

# Monsignor Doyle Catholic Secondary School

## Student Handbook 2024/2025



185 Myers Road  
Cambridge, ON N1R 7H2

Tel: (519)622-1290

Attendance: Ext. 5610

Reception: 5601

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

Monica Carlin

Vice-Principal

(A - J)

Delmar Borba

Vice-Principal

(K - S)

Rich Stehlik

Principal

(T - Z)

## Items found in the Document:

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## Guiding Principles

“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 the community. First and foremost, we are about learning, which is our primary responsibility as a school 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.

## Code of Conduct

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, lunch detentions, and/or out of school suspensions at the administrators' discretion are related to:

- Use of profanity
- Opposition to authority
- Neglect of duty: i.e. 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
- Disrespectful behaviour
- Fighting or inciting others to fight
- Vaping or smoking on school property

## Daily Schedule:

Warning Bell	8:30 am
Period 1	8:36 am - 9: 51 am
Period 2	9:57 am - 11:12 am
<b>LUNCH</b>	11:12 am - 11:58 am
Period 3	12:04 pm - 1:19 pm
Period 4	1:25 pm - 2:40 pm
Buses depart the school at 2:50 pm	

## Opening Exercises

The Land Acknowledgement, National Anthem, and morning prayer will happen at the beginning of Period 1. Students are to stand and remain quiet during these opening exercises in all areas of the school.

Announcements will take place following the morning prayer. Anyone who missed the announcements can find them posted on the school website ([www.doyle.wcdsb.ca](http://www.doyle.wcdsb.ca)).

## Scent-Free School

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 and/allergic to scents.

## Important Dates

Sept. 3	PA Day - no classes for students
Sept. 4	First day of regular classes - full uniform required
Sept. 5	Picture Day

Sept. 9	Grade Level Assemblies
Oct. 1	CSAC: Catholic Schools Advisory Committee - (Parent Council Meeting)
Oct. 11	PA Day - no classes for students
Oct. 14	Thanksgiving Day - no classes
Oct. 24	Parent/Teacher Conferences
Nov. 1	PA Day - no classes for students
Nov. 26	CSAC: Family of Schools Mass and Meeting
Dec. 23 - Jan. 3	Christmas Break - no classes
Jan. 24 - Jan. 30	Evaluation Block - <b>students are required to be in school</b>
Feb. 1	PA Day - no classes for students
Feb. 13	Semester 1 Report Card Distribution
Feb. 17	Family Day - no classes
Mar. 3	Parent/Teacher Conferences
Mar. 10 - Mar. 14	March Break - no classes
Mar. 31	PA Day - no classes for students
Apr. 18	Good Friday - no classes
Apr. 21	Easter Monday - no classes
May 19	Victoria Day - no classes
May 30	PA Day - no classes for students
June 20 - June 26	Evaluation Block - <b>students are required to be in school</b>
June 27	PA Day - no classes for students

Please note the dates for evaluations. We kindly ask that families refrain from booking vacations during these times as students are required to be in class.

## A Message from our Principal

Welcome to all Monsignor Doyle students. I am truly honoured to be the Principal of this outstanding Catholic high school within this fantastic community. I hope that each of you consider yourselves a proud Mustang!!

This handbook is intended to make you feel comfortable while at Doyle. The information found here will help answer most questions in terms of support, expectations, and guidelines. With all students aware of the information in this handbook, the hope is that all of you reach our potential and do so in a safe, caring, compassionate, and supportive environment.

Please take care of yourselves, your fellow students, and all those around you. Respecting others and the school itself will make for a better overall experience - for this year and for your entire high school career. All the best for a phenomenal 2024/25!!

Mr. Stehlik

## A Message from our Chaplain

Greetings,

As the Chaplain of Monsignor Doyle CSS, it is both my calling and my privilege to offer support, guidance, and a listening ear during your time in high school.

In this role, I am here to walk alongside you in faith, providing pastoral care as you navigate life's journey. Whether you seek support in moments of difficulty, answers to questions of faith, prayer, or simply a space to reflect, I am here to serve you with compassion and respect.

My ministry also includes coordinating liturgies and Masses, visiting classrooms, and offering retreats, all of which nurture the spiritual life of the school community.

I look forward to connecting with you during your time at the school. May God give you strength, joy, and peace for the journey!

God Bless,

Ms. Kwiecinski

*“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” – Jeremiah 29:11*

## Communication

Students are assigned an Administrator and Guidance Counselor based on the first initial of their last name.

Administrators	
Monica Carlin (VP)	A - J
Delmar Borba (VP)	K - S
Rich Stehlik (P)	T - Z
Guidance Counselors	
Tim Schade	A - F
Cresh Marschall	G - M
Lynn Manders	N - P
Kim Meyers	Q - Z

Sarah Kwiecinski	Chaplain
Cameron Hall	SAC Director
Pat Grasso	Special Education
Dan Reis	Student Success
Sarah Ducker	Athletic Director

## Communication Chain

When a parent has a concern or suggestion, it is expected that the issue will be raised first with the staff member, prior to contacting administration or the Superintendent of Learning as per [APC001](#)

## Teacher Emails

[Lastname.firstname@wcdsb.ca](mailto:Lastname.firstname@wcdsb.ca)

## Student Activities Council (SAC)

A new Student Activities Council is formed each spring for the following year. Elections are held for the positions of Co-President. The rest of the council is appointed and those positions are:

Stay connected and get involved!! Follow on Instagram: [@doylesac](#)

## A Message from our Co-Presidents

Welcome to high school! We're your SAC Co-Presidents, and we're so excited to have you join our Mustang community. While it may seem daunting at first, high school is all about making memories, and the best way to do that is by getting involved. This is your chance to try new things, make friends, and create unforgettable experiences. Don't be afraid to step out of your comfort zone and make the most of every opportunity. Whether it's joining clubs, participating in sports, or showing your spirit at school events, there's something for everyone. As for us, we're here to help make your experience amazing, so don't hesitate to stop by the SAC office with any ideas or questions. Let's make this year the start of something special — get involved and make it yours!

Your Co-Presidents,

Faraaz & Alia

## Extra-Curricular Activities

Sports Calendar		
Fall Sports	Winter Sports	Spring Sports
Girls Basketball Boys Volleyball	Boys Basketball Girls Volleyball	Badminton Track and Field



Cross Country Girls Field Hockey Jr. Boys Soccer Golf	Boys Wrestling Varsity Girls Hockey Varsity Boys Hockey	Sr. Boys Soccer Girls Soccer Boys Rugby Boys Slo-Pitch Girls Slo-Pitch
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Student Clubs and Groups	
Archery Club Doyle Theatre Club Band Choir Model UN Social Justice DECA ESports Robotics	Rock Climbing SAC Mustang Buddies Black Brilliance Badminton Club Safe Schools Ambassadors Multicultural Club Pickleball
Competitions	
University of Waterloo Math Competition	

## Attending School Events - Code of Conduct

When deciding to participate in school events, students agree to meet the following standards as representatives of our school:

- A student's first commitment is to their studies. Eligibility is dependent on a student's effort to be successful in the classroom.
- Students may not participate in an extra-curricular activity on a day when they have an unexplained absence or are on suspension. Students who miss more than a half day due to illness may not participate in an extracurricular activity on that day. Chronic absenteeism could result in students being denied the opportunity to participate in extracurricular activities. Participation in an extracurricular activity on the previous or the following day is never an acceptable reason for missing class.
- Once a commitment to participate is made, students are expected to attend all scheduled practices, games, and meetings. Failure to do so may result in being denied participation in any team or club for a period of one year from the time of the infraction. Students who quit or are

removed from a team have 5 days to appeal the one-year athletic suspension. Appeal forms are available in the Phys. Ed. office.

- Regardless of the outcome of games, students are expected to show respect for all officials and the rules of the game or activity, coaches, teachers, spectators, and opponents. We expect that students who represent Monsignor Doyle in extracurricular activities will be a source of pride to both themselves and the school. Actions or activities which detract from this premise are expressly prohibited and will be consequence accordingly.
- Students who attend games or activities as representatives of a school team or club are expected to travel in their school or team uniform. This applies to events during, before and after school hours.
- Students who visit other schools and travel to and from activities are expected to model, by their conduct and language, the same behaviours which are expected in our own school.

## Uniform Policy

The school uniform consists of the following item:

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

**The only item to be worn under the uniform top is a plain white, black or gray short or long sleeved CREW neck T-SHIRT, or CREWNECK sweater.  
No hoodies are allowed to be worn under any uniform top.**

Additionally:

- Uniforms need to be clean and in good condition.
- Pants, capris, and shorts are to be worn around the waist.
- Shorts are *not* to be rolled up. The Doyle emblem must always be visible.
- **All athletic wear is to be left in the student's locker and is not to be worn in the school at any time.**
- For safety reasons, **open toed or heeled footwear may not be worn in Art, Science, or Tech areas.**

- Uniforms are to be worn on all school excursions or trips unless permission is granted by the principal.
- 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.
- Hats and hoods are NOT to be worn in the school at any time. Students are to remove them immediately upon entering the school. Hats should be left in lockers during the school day. This includes civvies days.

**Uniforms are available** from McCarthy's located at 44 Saltsman Drive off Cherry Blossom Road. Phone – 1-800-668-8261 Website - [www.rjmccarthy.com](http://www.rjmccarthy.com) for details.

## **Spirit Wear Days**

Spirit wear days occur every Wednesday. **Spirit wear** is defined as a Doyle approved club, team or event shirt which has the words “Doyle,” or “Mustang,” or the school logo on them. Spirit wear shirts must be worn with regular uniform pants, capris, or shorts.

## **Civvies Days**

Civvies Days take place the last Wednesday of the month during (October-May). There are no civvies days in September or June. This is where students can wear non-uniform clothing of their choice. A donation is to be paid through School Cash Online. Parents will be notified monthly regarding civvies day, and what charity the funds will help support.

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 may be showing.

Students will need to change if their attire does not meet these parameters.

Notes:

- Students are to be in full uniform while in the cafeteria and library.

- Backpacks may be a safety hazard in some classrooms, i.e. science. Students are to put their backpacks in their lockers during these classes.
- **School administration reserves the right to send students home whose choice of attire is not in keeping with the above guidelines.**

## Attendance Procedures

Students are expected to be in class for the entire 75 minutes to ensure academic success.

### Reporting an Absence

If a student is going to be absent for a day or a period, parents/guardians are asked to report this absence prior to the beginning of the day.

- Use the School Messenger APP to report the absence
- Email: [mdoy.attendance@wcdsb.ca](mailto:mdoy.attendance@wcdsb.ca)
- Call: 519-622-1290 ext. 5610

Parents who have registered for School Messenger will receive attendance alerts if their child has an unexplained absence. This will occur about 20 minutes after the beginning of each period. If you receive this message and approve it, please contact the attendance office using one of the above methods.

### Late Policy

If a student arrives late to class, they are to come to the attendance office to get a late slip. Habitual lates may be addressed by the student's administrator.

If a student's bus is late, the "L" will be removed from their records.

### Planned Absence of 5-14 days

Students who will be absent for anywhere between 5 and 14 days are asked to come to the attendance office at least 2 weeks prior to the absence to pick up the paperwork that needs to be completed by parents and teachers.

### Planned Absence of 15+ days

Students who will be absent for more than 15 days must have a parent/guardian complete the WCDSB Intent to be Absent form, which can be

picked up in the Attendance Office. This must be done two weeks prior to the absence.

## **Absence during Evaluation Days**

Extenuating circumstances that affect a student not being able to write their final evaluations during the scheduled time will result in him/her completing their final evaluation at a time deemed appropriate by the teacher and administrator.

Note: Students must complete the appropriate paperwork at least two weeks prior to the absence.

## **Students over 18 years**

In keeping with the Municipal Freedom of Information & Protection of Privacy Act, no calls will be made to report absences for those 18 or over, unless permission is granted by the student to share information regarding attendance and academic progress with their parent or guardian. The student is viewed as an adult. Those students who have extended absences are required to provide the school with a doctor's note to cover absences or risk withdrawal. A student has one opportunity to re-initiate parental contact, by signing the appropriate form in the Attendance Office.

## **Policies and Procedures**

### **Mobile Devices**

Updates to [PPM 128](#) have outlined the minimum expectations for school boards with respect to mobile devices during class time.

All members of the school community must not use personal mobile devices during instructional time, except under the following circumstances:

- For educational purposes, **as directed by the educator**
- For health and medical purposes, i.e. glucose monitors
- To support special education, i.e. as outlined on the student's IEP

Instructional time is defined as the entirety of the 75-minute class period.

Consequences for a mobile device being in view during instructional time could be any of the following:

- The teacher will ask the student to silence and put the phone away.
- The student will be asked to surrender the mobile device to the teacher, to be placed in a designated area, for the period.
- The student will be sent to the main office to surrender the mobile device for the remainder of the day.
- Mobile device expectations extend to the hallways when students are in a class (i.e. students are not asking to go to the washroom and then using their phones in the hallways)

## **Vaping/Vape Products/Electronic Cigarettes**

Update from [PPM 128](#) - vape/vape products/electronic cigarettes are restricted items on school grounds. These products must be surrendered to the staff member immediately once seen and the office will communicate with parents/guardians.

The use of vape and electronic cigarettes are not permitted on school property, which includes the building and the parking lot. Consequences will follow the progressive discipline model and may include suspension.

## **Bullying**

**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 (using technology of any form).**

If you are being bullied or harassed, speak to someone you trust. Talk to parents, teachers, youth care workers, the chaplain, guidance counselors or administrators. Your complaint will be taken seriously and acted upon. You can also help others by coming forward with your concerns.

The school board’s Code of Conduct is explained in [ACP018](#). Please see a school administrator should you have a question.

## **Plagiarism**

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 APC050](#) 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.

## **Student Parking**

Students driving on school property are required to register the vehicle and to obtain a parking pass from the main office. Students will be asked to provide the make, model, and license plate number, as well as showing proof of ownership and a valid driver's license when registering their vehicle. Students must display the parking pass on their dashboard or hang it from their rearview mirror.

Students are only permitted to park in the designated student parking spaces, which is the lot off of Christopher Street and in designated spots alongside the neighbouring church.

Having a parking pass does not guarantee you a parking space.

**If you have a question that has not been addressed in this handbook, please contact the main office and we will be happy to help address your concern.**