

# **Monsignor Doyle Catholic Secondary School**



## **Student Handbook 2023/2024**

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Cambridge, Ontario  
N1R 7H2

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Website: [doyle.wcdsb.ca](http://doyle.wcdsb.ca)

**Lou Bellini**  
(S-Z)  
Principal

**Monica Carlin**  
(A-Hic)  
Vice-Principal

**Rich Sthelik**  
(Hill-R)  
Vice-Principal

***“We walk the path of learning, faith and respect together.”***

Our school motto represents what we believe and how we choose to act at our school. As a school community, we believe that we are all on a journey back to God, our creator. We believe that education is a partnership with students, parents/guardians, parishes, and community. First and foremost, we are about learning which is our primary responsibility as a learning community. As a Catholic school, we achieve this in the context of our faith in an atmosphere of respect for self, others, property, and the needs of the entire school community.

Monsignor Doyle Catholic Secondary School officially opened in 1976 as a junior high school. We are in south Cambridge, Ontario and are often referred to as a “diamond in the rough”, or a “hidden gem” within the WCDSB. In 1995, an addition was made onto the original structure as we continued to grow as a high school. In the fall of 2006, another addition was built to accommodate a continuing increase in our student population.

MDCSS shares the mission and vision of the Waterloo Catholic District School Board. The call of WCDSB is to educate and nurture hope in every learner to achieve their full potential to transform God’s world.

**Our Catholic schools....  
heart of the community, success for each, a place for all.**



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COMMUNICATION

## **ADMINISTRATION ALPHA DESIGNATION**

Ms. Carlin      A – Hic  
Mr. Stehlik     Hill – R  
Mr. Bellini     S – Z

## **GUIDANCE COUNSELLOR ALPHA DESIGNATION**

Mr. Schade      A – F  
Mr. Marschall   G – M  
Ms. Manders     N – P  
Mrs. Myers      Q – Z & International

### **CHAPLAIN**

Ms. Cho

### **SAC DIRECTOR**

Mr. Hall

### **LIBRARIAN**

Ms. Johnson

### **ATHLETIC DIRECTOR**

Ms. Feddema & Ms. Ducker

### **STUDENT SUCCESS PROGRAM HEAD**

Mr. Reis

### **SPEC. ED. PROGRAM HEAD**

Mrs. Grasso

### **SOCIAL WORKER**

Ms. Ribeiro

### **CHILD & YOUTH CARE WORKER**

Ms. Watson & Ms. Chaves

Email Staff Member: [firstname.lastname@wcdsb.ca](mailto:firstname.lastname@wcdsb.ca)

## **ADDITIONAL SOURCES OF INFORMATION**

Automated Home Notifications

Daily Announcements

Mustang Newsletter – Newswire sign-up - <http://doyle.wcdsb.ca/Newswire/index.html>

Outdoor School Sign

School Council

School Website- [doyle.wcdsb.ca](http://doyle.wcdsb.ca)

Student Handbook

Doyle Twitter - <https://twitter.com/MonDoyleCSS>

SAC Twitter - <https://twitter.com/DoyleSAC>

**BELL SCHEDULE (Quad 1 & Quad 2)**

<b>Warning Bell</b>	<b>8:30 am</b>
<b>Period 1</b>	<b>8:36-9:51</b>
<b>Period 2</b>	<b>9:57-11:12</b>
<b>LUNCH</b>	<b>11:12-11:58</b>
<b>Period 3</b>	<b>12:04-1:19</b>
<b>Period 4</b>	<b>1:25-2:40</b>

## SPECIAL SCHEDULES

Masses, liturgies, assemblies, and other events will be posted on our website and communicated through announcements and on the SAC calendar across from the library. All students are expected to attend all school faith celebrations and events.

## SCENT-FREE SCHOOL

A friendly reminder that Monsignor Doyle is a scent-free school. Please ensure that your child(ren) refrain from wearing perfumes and/or colognes to school. We have many students and staff who are very sensitive to scents.

## CODE OF CONDUCT



**Waterloo Catholic  
District School Board**  
Quality, Inclusive, Faith Based Education

As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world. Our Catholic Schools: heart of the community—success for each, a place for all.

Each person is responsible for his/her conduct. If the conduct is positive and affirming of self and others, the response will include encouragement, praise, and recognition. If the conduct is negative, demeaning, degrading or disrespectful of self/others and surroundings, the school response will include progressive discipline.

School/board policies which are subject to progressive discipline measures such as teacher detentions, school community service, lunch detentions, and/or out of school suspensions at the administrators' discretion related to:

- Use of Profanity
- Opposition to authority
- Neglect of duty: truancy, chronic late arrivals to class, refusal to work in class, leaving the classroom without permission etc.
- Repeated uniform infractions
- Forged notes
- Vandalism or Theft
- Failure to respect the rules of the cafeteria
- Disrespectful behaviour
- Fighting or inciting others to fight
- Smoking on school property

In June 2007 the government passed Bill 212, the Education Amendment Act, (Progressive Discipline and School Safety Act). The provisions of the bill took effect on February 1, 2008.

Bill 212 states that it is **mandatory** for principals to suspend students who:

- Possess a weapon OR use a weapon to threaten bodily harm
- Commit a physical assault OR sexual assault
- Traffic in weapons or illegal drugs
- Commit robbery
- Give alcohol to a minor

**A principal may also suspend a student** who has engaged in the following activities while at school, at a school-related activity **or in other circumstances off-school property** which will have an impact on the

school climate:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol and/or illegal drugs
- Swearing at a teacher or another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property
- Bullying
- Any other activity that is against school/board policy

Principals may suspend a student anywhere from a full day to 20 days. The suspension affects the student's attendance at classes and all school-related activities.

### **BILL 157**



A positive school climate is crucial in creating a positive learning environment. To help achieve this desired environment, schools across the province are actively promoting and supporting good behavior that reflects positive character development. For many years the entire Monsignor Doyle community has been working together to create a positive environment for students and staff. We have created awareness around bullying, worked at developing and sharing supportive strategies and interventions to negative behaviors, as well as created a variety of initiatives to nurture a positive learning culture that protects all students and keeps them safe and happy at school.

In order for our approach toward progressive discipline and a positive learning culture to be successful, all students, parents, staff, and the broader community members should know and understand what we are doing to keep our school safe and positive for all. As of February 1<sup>st</sup>, 2010, we have been working under a Bill that all staff must follow regarding bullying prevention, intervention, and the positive culture of our school community. Our staff has always reported and acted on behaviors negatively impacting our school community and this Bill has formalized the process for reporting such activities.

### **BULLYING**

The term bullying has been used frequently in the media in recent years and it must be understood and addressed in any setting and is a behavior for which students can be suspended. Bullying is defined by the Ministry as ***“repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause fear and distress and/or harm to another person’s body, feelings, self-esteem or reputation.”***

***Bullying is further defined as taking on different forms: physical, verbal, social or cyber which means using technology of any form.***

**IF YOU ARE BULLIED OR HARASSED** – Do not suffer in silence.

Speak to someone you trust. Talk to your parents, teachers, youth care worker, chaplain, guidance counselor or school administrator. Your complaint will be taken seriously and acted upon. You could also help others by coming forward with your concerns.



## ONTARIO CATHOLIC GRADUATE EXPECTATIONS

At Monsignor Doyle, our goal is to create a community that nurtures and graduates a young adult that demonstrates that he/she is:

- A *discerning believer* formed in the Catholic faith community who celebrates the signs and mystery of God's presence through liturgy, sacrament, prayer, reflection, and moral living.
- An *effective communicator* who relates honestly and sensitively, responding critically in light of gospel values as reflected in church teachings.
- A *reflective, creative, and holistic thinker* who solves problems and makes responsible decisions with an informed moral conscience.
- A *self-directed, responsible, life-long learner* who develops and demonstrates their God-given potential in the service of the whole community, the church and society.
- A *collaborative contributor* who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- A *responsible citizen* who promotes peace, justice, and the sacredness of human life as a witness to Catholic social teaching.

## MONSIGNOR DOYLE—A CATHOLIC COMMUNITY FAITH DEVELOPMENT

It is an expectation for all students at Monsignor Doyle to participate actively in the faith life of the school:

- Students must attend school Masses and other faith formation celebrations.
- Students will recognize that religious studies are important to their character and moral development.
- All student timetables will include one Religion Credit their first four years.



## RELIGIOUS ACCOMMODATION

The vision of the WCDSB is *Our Catholic Schools: heart of the community - success for each and a place for all.*

To ensure the realisation of our vision, Monsignor Doyle Catholic Secondary School will take all reasonable steps to accommodate an individual's desire to honour their religious beliefs and practices. Such areas of accommodation may include recognized religious holidays, religious dress, and dietary or fasting requirements. The procedure for requesting an accommodation is as follows:

- A written or verbal request for accommodation from the parent/guardian or student (in cases where the student is over 18) should be presented to the principal or vice-principal at, or as close as possible to the beginning of the school year.
- The request for accommodation should describe the specific needs of the student.
- The principal or vice-principal will consider and confirm the accommodation with the parent/guardian, the student, and appropriate staff (i.e. attendance office, teachers, etc.).



## STUDENT COUNCIL 2022/2023

Staff Advisor – Cameron Hall

SAC Members:

Matteo Leone	Annie Ramgolam	Ciara Caron
Mackenzie Willem	Cowen Charette	Caleb Cherri
Aeva Rennie	Meadow Tateno	Holly Fritz
Milena Fernandes	Isabella Renzella	Reese Lombardi
Ava Martins	Skylar Gavin-Sousa	Elizabeth Bagley
Alia Lloyd	Faraaz Hamid	Uyiosa Atekha
Laila Freitas	Andrew Quilty	Emilio Acevedo
Dominic Sousa	Kylie Da Costa	

## STUDENT ACTIVITIES COUNCIL (S.A.C.)

The Student Activities Council exists to promote the general interests of the school and the students. A variety of co-curricular clubs, activities and events are supported and organized by S.A.C.

### STUDENT FEE

All Monsignor Doyle, students are required to pay a student activity fee (**via School Cash Online**) as part of their September start-up. This fee covers a lock, and student activities throughout the school year.

### DOYLE ON THE WEB

Students and parents are invited to access Monsignor Doyle's website from home. Many interesting facts and helpful academic and school/Board policy information can be found there. Please visit: **[doyle.wcdsb.ca](http://doyle.wcdsb.ca)** (choose the class links tab)

## NEWSWIRE

Would you like to receive information regarding school events and schedules? Then sign up for Newswire at Monsignor Doyle. Go to our school website – [doyle.wcdsb.ca](http://doyle.wcdsb.ca) scroll to the bottom, click on “Newswire” and enter your email address. After you click on the subscribe button, you will receive an email; click on the link in the email to finish registering.

## ACADEMIC POLICIES

It is expected that students at Monsignor Doyle Catholic Secondary School carry the following course load:  
Grade 09 - 8 credits      Grade 10 - 8 credits      Grade 11 - 8 credits      Grade 12 - 6 credits

**Exceptions to these course loads can only be made after discussion with the student's parent/guardian, guidance counselor, and administrator.**

- Following the first 5 days of classes of each semester, **students will no longer be able to change courses. Please note some course change requests may not be possible due to scheduling constraints.**
- Students must attend all of their classes until the parent, in conjunction with the subject teacher, guidance counselor and/or the administrator have given their approval to change their timetable.
- Students who stop attending a course without approval will be recorded as truant.

Grade 12 students are allowed a study period to help focus on their remaining courses. **See Privileges section for more detail regarding expectations.**

Students who turn 18 are considered adults and are responsible for their attendance, behavior and work ethic. All students will be monitored to assist the student in their decision making to ensure success. A student may choose to continue having communication from the school available to parents or guardian and must complete a form that is available in the attendance office.

## ASSESSMENT AND EVALUATION

Students are responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher and in the form approved by the teacher. Consequences for not completing assignments or submitting work late are outlined in Board policy and are shared with students by their teachers. Late and missed assignments may affect a student's progress and achievement as marks will be deducted for late and missed assignments. In addition, it will be noted on the report card as part of the evaluation of the student's learning skills and work habits. Consequences will also result for cheating or plagiarism as explained below.



## PLAGIARISM

Cheating is an act of deceit, fraud, distortion of truth, or the improper use of another person's effort(s). Plagiarism, a form of cheating, is a serious legal, ethical, and academic offense, be it intentional or unintentional. Plagiarism is defined as the following:

- **The use of another person's ideas**, opinions, or theories, **without giving proper credit** to the original owner.
- **The use of any facts, statistics**, graphs, emails, visual images, artwork, music compositions, data structures, notes or any pieces of information that are not common knowledge, **without giving proper credit** to the original author or source.
- **The fabrication and citing of non-existent information** and resources.
- **Using quotations** of another person's actual spoken or written words, **without giving proper credit** to the original author or source.
- **Paraphrasing another person's spoken or written words**, without giving proper credit to the original author or source.
- **Copying all or some of another person's work** and claiming it as one's own original work.
- **Submitting assignments**, whole or in part, **as one's own** that have been purchased, traded, or loaned.
- **Submitting as one's own**, work that has been conceived jointly with others, **without giving proper credit** for the contributions of others.
- **The use of informational software**, the Internet, or electronic translation resources, in whole or in part, and claiming it as one's own original work, **without giving proper credit** to the original author or source.
- **Incorporating the "cutting and pasting" of resources** and claiming it as one's own original work, **without giving proper credit** to the original author or source.

### Strategies for Avoiding Plagiarism

**Students are encouraged to follow the school Communication Guide/Style Guide and the following:**

- Always write down the author, title, page number and publication information when taking research notes.
- Cite the reference as soon as you have mentioned the idea you are using, not just at the end of a paragraph.
- It is not necessary to cite anything that is common knowledge, which includes facts and ideas that can be found in several sources and have a good likelihood of being known by many people.
- Acknowledge or cite any facts that are not common knowledge, or any ideas that interpret facts.

### **If in doubt, cite your sources.**

### **Plagiarism Consequences**

Each form of plagiarism is unacceptable and demands consequences. In all cases, the teacher must contact the parent/guardian and explain the situation and the board policy on plagiarism.

**Students who commit plagiarism in the 70% of term work:**

- will receive an "I" (Incomplete) for the assessment activity or
- will be required to redo the assessment activity to demonstrate that they have developed the required skills and/or met the expectations for that assignment. This may be considered when determining a final grade.

Administrators will be informed of any act of plagiarism. In addition, students who sell any assignment, or offer their work to another student for the purpose of committing plagiarism, are to be referred to their administrator in accordance with the WCDSB policy on "conduct injurious to the moral tone of the school."

**Students who commit intentional plagiarism on a Final Summative Assessment (in the 30% of term work) will receive a mark of zero for that component of the Final Summative Assessment.**



## CO-CURRICULAR ACTIVITIES & INTER-SCHOOL SPORTS

A sports tradition flourishes at Doyle, contributing to our school spirit. For further information on the athletic program, please see the Athletic Director or Monsignor Doyle's web site.

Non-athletic clubs may include Band, vocal ensembles, Yearbook Club, Math Club etc. Funding for these clubs is provided by the Student Activities Council through the payment of the student activity fee.

Students participating in Arts or Athletic clubs, however, may be charged a separate fee to defray extra-ordinary costs such as transportation, uniforms, etc.

### Need a hand?

If fees are the only thing holding you back from participating in a club or playing on a team, please speak to your guidance counsellor or administrator.

## SPORTS CALENDAR

Fall Sports	Winter Sports	Spring Sports
Girls Basketball Boys Volleyball Cross Country Jr. Boys Soccer Boys Golf	Boys Basketball Girls Volleyball Boys Wrestling Varsity Girls Hockey Varsity Boys Hockey	Badminton Track & Field Sr. Boys Soccer Varsity Girls Soccer Boys Slo-Pitch Girls Slo-Pitch

## STUDENT CLUBS, GROUPS & COMPETITIONS

Clubs, Groups, Programs	
<ul style="list-style-type: none"><li>• Archery Club</li><li>• Basketball Club</li><li>• Book Club</li><li>• Chess Club</li><li>• Choir</li><li>• DECA</li><li>• Dungeons &amp; Dragons Club</li><li>• Eco-schools</li><li>• Fitness Club</li><li>• Games Club</li></ul>	<ul style="list-style-type: none"><li>• Guidance Crew</li><li>• Heart Club</li><li>• International Certificate Program</li><li>• LINK Crew</li><li>• Math Club</li><li>• Reach for the Top</li><li>• Running Club – Run for it</li><li>• Social Justice Club</li><li>• Student Council</li><li>• Tech Crew</li></ul>
Competitions	
<ul style="list-style-type: none"><li>• ECOO Programming Competition</li><li>• University of Waterloo Math Competition</li></ul>	

## MONSIGNOR DOYLE PRIVILEGES

Throughout high school, students at Monsignor Doyle are extended certain privileges. The intent and purpose of these privileges is to encourage individual responsibility as it relates to school success. These school successes will translate into future successes beyond your high school years.

### **Examples of Privileges:**

#### **Attending School Sanctioned Events:**

- A student's first and foremost responsibility is to strive toward academic success. These activities provided throughout the year (clubs and team events, school dances, semi-formal etc.) offer additional opportunities to develop academically and socially. If a student is not being successful, then their focus is to improve academically and then be able to attend these events.

#### **Off Campus Lunch:**

- Those students who take the opportunity to leave school campus during their lunch are doing so knowing that this requires good time management. The responsibility of eating lunch off campus includes the responsibility of getting back to school safely and in time for afternoon classes.

#### **Senior Spare (Open Study Hall):**

- Senior students are not assigned to study hall during their spare, but they may not linger in the halls either. Students having period one spare may arrive prior to period two. Those students with a spare at the end of the day may leave after their last class. While in the school building, students are required to go to the library, cafeteria, seating area outside the chapel or be under the supervision of a staff member. If a student is unable to do this independently, then a supervision can be assigned by administration. Students are expected to continue to be in proper school uniform while on a spare.

**All students must sign out before leaving the school during the school day.**

## WASHROOM BREAKS

**Students will be permitted to use the washroom when needed, however, they are to ask the classroom teacher prior to leaving. Leaving class without permission will result in a consequence being assigned.**

### **FOLLOW-UP:**

- Students are to use the washroom before school, during transitions, and on their lunch
- Teachers will contact home if students are habitually going to the washroom
- If students are in the hall wondering, or taking too long to return to class, staff may ask the main office to page the student back to class.
- If a student continues to be referred to the main office, their name will be forwarded to their administrator at which time progressive discipline measures will be enforced.

## SKILLS FOR SUCCESS

To meet the requirements of the Ontario Secondary School Graduation Diploma and the Catholic Graduate Expectations, students are expected to demonstrate the following learning skills:

**Work Independently** - Students need to demonstrate their ability to work independently and without supervision when it is appropriate.

**Teamwork** - Students need to display teamwork by demonstrating the value of working together, effective use of interpersonal skills, effective conflict resolution, positive outlook about the task and other members, dependability, and respect for all.

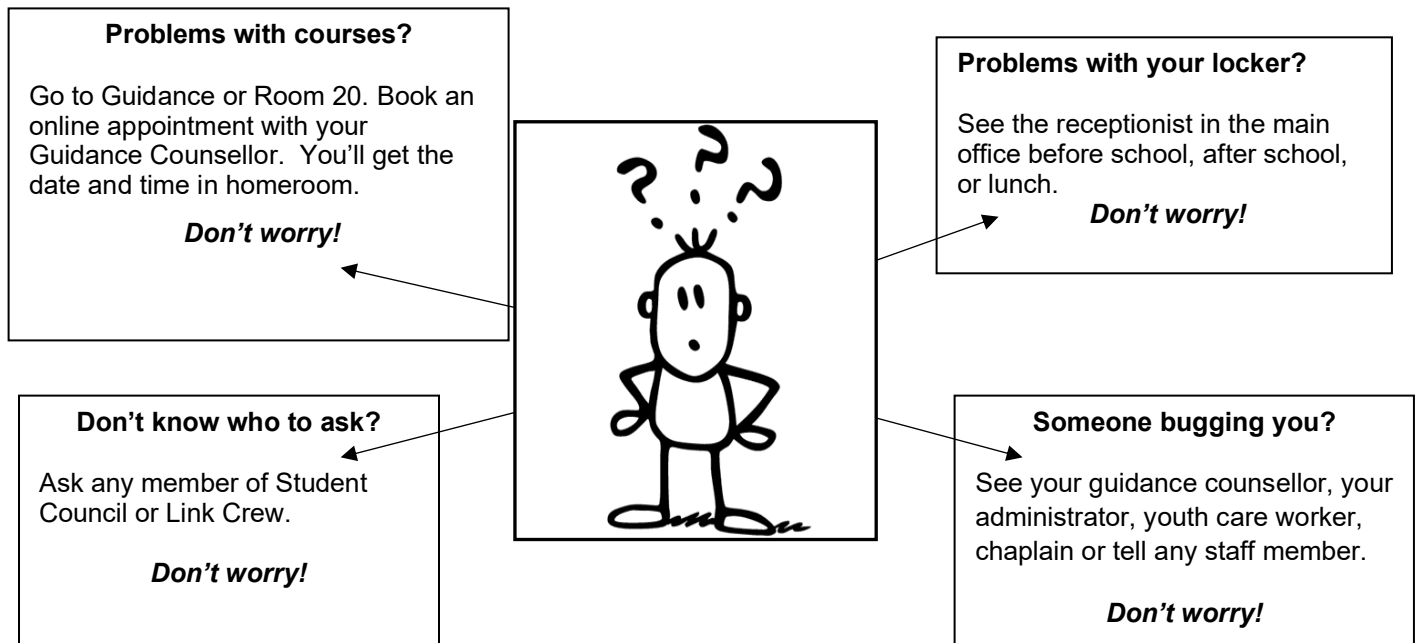
**Organization** - Students need to display their organizational skills by demonstrating attention to detail, the quality of the work, and their ability to follow instructions.

**Initiative** - Students need to display initiative by demonstrating a willingness to explore new ideas and feel confident enough to embrace the “entrepreneurial spirit”.

**Collaboration** - Students need to accept an equitable share of work in a group and work with others to resolve conflict and achieve group goals.

**Self-Regulation** - Students need to set their own individual goals, seek assistance when needed and reflect critically on their own strengths, needs and interests.

## LOOKING FOR HELP?



## Pathways & Career Resources

*Hey Mustangs, while you are considering your Plan A and Plan B after high school: here are some useful resources to consider.*

### Work and Apprenticeship

[www.apprenticesearch.com](http://www.apprenticesearch.com) (apprenticeship info and jobs)

[www.ontario.ca/page/start-apprenticeship](http://www.ontario.ca/page/start-apprenticeship) (apprenticeship info/grants/jobs)

[canada.ca](http://canada.ca) (searching for work)

[www.lutherwood.ca/](http://www.lutherwood.ca/) (employment & community connections)

[www.cambridgecareerconnections.com](http://www.cambridgecareerconnections.com) (employment and community connections)

### University

[www.electronicinfo.ca](http://www.electronicinfo.ca) (info on university programs/requirements/grades/scholarships)

[www.ouac.on.ca](http://www.ouac.on.ca) (university application site)

[www.oua.ca/](http://www.oua.ca/) (Ontario University Athletics)

[www.collegeboard.org/](http://www.collegeboard.org/) (SAT information)

[www.commonapp.org](http://www.commonapp.org) (American University application)

### College

[www.ontariocolleges.ca](http://www.ontariocolleges.ca) (info on colleges & application services)

[www.ocaa.com/](http://www.ocaa.com/) (Ontario Colleges Athletic Association)

[www.ontransfer.ca](http://www.ontransfer.ca) (transfer agreements colleges and universities)

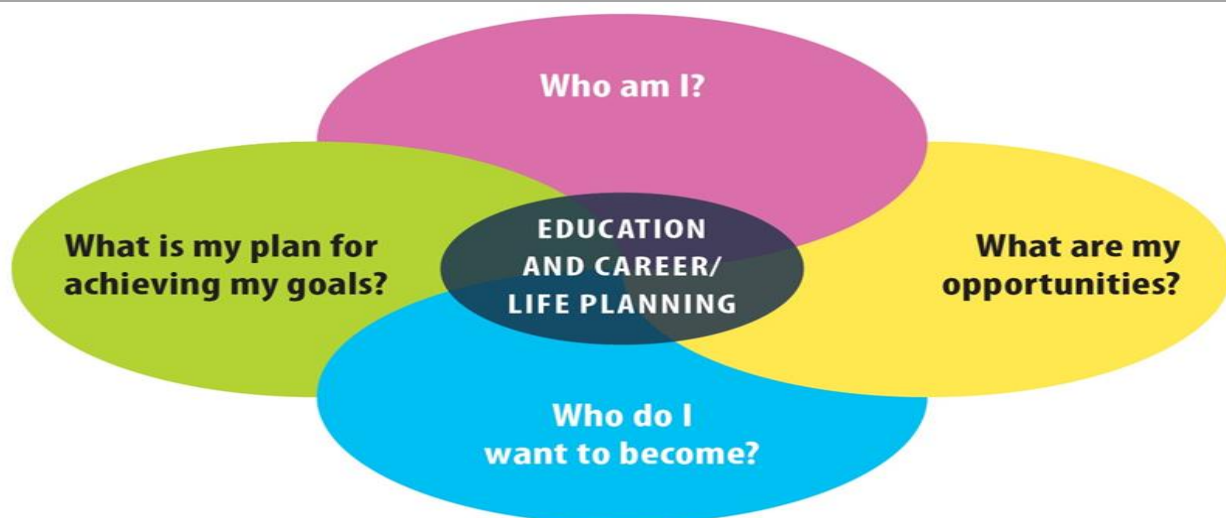
### Finances

<https://osap.gov.on.ca> (Ontario Student Assistance Program)

<http://doyle.wcdsb.ca/>

(quick link Guidance: scholarships, pathways, community service, post-secondary options)

[www.osca.ca/](http://www.osca.ca/) (search under students for education, financial assistance and career life planning resources)



## UNIFORM POLICY

- McCarthy's **navy blue pants, capris or shorts**
- McCarthy's **white/maroon short or long sleeve golf shirt** with the Doyle logo
- McCarthy's **navy/grey sweatshirt or navy sweater/cardigan/vest** with Doyle logo

**THE ONLY ITEM TO BE WORN UNDER A UNIFORM SWEATER OR VEST IS A PLAIN WHITE, BLACK OR GREY SHORT OR LONG SLEEVED, CREW NECK T-SHIRT OR SWEATSHIRT – NO HOODIES!**

### As Well

- 1) Uniforms need to be clean and in good condition.
- 2) Pants, capris, and shorts are to be worn around the waist.
- 3) Shorts are *not* to be rolled up; the Doyle emblem must be always visible.
- 4) **All athletic wear is to be left in student's locker and is not to be worn in the school at any time.**
- 5) For safety reasons, **open toed or heeled footwear may not be worn** in Art, Science, or Tech areas.
- 6) Uniforms are to be worn on all school excursions or trips unless permission is granted by the principal.
- 7) **No accessories are to be added to the uniform.**
- 8) In the morning students are to head to their lockers to store all non-uniform items such as coats, hoodies, sweaters, track pants, scarves, or any other non-uniform items for the day. At lunch, students wearing non-uniform items are expected to exit quickly and upon return go to their lockers to store these items.
- 9) For the safety of identifying all individuals in the school building hats will *NOT be* worn in the school at any time. Confiscated hats may be held for a period in the Main Office. Hats are to be left in lockers during the school day. This includes civvies days.

**Uniforms are available** from McCarthy's located at 44 Saltsman Drive, Cambridge.

Phone – 1-800-668-8261

Website – [www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca)



**SPirit WEAR DAYS** occur every Wednesday. **Spirt wear** is defined as Doyle approved club, team or event shirts and have the approved logo. Spirit wear shirts must be worn with regular uniform pants, capris, or shorts.



**No backpacks, hats, coats, hoodies, sweaters, track pants, scarves or any other non-uniform clothing are allowed in the cafeteria and library. Backpacks are also not allowed in science labs for safety reasons.**



### Civvies Days

- Several times a year, mainly as charity fundraisers, students are permitted to wear non-uniform clothing to class.
- Clothing choices must be appropriate for a Catholic school learning environment. Students are not able to wear tank tops or sleeveless shirts, short shorts, crop tops or bare midriffs, and no undergarments showing. Students will need to change if their attire does not meet these parameters."

**School administration reserves the right to send students home whose choice of clothing is not in keeping with the above guidelines.**

## MONSIGNOR DOYLE POLICIES AND PROCEDURES

### ACCIDENT

Any accidents or injuries occurring at school must be reported immediately to a teacher or to the main office. A **school accident report**, available in the attendance office or main office, should be completed within 24 hours, giving all the details of the accident and the circumstances.

### ATTENDANCE

#### Punctuality—Arriving on Time

A student is considered late if he/she arrives to class **after the second bell**. The first bell is a warning bell to advise students to quickly move to their class. Arriving late for class disrupts the learning for yourself and others.

Punctuality is a skill that needs to be developed for any future success.

Teachers will phone parents regarding chronic late arrivals and administrators will apply progressive discipline (i.e. lunch detentions, in-school consequences and/or suspensions) if there is no improvement in punctuality.

**Students having difficulty with late arrivals to class or truanancies run the risk of losing school privileges at the discretion of administration. (see privileges section for more details)**

## ABSENCES

Without a note or a phone call from a parent/guardian, a student will be marked as truant.

- **Attendance Line: 519-622-1290 extension 5202 (OPEN 24 HOURS A DAY), or email [mdoy.attendance@wcdsb.ca](mailto:mdoy.attendance@wcdsb.ca)**

- A parent/guardian should contact the **attendance line** to advise that a student will be absent for all, or any part of the school day. This needs to be done in an expeditious and timely manner.

**A parent/guardian CANNOT sign their son/daughter out to remain on school property to study in the Learning Commons, or Tables outside Cafeteria.**

#### Appointments and/or Illnesses

**Leaving school property without signing out at the attendance office will be recorded as a truancy.**

Notes or phone calls are required for appointments for which a student needs to leave the school during the day.

**If a student is ill, they must report to the attendance office and a parent/guardian or emergency contact will be contacted. Students must not leave school without notifying the attendance office.**

**OVER 18** - Students who are 18 are required to verify their own absences (to a maximum of 7 per 5-month semester) in a timely manner. Administration reserves the right, dependent on punctuality, attendance and behaviour, to require a **doctor's note or other suitable verification of the reason for the absence.**

**Students who are absent from school, whether in part or in full during the day, are not permitted to participate in after school activities – i.e. in a team sport or practice, a club activity or a school event (such as a dance). All our Mustangs are students first.**



## EXTENDED ABSENCES

The school requests that parents/guardians contact your student's guidance counsellor or administrator when there are medical reasons for an absence of **more than 3 days**.

- Absences for extended holidays during the school year are strongly discouraged. For those that do occur, an **Intent to be Absent Form** must be submitted (available in the main office). It must be signed by a parent/guardian and should be submitted well in advance of a planned absence.
- Students must take full responsibility for the course work that is missed. Students should speak to teachers prior to the absence so he/she does not fall behind.

## FINAL EVALUATION ATTENDANCE

Attendance at a final evaluation is compulsory. If a student is absent, the attendance secretary will call home and instruct the student to attend as quickly as possible. If a student cannot be reached or arrives after the evaluation is over, the student will be deemed to have not completed the course, according to Ministry of Education policy. **Failure to complete the final evaluation could also jeopardize a student's ability to attend summer school for that subject.**

Besides the loss of a credit, a student may not be allowed to repeat the course in the same school year. Those students registering for a course for the first time will be given first preference.

**Families should not book vacations in the weeks at the end of the semester.**

In the case of a family emergency or illness as confirmed by a doctor's note, an alternative evaluation time will be considered.

**No final evaluations are written in advance of the scheduled time.  
Dates for final evaluation are listed on the website.**



## CELL PHONES ARE NOT ALLOWED IN FINAL EVALUATIONS

**In addition to final evaluations, students must be present for Grade 9 EQAO Math testing which takes place in January and June and also for the Grade 10 OSSLT Literacy test. The students are advised of these dates well in advance of the testing.**

## BUSES



**Riding a bus is a privilege, not a right.**

The school bus is viewed as an extension of the school and therefore it needs to be a safe and secure environment.

Students must be aware that:

- They are responsible for their conduct which is answerable to the administrator at the school
- They must never endanger the safety or comfort of themselves or others
- They are to always obey the driver who has responsibility for all passengers
- The driver, in consultation with administration, may assign a student to a particular seat
- They must only travel on the bus that has been assigned to them.

**-Sign-on to buses are allowed only in special circumstances and only by administration.**

**-Requests must be accompanied by an email from both child's parents to administration.**

**-Only one request is allowed during the school year.**

Bus passes to school buses may be withdrawn for improper behavior such as: fighting, yelling, climbing, smoking, use of e-cigarettes, throwing articles, vandalism, using profane/inappropriate language, bullying or harassment etc.



## SCHOOL BUS CANCELLATION



Due to inclement weather, rural buses serving the school may be cancelled. The school will remain open, and all other students are expected to be in attendance.

**Announcements regarding bus cancellations or school closures will be posted on the Board's website <http://www.wcdsb.ca> under "Cancellations" on the home page as well as being announced on local radio stations (AM 570 or FM 96.7).**

## SCHOOL COMPUTERS/CHROMEBOOKS



Students are granted an individual account to access the school computer system to support their studies which includes access to the Internet for research purposes. For this to occur, a contract is signed by the student using the following guidelines:

**According to the computer policy, students may not:**

- Share accounts
- Use chat lines or e-mail without teacher supervision
- Use the computer to annoy or harass others
- Attempt to access computer resources for which they have not been authorized
- Remove, copy, or vandalize computer resources (i.e. software, hardware)
- Install or download programs from the Internet
- Invade another user's privacy

Each student is allotted a limited number of printouts (50 sheets per semester). Additional print credits may be purchased through the main office.

**School computer use is for educational purposes only.**

Any inappropriate use of school computers will result in the loss of access to the computer system and/or suspension as stated in The Safe and Secure Act.

**1st offence** - includes the withdrawal of computer privileges for 5 school days

**2nd offence** - includes the withdrawal of computer privileges for 10 days

**3rd offence** - incident may result in the withdrawal of computer privileges for the remainder of the semester

**Notification is sent home for a parent/guardian signature.**

**Students are re-instated on the system upon receipt of the signed Incident Form, and once the penalty period has expired.**

### **Student Access to the Wireless Network**

The "WCDSB Internet" wireless network will provide access to any personal device that has wireless capability (laptop, tablet, mobile device, etc.). There are several hotspot locations including the library, main office and other select locations around the school. The number of hotspots will increase every year to eventually provide full coverage. Students will be prompted for a login and should use their network login and password.

Access to and use of the network through personal devices shall be for educational purposes only and shall be compliant with the Acceptable Use Policy APS017, Appendix A. Access to the wireless network is a privilege. The WCDSB in its sole discretion may deny access at any time.

**Users at no time have permission to connect to the local area network (LAN) using a cable of any sort.**

## CO-CURRICULAR POLICY / FEES

To be eligible to represent Monsignor Doyle in any District 8 athletic activity, a student must be registered in a minimum of 3 courses each semester. Students will be eligible for no more than 5 consecutive calendar years for competitions from their date of entry into Grade 9.

**Student Athlete: It is an expectation that students who represent Monsignor Doyle on school athletic teams and clubs will maintain an acceptable academic average, have good attendance and will honour their commitment to the team or club for the entire season.**

Students who “quit” any activity before the end of a season will be ineligible to represent Monsignor Doyle in any District 8 athletic activity for one year, at the discretion of the coach and administration. Students not maintaining an acceptable academic average or who are persistently truant and late to classes may also be removed from a team or club.

Students who participate on a school athletic team will be charged a fee (amount to be determined) to defray the costs of uniforms, equipment and busing. Students who participate in extra-curricular activities are “ambassadors” of Monsignor Doyle and are expected to behave as good citizens of the school and community. Failure to do so may result in removal from the activity/club/team.

**Students who are absent from school, whether in part or in full during the day, are not permitted to participate in after school activities – i.e. in a team sport or practice, a club activity or a school event (such as a dance). All our Mustangs are students first.**



## CAFETERIA / LUNCH PERIODS

Students can eat in the cafeteria and first floor hallways only. Infractions that endanger the safety and health of other students will be reported by lunch supervisors and dealt with by their administrator. Students are reminded that they are responsible for cleaning up after themselves, as we work together to keep our school well cared for and a place, we are all proud of.



## COMMUNITY SERVICE HOURS



Community service work hours can only be granted when a student performs service work for a non-profit organization and outside of the school day. Service work for profit-oriented companies will not count towards the 40 hours required of community service work to graduate.

## DANCES

Rules are posted for every dance and include specific reference to drugs and alcohol. Students who wish to invite guests must sign them in at the main office at least 48 hours prior to the dance.

Monsignor Doyle reserves the right to refuse entry to any person who:

- comes late or does not attend their classes
- was absent the day of the dance
- appears under the influence of drugs or alcohol
- is known to have caused problems during school or school functions
- wears gang clothing or symbols or colours
- if any person violates any of the above conditions, he/she may be suspended and banned from school dances for a full year.
- any Monsignor Doyle student who signs in a guest is responsible for their conduct and may be subject to the same consequences as the violator.
- both the Monsignor Doyle student and the visitor must arrive together and present valid student cards.

## EMERGENCY PROCEDURES

In the event of a fire alarm, students are to proceed quickly to the exit posted in the classroom and move well away from the building. **Students must remain as a class group so that the teacher may take attendance.**

Emergency procedures for other situations such as “lockdowns” are reviewed periodically. Emergency procedures are practiced several times each semester during the school year.



## EXCURSIONS / FIELD TRIPS

These are either a full or partial day, and generally involve transportation to an off-campus site. Students may be asked to support the cost of the trip by paying a fee to subsidize the cost of the trip. It remains the student's responsibility to make up any missed assignments for missed classes. No trips will be scheduled during evaluations, EQAO Math testing and the Literacy test.

**The Code of Conduct and smoking policies apply during school trips.**

## 21st CENTURY LEARNING: ELECTRONICS

In this age of 21<sup>st</sup> Century learning, we are fully aware of student access to handheld technology. The Monsignor Doyle community embraces this new approach to the use of technology in the classroom. We are encouraging **purposeful use** of this technology for learning only.

The use of cell phones and other forms of technology in the learning environment will be at the discretion of the classroom teacher who will be directing as to how the technology can be used. Any cell phones that are visible when they are not being used under the discretion and permission of the teacher will be assumed to be in use, therefore students should always have them in a backpack or pocket turned off for class time unless being used for educational purposes, they will be sent to turn it in to the main office for the remainder of the day.

The school is NOT responsible for these items. If these items are lost or stolen, families may pursue the matter with the police if they wish.

## FIRE ALARMS

Sounding or causing a false alarm or misusing fire equipment is a criminal offence. Consequences for false alarms will occur.

## FOOD AND DRINKS

Food/drink is only to be consumed in the designated area (cafeteria or tables in front of the chapel) and is not allowed to be consumed in classrooms. Only water is allowed in classrooms.

## LEARNING COMMONS / INFORMATION SERVICES

Regular library hours are 8:00 am to 3:30 pm, Monday to Friday. In the library, you'll find workspace and materials for research or recreational reading (books, magazines, audiobooks, graphic novels and online research databases). If you would like help finding a book, doing some research, getting the passwords for the online databases, or putting together your works cited, please feel free to ask the librarian.

Twitter: Twitter@MDoyleLib

## Library Policies

- The regular loan period for books is 2 weeks. If you need a book longer than this, you can renew it for an extra 2 weeks (unless someone else is waiting for it).
- If your book is overdue, you will get a notice from your teacher.
- Students are required to be in school uniform in the library.
- All food and drinks must be left in lockers or at the front of the library.

## LOCKERS, LOCKS, AND VALUABLES

Students may use only the locker assigned to them and are responsible for any content found inside it or damage done to it. Lockers should be kept clean, neat and tastefully decorated and must be left clean at the end of the school year. Any items left in the locker at the end of the school year will be donated.

In the event of a student's withdrawal from school, the lock and locker contents should be removed at that time, otherwise, the contents will be removed by the office.

**Lockers and lock combinations are not to be shared with anyone.**

**Note: Students must use school issued locks.** These are provided when a student registers at Monsignor Doyle as part of the registration process. Any other locks will be cut off as the school reserves the right to search any locker as part of the Safe Schools Act.

## PROPERTY DAMAGE / LOSS

In keeping with the policies outlined in the Code of Conduct, property damage of any kind: defaced desks, lockers or walls, theft, vandalism, or loss of materials, may result in suspension, monetary compensation at the students' expense and/or the involvement of police.

Books, lost or damaged, must be replaced at cost value.

## SKATEBOARDS & SCOOTERS

Skateboards, and Scooters are not permitted to be used on school property or taken on school buses because of the danger of personal injury and property damage. Skateboards and scooters may be kept in the Main Office during school hours.

## STUDENT PARKING IS AVAILABLE

Students may park in the designated areas only. Students found driving in an unsafe manner on school property will have parking privileges revoked and may face consequences.

**Only students with a valid G2 drivers' license are permitted to park on school property.**



## SMOKING & VAPING BY-LAW

**NO smoking or vaping is permitted anywhere on school property.**

- Smoking is not permitted on adjacent properties—the Mormon Church or the Cambridge Christian School.
- Smoking is only permitted on the sidewalk immediately adjacent to Myers Road at the northeast corner of the property.
- Cigarettes and vapes are not to be visible or carried openly within the school.
- Students who smoke or vape on school property will automatically be suspended for 1 day on the first offence and 3-5 days for subsequent offences. The violation will also be recorded according to the city by-law.
- **Smoking in the designated area is only permitted before school, during lunch and after school. This ban includes cars on school property and school excursions.**
- **Students are not permitted to use chewing tobacco or e-cigarettes at or on school property anytime.** The same consequences as smoking will be assigned to both of these items.



## TEXTBOOKS / TEAM UNIFORMS / OUTSTANDING DEBTS

Textbooks, library books, course materials and team uniforms are the property of Monsignor Doyle Catholic Secondary School and are signed out for student use in courses/activities where they are needed. Their care is the responsibility of the student.

Students are expected to pay replacement costs for any lost or damaged books or uniforms. Due to the cost of team uniforms and making any necessary repairs, a deposit is required from students to be returned at the end of the season when the item is returned in good repair by the student.

## THEFT

To prevent theft, students should not bring valuables and/or money to school. **Lockers should be firmly locked. No valuables should be left in any of the phys. ed. change rooms.** A theft report should be completed and police contacted if necessary. As a precaution, the school recommends that all personal property should be identified with the student's name or an identifying serial number.

***It is not the school's responsibility to replace lost or stolen items.***

## VIDEO SURVEILLANCE



Video surveillance cameras are in operation throughout school corridors, cafeteria and outside. They are operated in accordance to a surveillance policy developed jointly with staff, school council and in accordance with WCDSB policy.

## VISITORS

All visitors to Monsignor Doyle must report directly to the main office upon entry unless they are attending public or inter-school events or tournaments. All children/students must be supervised by their parent and/or school's representative.



- For identification purposes, visitors will be issued a visitor pass with the Monsignor Doyle name on it.
- Students from other schools are not permitted within the school building or to be on school property.

## COMMUNITY SUPPORT SERVICES

### CHILD ABUSE

Child abuse is any form of physical harm, emotional deprivation, sexual mistreatment, or neglect which can result in physical injury or psychological damage to a child. A child, according to Ontario Law, is someone under sixteen (16) years of age, or someone up to eighteen (18) years of age if under the care of Family and Children's Services. Any person who believes on responsible grounds that a child is in need of protection is obliged to report this information. Any victim of abuse or any person who has knowledge of abuse is encouraged to contact a teacher, youth care worker, guidance counsellor, or administrator if assistance is needed in making a report. Family & Children's Services: Kitchener 519-576-0540 or Cambridge 519-623-6970.

**For a listing of Children and Youth Mental Health Resources in Waterloo Region, go to this link:**

**<http://www.pcmh.ca/documents/PCMH%20Resource%20List%20-%20Oct.pdf>**

**There are Resources for Counselling Services, Drop-In, Emergency and Urgent Services, Family Violence, Help Lines, Misc. Information, Legal/Financial Services, Mental Health Services, Self-Help, Substance Abuse, Support Groups, and Tri-City Aboriginal Community.**





**3 ways you can contact Crime Stoppers anonymously**

**1-800-222-TIPS (8477)**

**[www.waterloocrimestoppers.com](http://www.waterloocrimestoppers.com)**

**Text “CRIMES” begin message with #152**

Your school is your community. If someone is committing a crime in your community, you can report it anonymously to Crime Stoppers. We do not want to know who you are; we do not take your name or address or phone trace in anyway. Your anonymity is guaranteed by the Supreme Court of Canada.



**SOCIAL MEDIA AND CYBER CRIMES**

Waterloo Regional Police Services.....519-653-7700

<http://www.wrps.on.ca/stay-safe/keep-your-children-safe/internet-safety>