong and will not be tolerated at Marymount Academy. To avoid plagiarism, every direct quotation must be identified by quotation marks, and it must be properly cited. Likewise, any material retrieved from another source (such as a printed or electronic medium) that is paraphrased or summarized in one's own words must also be properly acknowledged.

### **CHEATING**

Cheating is the use of inappropriate materials, information, or study aids in an academic exercise such as a test or examination. The use of books, notes, and calculators, as well as conversations with others, is restricted or forbidden in certain academic exercises. Their use constitutes cheating. In addition, students cannot submit identical work or portions of it for assessment in two different courses. This is known as "dual submission."

### **FABRICATION**

Fabrication is the falsification or invention of information or citations in an academic exercise. For instance, invented information, or "fudged data," may not be used in laboratory experiments or other academic exercises.

### **FACILITATING ACADEMIC DISHONESTY**

Students who knowingly or negligently allow their work to be used by other students or who assist others in academic dishonesty are in direct violation of this policy.

### **CONSEQUENCES OF ACADEMIC DISHONESTY**

Any violation of academic honesty is a serious offence and is, therefore, subject to specific consequences.

- 1<sup>st</sup> offence = zero on the assignment
- 2<sup>nd</sup> offence = zero on the assignment and a full day detention
- 3<sup>rd</sup> offence = zero on the assignment and a full day suspension
- 4<sup>th</sup> offence = zero on the assignment and an extended suspension

## **LATE AND MISSED ASSIGNMENTS: GRADES 9-12 SCHOOL POLICY**

This school policy on late and missed assignments reflects the direction of the Sudbury Catholic District School board's APG (Administrative Procedures and Guidelines #SS03) and the Ministry of Education's *Growing Success* document 2010. [This policy explains the responsibilities of the students.](#) Teachers will follow the directives set out in the SCDSB's APG #SS03 and the *Growing Success* document.

Students are responsible for their behaviour in the classroom and school, but also for providing evidence of their achievement within the time frame specified. Submitting assignments on time allows the teachers to provide timely feedback to students regarding how to improve their work in order to be successful in future assignments. It helps students to stay on top of things and not fall behind. As well, it gives teachers a timely understanding of the students' progress and learning in order to ensure student success. By managing time wisely and effectively, students learn the valuable life skills of respecting deadlines at school, at work and in life. There will be progressive consequences for not completing assignments or for submitting those assignments late.

Sometimes there are mitigating circumstances that may need to be considered. It is imperative that students and parents communicate such circumstances to the teachers promptly.

Absence is not an excuse for submitting work late. Assignments can be submitted electronically (email to the school at [schl201@sudburycatholicschools.ca](mailto:schl201@sudburycatholicschools.ca) or fax at (705) 674-5619 or brought in by someone else. The following steps outline the progressive consequences for not completing and submitting assignments on time.

#### **Step One**

Student fails to submit assignment on day specified (one day late)

Teacher gives a verbal warning and records infraction

Student has 24 hours to submit the work

If new deadline is met, progressive consequences end here

If new deadline is not met, proceed to Step Two.

#### **Step Two**

Student fails to submit assignment. (two days late)

Student completes the Marymount Academy Late Assignment Contract Form in consultation with the teacher, whereby a new due date is established. The contract must be signed by teacher, student and parent/guardian.

#### **Step Three**

A) The student fails to hand in the contract signed by her parents. The teacher contacts the parents.

B) The student fails to submit the assignment by the new due date specified in the contract. Parents are contacted. The student's assignment mark is reduced by 2% per day late starting on this day to a maximum of 10%. Should the assignment not be submitted after the 10% loss, the student will have a meeting with the vice-principal and/or the principal to be given further consequences (for example: in school detentions, loss of privileges, etc.)

#### **Step Four**

A mark of zero will be considered by a panel of 3 faculty members (2 teachers and one school administrator). The student will then be notified regarding the panel's decision within 24 hours.

## **ONTARIO CATHOLIC GRADUATE EXPECTATIONS (CGE) & THE SCDSB'S VIRTUES PROGRAM**

Catholic values and virtues are infused in every subject area. The teachers use the school board's Virtues Program and the CGEs to help every student become:

- a discerning believer formed in the Catholic faith community
- an effective communicator
- a reflective and creative thinker
- a self-directed, responsible lifelong learner
- a collaborative contributor
- a caring family member
- a responsible citizen

## **RELIGIOUS STUDIES**

Within the framework of our gospel values and traditions, we will attempt to provide reasonable accommodation for students' religious beliefs and practices, while also protecting our denominational rights.

Religious Education is not meant to be found in the religion class alone. Catholic values and virtues permeate the school and touch the students in all their classes. Each subject is taught with these values and virtues in mind.

Liturgical celebrations, retreats, and community service are all integral to the life at Marymount Academy. The Ontario Catholic Graduate Expectations are used in lesson planning in all subject areas.

## **ADVANCED PLACEMENT AT MARYMOUNT**

The development of skills and acquisitions of knowledge in high school years can provide a powerful opportunity to help students progress to higher levels of learning. Through AP courses, students who want to achieve at the higher level can earn advanced placement and university credits.

At Marymount Academy, Pre-AP courses are the pathway for students interested in taking an AP course at the senior level and ultimately, prepare students to pass the approved College Board exam. AP courses engage students to pursue a subject area in a more in-depth and meaningful manner. Since the students will have already completed first year university level course material, students' chances of acceptance at colleges and universities are increased.

### **ADMISSION AND REQUIREMENTS**

Students will be given the opportunity to apply for admission into the Marymount AP program courses. Classes are limited in number and in size, therefore students admitted into the AP program will be chosen amongst those who applied by the AP faculty committee based on their academic performance, learning skills and attendance. These students will then have the opportunity to participate in the AP program by taking Pre-AP and AP courses. The AP faculty committee will review and re-evaluate each student's performance and ability to continue in the program annually.

As spaces are limited, students who do not attend their AP classes regularly and/or complete assignments promptly and/or maintain an 80% average in the subject area, will be removed from the AP course and their spot may be offered to another student.

### **Assessment and Evaluation**

A student's course evaluation (on her Ontario Report Card) will reflect the Ontario Curriculum Expectations for that grade level. Each student will receive a separate evaluation report on her achievement in the overall Pre-AP/AP course.

## **REACH AHEAD AT MARYMOUNT**

Grade 7 and 8 students who are working above grade level in Math, English and French are invited to participate in the Reach Ahead program. The selection process involves a variety of assessments and data sources. Program availability can be affected by the secondary panel's timetables and class sizes. Grade 8 students reaching ahead into grade 9 subjects will receive a separate evaluation report. Credits will appear on the student transcript in grade 9 the following school year.

## **COOPERATIVE EDUCATION PROGRAM**

As part of their studies in secondary school, students may select cooperative education courses to assist them with their career planning. These courses allow students to explore chosen career fields and experience learning and working in the workplace. Cooperative education courses include a classroom component, comprising of preplacement and integration activities, and a placement component. Each applicant will be screened to determine if the student is suitable for the program.

Admission criteria will include:

- Recommendations from administrators and teachers
- Regular attendance and punctuality that meet school expectations
- Good academic standing
- Successful completion of the previous semester's courses

Note: a one-way travel subsidy (by bus) is available to all eligible students.

## **SPECIALIST HIGH SKILLS MAJOR (SHSM) PROGRAMS OFFERED**

A Specialist High Skills Major (SHSM), is a ministry-approved specialized program that allows grade 11 and 12 students to focus their learning within a specific economic sector while meeting the requirements to graduate from secondary school. The SHSM program also assists in the student's transition after graduation to apprenticeship training, college, university or the workplace. Any high school student currently attending MMA can apply to be part of an SHSM program. Students in grades 9 and 10 are encouraged to begin completing courses prior to grade 11 if they are interested in an SHSM program.

### **Pursuing an SHSM enables students to:**

- customize their secondary school education to suit their interests and talents;
- develop specialized knowledge and skills;
- earn credits that postsecondary educational institutions and the sector recognize;
- gain sector-recognized certification and career-relevant training;
- develop essential skills and work habits;
- identify, explore and refine career goals and make informed decisions about their future.

### **Students who successfully complete an SHSM receive:**

- an Ontario Secondary School Diploma with an embossed red seal
- an SHSM record documenting his/her achievement
- formal recognition on his/her Ontario Student Transcript

### **MMA offers the following SHSM programs:**

- Arts and Culture
- Construction: Architecture and Engineering
- Non-profit

## **SISTERS IN SPIRIT (S.I.S.) BIG SISTER/LITTLE SISTER PROGRAM**

The S.I.S. Program is designed to give our junior students from grades 7 to 9 a smooth and comfortable transition into the Academy. Each new junior student is assigned a senior student to act as her own "Big Sister" within the school. If the junior student has any questions or concerns about the posts, clubs, events, or the school, she can go to her Big Sister for answers. At the beginning of the year, in particular, special meeting times are set aside for a gathering to help foster the relationship between Big Sisters and Little Sisters.

## **LEARNING COMMONS**

The Learning Commons is available to students throughout the day, including lunch. The library technician provides assistance to students who wish to research, access, locate, or select books and information. All students are encouraged to respect the Learning Commons, its resources and the others who are using it. The Learning commons is a gathering place for students that provides a variety of resources for reading, study, research and other fun activities. Books may be borrowed for a period of three weeks. Students who borrow books are expected to return them by the due date, in good condition. Late fees apply.

## **CAFETERIA**

Cafeteria services are provided by Chartwell's Inc. They provide a varied menu that caters to the nutritional needs of our staff and students. Students must eat lunch in the cafeteria, as food and drinks can only be consumed in the cafeteria. Grade 12 students are permitted to eat in the gallery as long as they respect this privilege and keep the area clean and safe.

## **BREAKFAST/SNACK PROGRAM**

Students are welcome in Room 411 (next to Learning Commons) every morning from 7:45 a.m. to 8:05 a.m. for a nutritional breakfast/snack.