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.

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, 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 an almost limitless number of academic and extracurricular 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 high 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 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!

God Bless,

Mrs. L. Cullen

THE SCHOOL DAY
The school’s main office is open from 7:30 a.m. to 3:30 p.m. The school day begins with homeroom and students are considered late if they arrive late for homeroom (after 8:20 a.m). The homeroom period is essential for distribution of information to students and for attendance. It is at this very important time that the daily prayer is recited and the national anthem is played. It is expected that ALL students attend homeroom.

### Secondary

<table>
<thead>
<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td><strong>Bell to Assemble</strong></td>
<td>8:15 a.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Homeroom</strong></td>
<td>8:20 - 8:30</td>
<td></td>
</tr>
<tr>
<td><strong>Period 1</strong></td>
<td>8:33 - 9:48</td>
<td></td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>9:51 - 11:06</td>
<td></td>
</tr>
<tr>
<td><strong>LUNCH</strong></td>
<td>11:06 - 11:59</td>
<td></td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>12:02 - 1:17</td>
<td></td>
</tr>
<tr>
<td><strong>Period 5</strong></td>
<td>1:20 - 2:35</td>
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</tbody>
</table>

### Elementary

<table>
<thead>
<tr>
<th></th>
<th>8:15 a.m.</th>
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<tbody>
<tr>
<td><strong>Bell to Assemble</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Homeroom</strong></td>
<td>8:20 - 8:30</td>
<td>LUNCH 11:10 - 12:00</td>
</tr>
<tr>
<td><strong>Morning Classes</strong></td>
<td>8:30 - 11:10</td>
<td>Afternoon Classes 12:00 - 2:30</td>
</tr>
</tbody>
</table>

School Policies, Procedures, Programs and Services

2
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.

**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 will 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.

**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, student agenda book, awards, student activities sponsored by the Students’ Council and the Girls’ Athletic Association, and various other club events held during 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. 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 is located at 300 LaSalle Blvd. in Sudbury and it 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.

<table>
<thead>
<tr>
<th>The Marymount Academy School Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bottom</strong></td>
</tr>
<tr>
<td>Kilt: tartan, navy and maroon</td>
</tr>
<tr>
<td>□ kilt is worn at a length that is close enough to the knee to illustrate modesty</td>
</tr>
<tr>
<td>□ must be worn with the blouse &amp; sweater or vest</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Pants: R.J. McCarthy’s navy cotton pant</td>
</tr>
<tr>
<td><strong>Top</strong></td>
</tr>
<tr>
<td>Sweater or Vest: navy and crested</td>
</tr>
<tr>
<td>□ must be worn with school golf shirt or blouse</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Zip Sweater or Rugby Shirt:</td>
</tr>
<tr>
<td>□ navy and crested (sweater) or embroidered (rubgby)</td>
</tr>
<tr>
<td>□ may be worn with plain white t-shirt or camisole underneath</td>
</tr>
<tr>
<td>□ t-shirt or camisole must not hang below the sweater</td>
</tr>
<tr>
<td>Blouse: white, embroidered long or short sleeved</td>
</tr>
<tr>
<td>□ must be worn with a sweater, vest, zip sweater</td>
</tr>
<tr>
<td>□ may be worn with plain white t-shirt underneath</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Golf Shirt: white, embroidered long or short sleeved</td>
</tr>
<tr>
<td>□ must be worn with a sweater, vest, zip sweater</td>
</tr>
<tr>
<td>□ may be worn with plain white t-shirt underneath</td>
</tr>
</tbody>
</table>
The Marymount Academy School Uniform

<table>
<thead>
<tr>
<th>Accessories</th>
<th>Socks: navy or white knee-high socks must be worn with kilt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ navy or white socks must be worn with pants / capris / shorts</td>
</tr>
<tr>
<td>Tights: navy</td>
<td></td>
</tr>
<tr>
<td>Shoes: black dress shoe, black laces and closed at the heels</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ may not resemble slippers, running shoes, sandals or boots</td>
</tr>
<tr>
<td></td>
<td>□ if alternative footwear is prescribed for medical reasons, the</td>
</tr>
<tr>
<td></td>
<td>request must be supported by a physician’s note</td>
</tr>
<tr>
<td></td>
<td>□ alternative footwear must be all black</td>
</tr>
<tr>
<td>Tie: tartan, navy and maroon</td>
<td></td>
</tr>
</tbody>
</table>

Optional Marymount Academy Summer Uniform

Between May 1st and September 30th, or at the discretion of the Principal, students will be permitted the following modifications to the regular uniform policy.

Bottom

| Shorts: navy, walking short supplied by R.J. McCarthy | |
|------------------------------------------------------||
| □ may be worn with a black or white running shoe with | |
| knee or ankle white or navy socks                     | |
| Capri and Pants: navy, supplied by R.J. McCarthy     | |
| □ may be worn with black or white running shoe with  | |
| ankle white or navy socks                            | |
| □ running shoes must be ALL white or ALL black (no colourful designs or laces) | |
| Kilts: must be worn with dress shoes, knee-high socks  | |
| and blouse (sweater is optional)                     | |
| □ blouse and golf shirt may be worn without the blue sweater,  | |
| vest, zip sweater or rugby shirt                      | |

Top

| □ 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                                  |
| □ 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 |
| □ pant legs must not be rolled-up to mimic capris                                         |
| □ capris and shorts must not be rolled-up                                                 |
| □ undershirts worn under blouses and shirts must be solid white.                          |
|    Lettering and other printed material is not permitted.                                  |
PERSONAL GROOMING:
Personal grooming is important and will be strictly enforced. Marymount Academy will not permit a student to have:
- hair color not considered natural
- body piercing (i.e. rings, studs) including but not limited to, nose, eyebrow or tongue
- adhesive bandages to conceal body rings or studs
- excessive make-up or an extreme hair style or color
Other items of clothing, jewelry, tattoos, etc. that draw undue attention or create a distraction may be brought to the attention of the principal or vice-principal who reserve the right to determine the appropriateness of personal grooming.

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 counselor will assist students by providing individual counseling 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. The guidance program at the elementary level is taught by the homeroom teacher using the Premier Agenda “Go” Program which focuses on, among other things, what students would like to learn, accomplish and contribute to in life.

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 pre-placement 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.

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 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 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 in the OSSLT. Students who do not complete the test successfully will be retested 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 counselor 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. Using this Agenda book to record all assigned work is a simple and effective technique that should be practiced by all students. 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 should 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 your 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 print 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 dishonestly 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. The first offence will result in a mark of zero being assigned to the exercise under review. As well, the incident will be brought to the attention of the vice-principal and the student’s parent or guardians will be contacted. A subsequent offence will result in a suspension from school.
**CHAPLAINCY SERVICE**
Marymount Academy is a Catholic school providing faith based education, activities and services to its students. To foster the goal of this unique dimension, a Chaplain is available for pastoral services. As Pastoral Counselor, the Chaplain is concerned with the spiritual development of students.

**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 CGE’s 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 life long learner
- a collaborative contributor
- a caring family member
- a responsible citizen

**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 sports, 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 gatherings to help foster the relationship between Big Sisters and Little Sisters.

**LIBRARY SERVICES**
The School Library 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 library, its resources and the others who are using it. The library is a place for quiet reading, study and research.
- The library is available to students from 8:00 a.m. to 2:35 p.m.
- Books may be borrowed for a period of two weeks. Students who borrow books are expected to return them by the due date, in good condition. Late fees apply.
Food and beverages are not permitted in the library at any time.

**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.

**STUDENT RESPONSIBILITIES**

Marymount Academy concerns itself with the spiritual and moral development of its students, as well as with their academic success and physical well being. 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 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 and special functions held during the year.

**Procedures for Absent Students**

Parents or guardians are asked to contact the school at 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 from the parent or guardian is not made to the school, the parent or guardian will be contacted. If the school has not heard from the parent or guardian on the day the student is absent, the student **must** produce a note from the parent or guardian upon returning to school to the attendance secretary. 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.

Students who arrive to homeroom after 8:20 a.m. are considered late. Students will not be admitted to class if lateness continues. Disciplinary measures will be imposed.

Students who arrive at school late must report to and sign-in at the office to receive an admit slip.

Students who are late for class must report to the office for 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 present a note from her parent or guardian, the student must attempt to contact them at work or at home. 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.

**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.

**Dress Down Days**
From time to time the administration will designate certain days as dress down days. Proper student behaviour and appropriateness of dress, consistent with the philosophy of
Marymount Academy, is expected on these days (e.g., no flip flops, clothes are not to be frayed or torn, clothing to cover midriff, no spaghetti straps, shorts must exceed the length of the arm including extended fingertips, etc.). The grooming policy will remain in effect on these days.

**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 placements, and so on, are 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’s website. Students will not be allowed to participate or go on the excursion/field trip if we do not have their parents’/guardians’ signed permission.

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

**PED’s - Personal Electronic Devices**
In order to provide students with a safe learning environment with minimal distractions, personal electronic devices (e.g. iPods, MP3s, cameras, etc.) are not permitted in the classrooms, hallways, washrooms or change room. These items may be confiscated if students do not respect this policy. Please note the personal listening devices (iPods, MP3s, etc.) may be used during the lunch period. Please refer to the Cell Phone Policy section of this document for information on the acceptable use of cell phones at Marymount Academy.
Leaving School Property
Grade 7, 8, 9 and 10 students, regardless of their age, are not allowed to leave school property. Senior students in grades 11 and 12 may leave school property at lunch time or during their study period providing they sign in and out at the main office.

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 (near the main office). 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 control and 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. 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 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 or guardians. 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.

**Sign In/Sign Out Privileges**
Students who are in grade 12 and who 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.

**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.

**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 library, 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 they 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 the 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.

**Student Possession and Use of Cell Phones /iPods/MP3s and Other Electronic Devices**

- 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, pagers, 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, pagers, iPods, MP3s or other electronic devices may be used before and after
  school, as well as during lunch periods in the main lobby of the school 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 main office for any emergency situation. We will then contact
  your daughter.

- The use of cameras/camera phones is strictly forbidden in private areas such as the change
  room and washrooms, and in all other areas of the school such as hallways, classrooms, gym,
  lunchroom and offices at any time. Such use may also be in violation of the criminal code of
  Canada.

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; and/or
• 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 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; and/or
• commit an act of vandalism that causes extensive damage to school property or to 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 behaviour 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;
• willful 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; • theft; • aid/incite harmful behaviour; • physical assault;
• being under the influence of illegal drugs; • racial harassment; • fighting;
• possession or misuse of any harmful substances; • distribution of hate material;
• 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 521-1234.

Students who have the opportunity to ride school buses may do so as long as they display
behaviour 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 behaviour offences:
• spitting  • horseplay  • excessive noise  • false identification
• eating or drinking on the bus  • leaving seat/standing while bus is in motion
• profanity, verbal abuse, harassment  • blocking of aisles  • bullying
• obscene gestures or possession of unacceptable material
• riding unassigned bus without permission or using unassigned bus stop
• lack of respect of others on the bus  • disobeying the driver or monitor
• putting hand/s or other body parts out of the window and/or touching bus equipment
• throwing of any object  • physical aggression
• 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 a suspension
• other offences that impede safe school bus riding or contravene the Ontario School Code of Conduct (see previous page).

Advanced Placement at Marymount

The development of skills and acquisition 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 highest 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 successfully 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 reevaluate 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. Their spot will then 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.