

EDVANCE 18-20

CITY ADULT LEARNING CENTRE

STUDENT HANDBOOK

ACADEMIC YEAR

2026 - 2027



18-20

city

ADULT LEARNING CENTRE

YOUR GUIDE FOR
THE YEAR AHEAD

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Welcome to CALC EdVance

Thank you for choosing the CALC EdVance (ages 18-20) for your continued learning! We look forward to learning alongside you. This guide will help you find important information and dates for our school. Please take a moment to look through this guide before your courses begin.

Land Acknowledgement

"We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis, and the Inuit peoples

Lyrics to Canada's National Anthem

Oh Canada! our home and native land!
True patriot love in all of us command.
With glowing hearts, we see thee rise,
The True North strong and free!
From far and wide,
O Canada, we stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.



EdVance DAILY & SPECIAL SCHEDULES

	Regular Schedule	Adult Staff Meeting Schedule (LATE START)	Results Day Special Schedule
Period 1	8:25am -10:25am	9:40am -11:15am	8:30am -9:30am
Period 2	10:35am -12:35pm	11:25am -1:00pm	9:35am -10:35am
Lunch	12:35pm -1:15pm	1:00pm -1:40pm	n/a
Period 3	1:15pm -3:15pm	1:40pm -3:15pm	10:40am -11:40am

For Information and Registration Dates – see www.calconline.net

Important Dates 2026-2027 for CALC

	QUAD 1	QUAD 2	QUAD 3	QUAD 4
EdVance Quad 1 Begins	Sep 8	Nov 13	Feb 3	Apr 22
Midterm Marks Progress Update	Oct 8	Dec 15	Mar 9	May 25
Marks Maintain After Date	Oct 29	Jan 18	Apr 7	Jun 14
Final Evaluation Days	Nov 10/11	Jan 28/29	Apr 19,20	Jun 24,25
Results Day	Nov 12	Feb 1	Apr 21	June 28
Late Start Schedule (Staff Meeting)	Sept 17 Oct 1 Nov 5	Dec 3 Jan 7	Feb 11 Mar 4 Apr 1	May 6 Jun 3
P.D Days (no classes)	Sept 2/3	Nov 20 Feb 2	Feb 12	June 29/30
Holidays (no classes)	Sept 7 Oct 12	Dec 21 - Jan 1	Feb 15 Mar 15-19 Mar 26, 29	May 24

Get the TDSB Connects app
to have your CALC timetable, daily schedules and school info
on your phone! www.calconline.net

EdVance School Calendar 2026-2027



Ministry of Education

School Year Calendar 2026 - 2027

Legend: EDV – EdVance B – Board Designated

E – Exam Day ER – Exam Review LS – Late Start

P – PD Day MMD – Mark Maintain Date O – Ontario Day (not a stat holiday)

MT – Midterm Q – Quad H – Stat Holiday

EdVance Quadmester

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1st Week							2nd Week							3rd Week							4th Week							5th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2026				3	4	5	6	7		10	11	12	13	14	17	18	19	20	21			24	25	26	27	28	31									
September 2026	17	2			1	2	3	4		7	8	9	10	11	14	15	16	17	18			21	22	23	24	25	28	31								
October 2026	21	0								5	6	7	8	9	12	13	14	15	16			19	20	21	22	23	26	27	28	29	30					
November 2026	17.5	1	2.5	2	3	4	5	6	9	10	11	12	13	Q2 Day 1	16	17	18	19	20			23	24	25	26	27	30									
December 2026	14	0			1	2	3	4		7	8	9	10	11	14	15	16	17	18			21	22	23	24	25	28	31								
January 2027	18	0	2						1	4	5	6	7	8	11	12	13	14	15			18	19	20	21	22	25	26	27	28	29					
February 2027	16.5	2	0.5	1	2	3	4	5		8	9	10	11	12	15	16	17	18	19			22	23	24	25	26										
March 2027	16	0		1	2	3	4	5		8	9	10	11	12	15	16	17	18	19			22	23	24	25	26	29	30	31							
April 2027	19.5	0	2.5						1	2	5	6	7	8	9	12	13	14	15	16		19	20	21	22	23	26	27	28	29	30					
May 2027	20	0		3	4	5	6	7		10	11	12	13	14	17	18	19	20	21			24	25	26	27	28	31									
June 2027	17.5	2	2.5		1	2	3	4		7	8	9	10	11	14	15	16	17	18			21	22	23	24	25	28	29	30							
July 2027									1	2	5	6	7	8	9	12	13	14	15	16		19	20	21	22	23	26	27	28	29	30					
TOTAL	177		10																																	
Note:				The 2026-2027 calendar provides for 186 possible school days between September 1, 2026 and June 30, 2027. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.																																

Note: The 2026-2027 calendar provides for 196 possible school days between September 1, 2026 and June 30, 2027. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 15.1 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.

CALC LEADERSHIP TEAM

Ionie Haywood

Ionie.Haywood@tdsb.on.ca

Vice-Principal – EdVance

Rebekah Tsingos

Rebekah.Tsingos@tdsb.on.ca

Principal – Adult and EdVance

Lily Pereira

Lily.Pereira@tdsb.on.ca

Vice Principal - Adult

ASSISTANT CURRICULUM LEADERS (ACLs)

Cross-Curricular Equity, Soc. Sciences, Humanities, & Business.. AnnMarie.Troupe-Afflick@tdsb.on.ca

Cross-Curricular Indigenous Education and English..... Karen.Paul@tdsb.on.ca

Cross-Curricular Literacy & English Language Learners..... DonaldTimothy.White@tdsb.on.ca

Cross-Curricular Numeracy and Mathematics..... Sonya.kim2@tdsb.on.ca

Library Learning Commons, Dig. Lit. & E-Learning..... Sabeeka.Rajpar@tdsb.on.ca

Science, Phys Ed & Athletics Leigh.Mulhall@tdsb.on.ca

Sp. Education/Co-Op & Credit Accumulation Initiatives..... Solomon.Elder@tdsb.on.ca

Student Services, Guidance & Wellness..... paige.pazmejia@tdsb.on.ca

Student Success & Experiential Learning TBD

Technology & Visual Arts..... Naomi.Rozen@tdsb.on.ca

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Office Assistant – Main Office (AM)

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Office Assistant – Adult Guidance

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Office Assistant – Adult (AM)

John.Manalo@tdsb.on.ca

School Address: 1 Danforth Avenue, Toronto, ON M4K 1M8

Phone: 416-393-9740 Fax: 416-393-9751

Email: CityAdult@tdsb.on.ca

Located on the southwest corner of Broadview and Danforth, diagonally across from the Broadview Subway Station

CALC EdVance Teachers 2026-2027*

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Julia Vescio	Julia.Vescio@tdsb.on.ca
Don White	DonaldTimothy.White@tdsb.on.ca
Pak Wong	Pak.Wong@tdsb.on.ca

*Teacher emails are generally firstname.lastname@tdsb.on.ca

SCHOOL-WIDE SUPPORT STAFF

Cafeteria Food Assistant	Trinny.Quintal@tdsb.on.ca
Education Assistant (AM).....	TBD
Head Caretaker	Stephen.O'Connor@tdsb.on.ca
Library Technician.....	Stephanie.Kwan@tdsb.on.ca (Acting)
IT Technician.....	Sophia.Selvi@tdsb.on.ca
School Base Safety Monitors (Adult).....	(Andy) Anson.Eastmond@tdsb.on.ca deborah.mallais@tdsb.on.ca
School Base Safety Monitor (EdVance).....	(Mo) Mohamed.SheikAli@tdsb.on.ca (Temp)

CALC – IMPORTANT DATES - 2026 – 2027

Student ID Photo Days

- Wed, September 16 & Fri, September 18
- Thursday, November 26
- Wed, February 10 & Thurs, February 11
- Thurs, April 29
- Grad Photos Starts June 11

Special Events

- Fri, Jun 4 – School BBQ
- Graduation – Wed. June 30

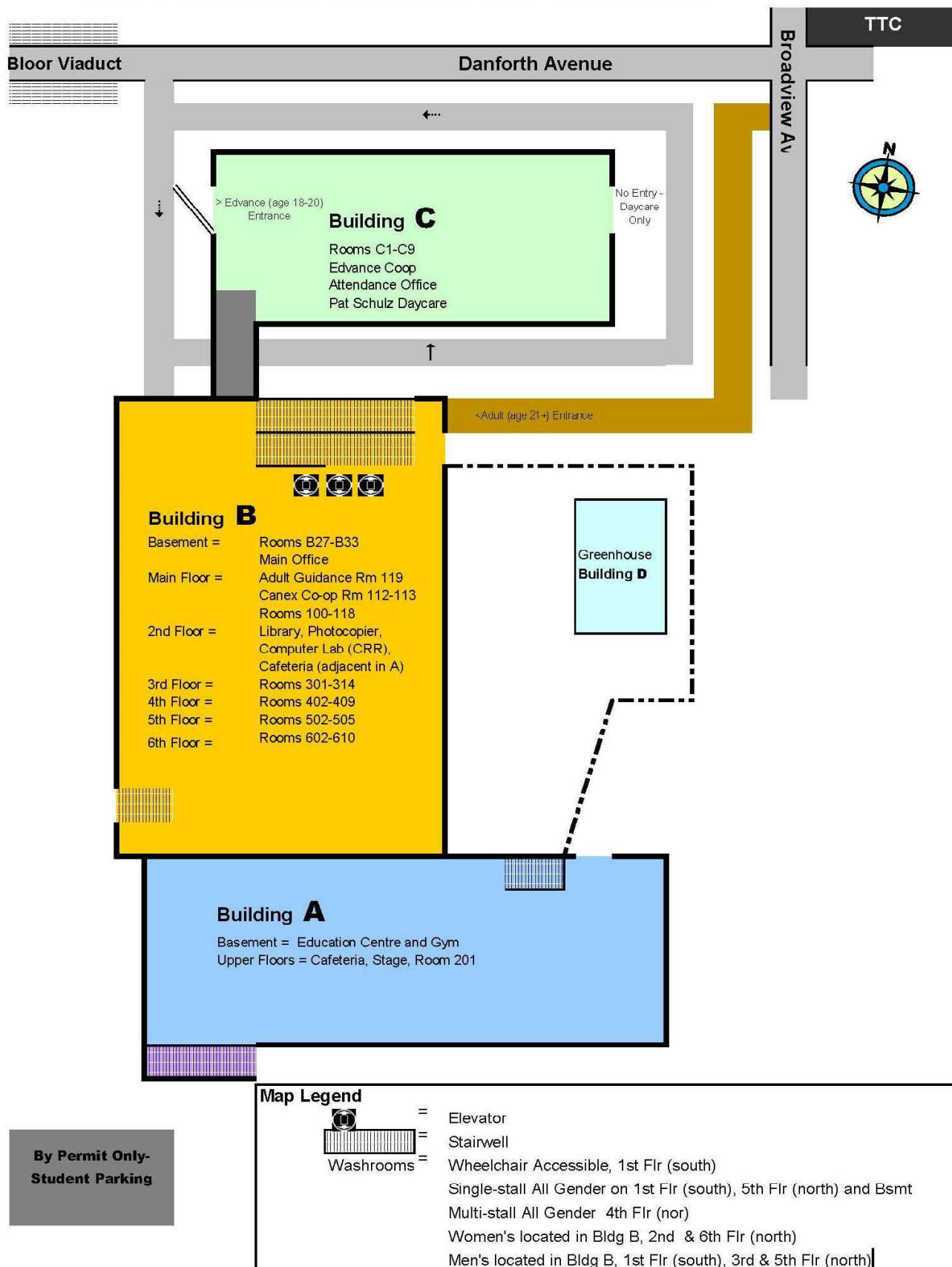
PA Days

- Wed, September 2
- Thurs, September 3
- Fri, November 20
- Tue, February 2
- Fri, February 12
- Tue, June 29
- Wed, June 30

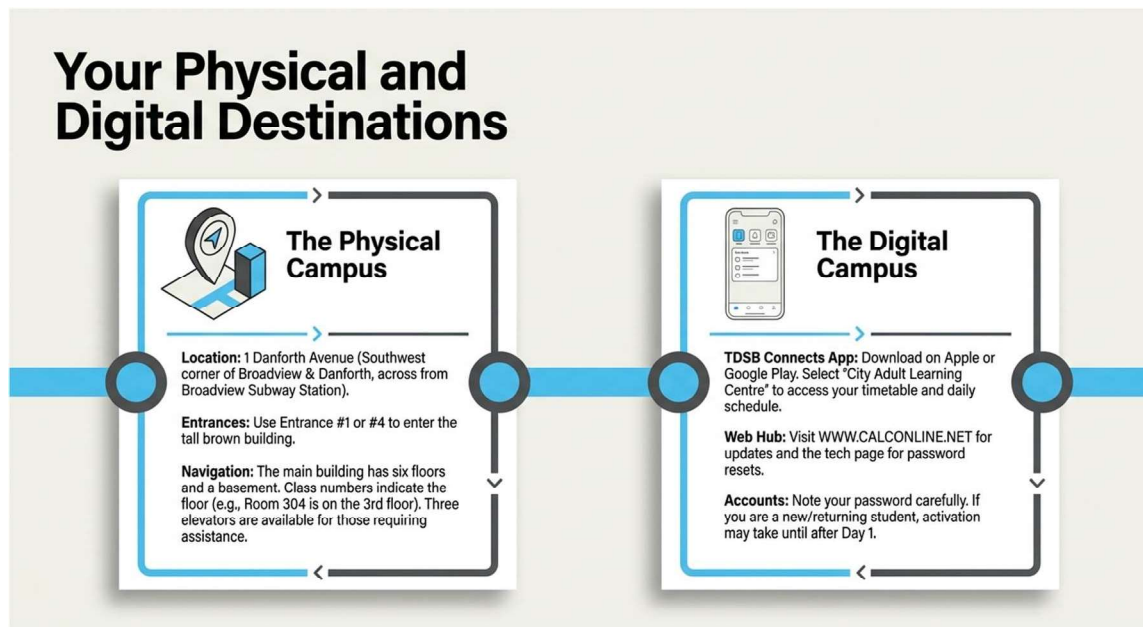
Late Start Dates

- Thurs, September 17
- Thurs, October 1
- Thurs, November 5
- Thurs, December 3
- Thurs, January 7
- Thurs, February 11
- Thurs, March 4
- Thurs, April 1
- Thurs, May 6
- Thurs, Jun 3

CITY ADULT LEARNING CENTRE



GETTING STARTED



Communications, Apps and Website

- ☐ Download the [TDSB Connects App](#) from [Apple](#) or [Google Play](#). Sign in and select 'CALC Secondary School as your school.
- ☐ Visit WWW.CALCONLINE.NET for school, program and other TDSB related information.
- ☐ CALC will send important voicemails to your home phone, and/or emails to student email accounts. Please make sure your contact information is current and provide updates to guidance as needed.

Activating Student Accounts & Passwords

Visit the [Tech Page](#) on the CALC website to activate or reset your TDSB log ins. If you are a new or returning student, your account may not be activated for 24-48 hours.

How to Find Your In-Person Classes

EdVance classes are held in C-Square and B-Building. Please enter using EdVance entrance #2. The class numbers begin with the floor for example, 304 is on the third floor. There are three main staircases, and three elevators for students.

How to Sign into Your E-Learning Class(es)

E-Learning students will receive an email from their teacher by the first day of class that provides additional information and the BrightSpace online platform that will be used. Please visit our [Tech Page](#) on the CALC website and click on Brightspace, Google Classroom, etc. for more information. You can also reach out directly to your e-learning teacher using their tdsb email found on page 6.

Student ID

Students will be photographed and issued a CALC Student Card valid for the full school year. Students must carry the Student Card while on school campus at all times and be prepared to show it to any staff member upon request.

Student Activity Fee

A non-refundable Student Activity Fee of \$20 is due on registration day and will be spent as follows:
Student ID and APP: \$7.00, Clubs, Special Events & Celebrations: \$13.00. Students pay one fee per year.

Attendance Policy

The attendance policy at CALC requires regular attendance for class - actively participating during the assigned class time. New Ministry of Education updates mean that up to 15% will be for attendance and participation. Students are expected to communicate directly with teachers when they are absent with reason and it is expected that students will complete their assignments and catch up on the work they missed even in case of legitimate absences.

Absences - If a student does not attend for the first two days of a quad, that student will be demitted, and the space offered to others. Students may be re-admitted if there is space. Daily attendance is imperative for success. Students with multiple lates/absences will be referred to a Guidance Counsellor and/or Administrator. Documentation such as medical notes or court notices are to be provided for excused absences.

Lates - Students must commit to coming to school at the start time for each class. Being on time greatly increases your chances for having a successful school experience. Arriving late is disruptive to the learning environment of others.

Cafeteria

After the second week of quad, our Cafeteria server opens for morning break at **10:25-10:35am** for coffee, croissants, muffins, fruit and at lunch **12:35-1:05pm** for sandwiches, salads, and daily specials. The auditorium space can be used by students on a spare period for quiet study. Those participating in an online course must wear a headset. EdVance students can also participate in the free snack program at break and free hot lunch program with a voucher obtained each day upon arrival.

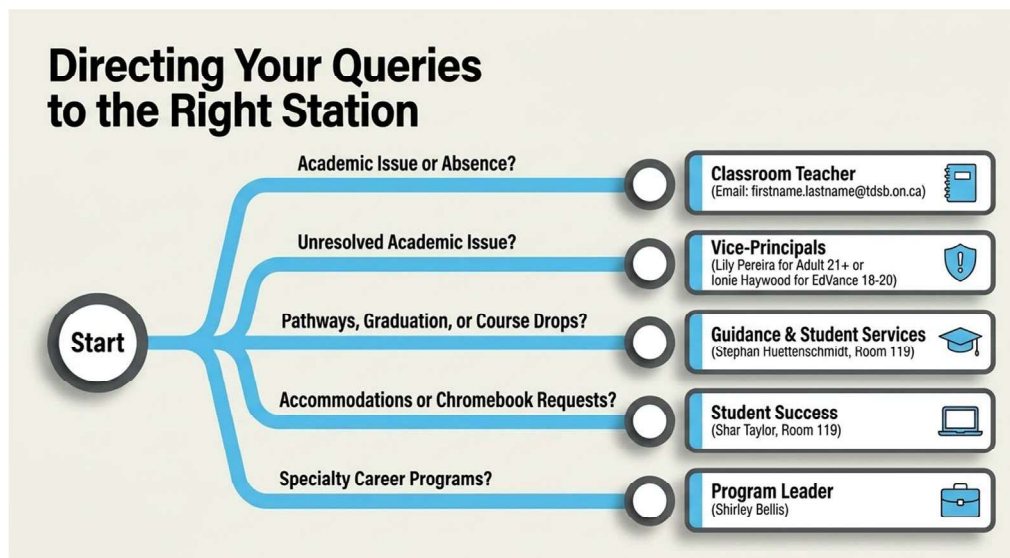
Library and Online Resources

The Library Learning Commons is available to CALC staff and students to support curriculum-related studies. Internet access is available for school-related research. To borrow any materials and/or use the computers, students **must have their current student ID card**. Students using the library are expected to do so quietly, and without food or drink. The library is currently closed for renovations. Students wishing to access a chromebook for e-learning classes are to go to the cafeteria stage for support while the library is closed.

You can research and access numerous online resources using the TDSB Virtual Library <https://www.tdsb.on.ca/library/> TDSB Virtual Library Learnmark passwords give you access to news/magazine/journal articles, eBooks, streamed video, images, recommended websites/tools and more, to answer questions, solve problems, tackle projects and have fun.

Computer Labs

The Computer Resource Room (CRR) on the second floor of the main building is open most lunch breaks. Printing is limited to school-related work and at the discretion of the computer lab supervisor.



STUDENT LIFE AT CALC

There are several School Policies and Classroom Expectations in place to make sure our school is a safe, inclusive and a positive learning environment, accepting of all students. A complete listing of the Board's policies and procedures can be found on the TDSB website at <https://www.tdsb.on.ca/About-Us/Policies-Procedures-Forms>.

Those who violate the rights of others will speak with an administrator and face consequences according to Board Policies. Continued violations will result in progressively more serious disciplinary action and potential expulsion.

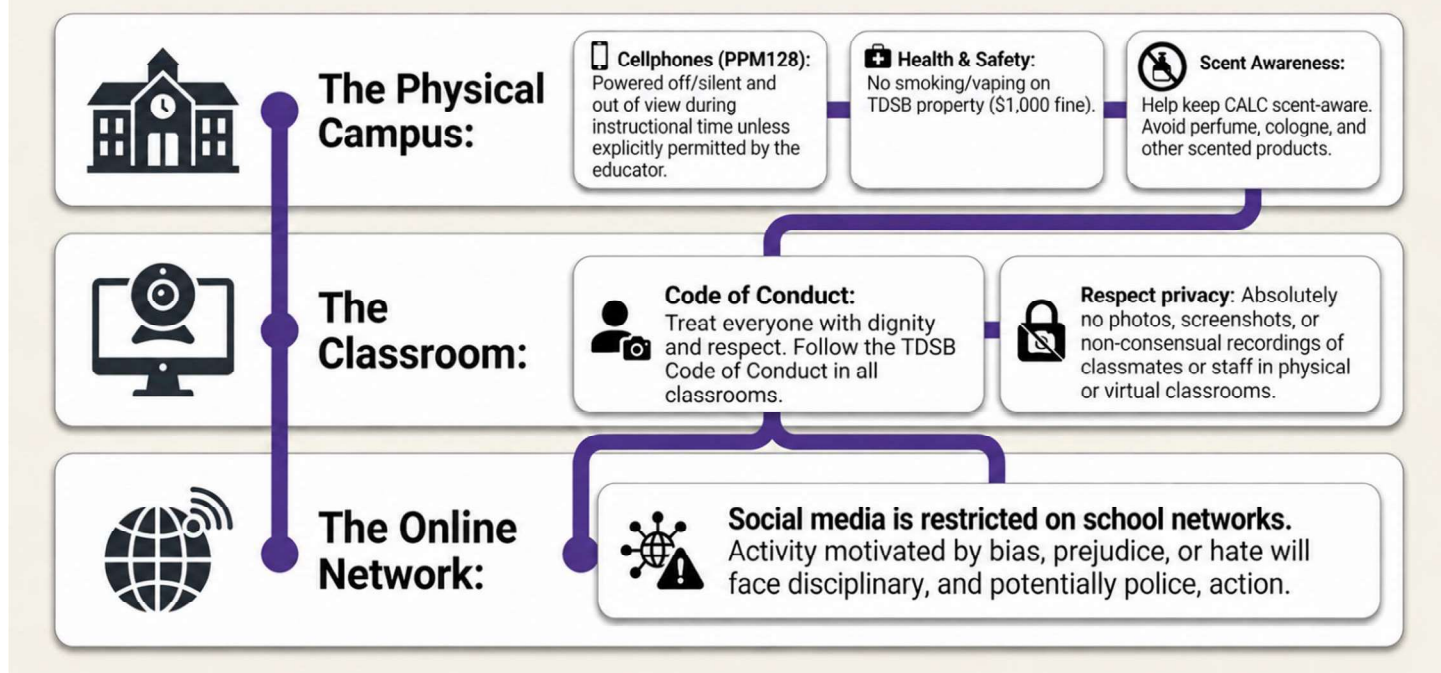
Students are required to follow direction as provided by staff members. Failure to comply is a violation of the school's code of conduct. If a student has any concerns about the direction given, they are invited to speak to an administrator.

Equity

The TDSB's focus is ensuring that all students can succeed by having access to opportunities, learning, resources and tools; with the goal of improving the outcomes of the most marginalized students. To do this, the TDSB has made a bold commitment to equity, human rights, anti-racism, and anti-oppression. Click on [TDSB's Equity Policy](#) for more information.

CALC is a rich, diverse, learning community. The Toronto District School Board is subject to and supports the [Human Rights Code, 1990](#). The Act recognizes that the inherent dignity and the equal and inalienable rights of all members of the human family are the foundation of freedom, justice, and peace in the world. This act also states that every person has the right to equal treatment without discrimination because of race, ancestry, place of origin, colour, gender, gender identity, disability, ethnic origin, citizenship, creed, sexual orientation, age, marital status, family status, socioeconomic status or disability. It also recognizes that every person has the right to be free from harassment, as well as from reprisal or threat of reprisal for rejecting such solicitation.

Maintaining Environments of Respect



Classroom Expectations – Student Code of Conduct

CALC is a diverse community with people from many different parts of the world and from many walks of life. The [Board Code of Conduct \(PR585\)](#), outlines a standard of behaviour for all students, employees, parents, permit holders and community members who must:

- Respect the heritage, culture, nationality, gender, sexual orientation and language of all staff and students
- Respect the opinion of others and not force one's opinion on others
- Not use sexist, racist, or homophobic remarks and actions
- Attend class on time and avoid disrupting others by arriving late or leaving early
- Accept directions, and evaluation from teachers in a manner which avoids confrontation and promotes learning
- Not deface school property or remove materials from information/bulletin boards
- Keep the school environment clean and safe by placing all garbage and recycling in the appropriate containers
- Ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
- Maintain an environment where conflict can be addressed in a manner characterized by respect and civility
- Encourage the use of non-violent means to resolve conflict
- Discourage the use of alcohol and illegal drugs
- Prevent bullying including online bullying. (Electronic posting or transmission of comments, discussions, photographs, or images which are known or should reasonably be known to be hurtful to a member of the CALC community is not acceptable and will be dealt with as a form of harassment.)

Online Code of Conduct

All students are expected to comply with the [TDSB Acceptable Use of Information Technology Resources \(P088\)](#) and the [Code of Online Conduct \(PR571\)](#), which protects the rights and safety of students and staff who use online systems and

resources through a TDSB computing device or network. It contains Personal Safety Rules, Unacceptable Sites and Materials, Use Guidelines, Prohibited Uses and Activities, rules around Online Publishing, Liability, and Consequences.

All TDSB rules apply when using TDSB computing devices and connections, and the Board has the right to monitor their use. The Student and School Codes of Conduct also apply to social media. Consequences for inappropriate use of online access by students and staff may include disciplinary action that could result in legal action and/or involvement of police.

Virtual Code of Conduct

The [Virtual Schools Code of Conduct](#) outlines expected behaviour and practices in an online class or platform. Students should join the online classroom using their TDSB account and be prepared, on time and ready to learn. Students must:

- Treat the virtual classroom the same as an in-person classroom at school
- Follow the online classroom norms and expectations established by the educator
- Use online tools to engage in and add to the learning community (e.g. participate, ask questions, etc.).
- Treat others with kindness, dignity, and respect
- Report activities motivated by bias, prejudice or hate to a school staff member.
- Respect the privacy of everyone in the virtual classroom and avoid taking photos, screenshots or capturing images of other students.
- Not share recording, images or videos from a virtual classroom on social media without permission of the teacher and students
- Not share the link to online meetings, activities, or resources with anyone
- Not participate in unauthorized online collaboration during tests and exams
- Not anonymize yourself when participating in online classroom activities
- Not engage in any activities, digital or otherwise, that could be deemed malicious or harmful

Expectation of Privacy

Recording, electronic transmission, or posting of photographic images of any person on school property, in online class environments, at school events, and during school activities and/or hours, is prohibited.

Freedom of Information and Privacy Act

Following the [Freedom of Information and Privacy Act](#), we do not share information about our students and staff with callers or visitors to the office.

Cellphone and Personal Device Policy

The [Ministry of Education Code of Conduct PPM128](#) applies to all individuals: on school property and in a virtual learning environment. Please see www.tdsb.on.ca/mobiledeviceuse learn more about cell phones and mobile device use at school.

- All members of the school community must:
 - not use personal mobile devices during instructional time except under the following circumstances:
 - for education purposes, as directed by an educator
 - for health and medical purposes
 - to support special education needs
- All individuals cannot record, take or share non-consensual recordings or photos of members of the school community
- Secondary students' personal mobile devices are stored out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator
 - If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional period.
- Social media platforms will also be restricted on school networks and school devices.

Student Dress Policy

The TDSB [Student Dress Policy \(P042\)](#) supports learning environments that are safe, equitable, welcoming, and inclusive, and recognize that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors which influence students' health and well-being. Students may attend school and school-related functions in dress of their choice that conforms to system standards that respect the Board's intent to sustain a community that is positive, anti-oppressive, equitable, accepting and inclusive of a diverse range of social and cultural identities.

Clubs, Activities and Events

Listen to the morning announcements or check the noticeboards for scheduled clubs and activities. Clubs are funded by the Student Activity Fee as are celebratory assemblies, lunches, and barbeques.

Lockers

Lockers are available to registered students. Please select an empty locker in C-Square and put your lock on it. Note the number and register it in the EdVance Guidance office using the Locker Form. Students who do not register their locker selection will lose the locker and will have the contents of the locker removed. Lockers are assigned for the year unless the student leaves the school. All contents must be removed in June. All locks will be cut and contents donated over the summer.

Please note: the school is not responsible for items placed in lockers; keep valuables at home or on you and do not leave books, bags, or coats unattended. Do NOT share lockers.

Parking ***NOTE: THERE IS NO STUDENT PARKING FOR 2026-2027**

Only cars with current permits can park on school property in the back (south) parking lot. Applications are available at the beginning of each quad with priority given to full-time students in Adult specialty programs, or students with documented medical accommodations. Cars without permits, blocking laneways, or mis-parked will be ticketed and towed at the owners' expense. Failure to comply with rules and policies may result in your car being tagged and/or towed at your expense and/or the rescinding of your permit.

Posters & Flyers

Permission is required to post flyers and posters. Students are asked to see an administrator prior to posting any materials. Special non-marking tape must be used and is available in the office. Fire safety rules prohibit posters and signs from being mounted in stairwells or on glass doors or windows.

Lost & Found

Any items found in the school should be brought to the bins in the main office. If you have lost an article of clothing, or books etc., please come to look for it in the bins. Please note that the school is not responsible for any lost or stolen items. Lost items are donated at the end of each quad.

Smoking

There is no smoking (cigarettes or vaping) permitted on Toronto District School Board property, inside or outside. People found smoking on school property may be fined \$1000.00 for a first offence by visiting By-law Enforcement Officers. Students and staff are only permitted to smoke off school property. The sidewalk along Danforth is 'off school property'.

Fragrance Free Zone

The TDSB has a scent policy in place to protect students and staff who can become very sick when exposed to strong scents. Scents can make some students and staff very sick. Please do not wear scented products to school. Scented products can include cologne or perfumes, hair products, deodorants, smoke, or smoky or scented clothing. Students with severe allergies are asked to declare medical conditions at the time of registration.

Child Care

CALC does not have a day care centre. The Pat Schulz Child Care Centre operating out of the east end of C-Building is an independent non-profit licensed daycare (for children age 0-5). Those interested in getting prioritized for the waiting list may email patschulzchildcare@gmail.com. For subsidy information call the City of Toronto Children's Services at 416-397-1445.

Prayer Room

The offstage areas to the right and left of the stage are available at lunchtime for those wishing to observe prayer. Students and staff identifying as females use the north side and males use the south side. If alternative arrangements are needed, please speak with the Vice-Principal or Principal.

Assessment and Evaluation ***UPDATED***

Ontario's new mandatory assessment and evaluation requirements for Grades 9–12 take effect in the 2026–2027 school year and replace the previous 70% + 30% evaluation policy.

Beginning 2026–2027 your overall grade in the course will be determined as follows:

- Grades 9 and 10 courses: 65% classroom work + 20% mandatory final evaluation + 15% attendance/participation.
- Grades 11 and 12 courses: 65% classroom work + 25% mandatory final evaluation + 10% attendance/participation.

Important Notes:

- All written final exams will take place during the designated final evaluations days.
- Written-exam and culminating-task percentages vary by grade and subject. You will be given an 'outline' at the beginning of each course that provides you with a description of the course, units or topics to be covered, and an assessment and evaluation plan showing how you will earn your grades. **Any problems with course evaluation should be directed to your classroom teacher first and then the program leader**

Attendance and Participation:

- Attendance and participation are now mandatory, separately evaluated components of the course mark: 15% in Grades 9–10 courses and 10% in Grades 11–12 courses. They will be assessed for both midterm and final marks.
- Attendance is evaluated using the number of unexcused absences recorded in PowerSchool. Excused absences do not lower the mark and must be reported to the school office so the reason is recorded correctly.
- Students must communicate with teachers regarding absences to avoid unnecessary mark deductions.
- Participation will be evaluated from learning demonstrated through conversations, observations and student products—not simply how often a student speaks. Participation may include listening and contributing ideas, asking questions, respecting others, collaborating in different roles, responding, and fostering a positive classroom culture.

Credit Rescue

- Credit Rescue provides additional opportunities for students to demonstrate expectations within the course to help them be successful (e.g. opportunity to hand in or complete outstanding assignments/evaluations).
- Credit Rescue is ongoing throughout the course—not only at the end. Credit Rescue periods during Final Evaluation Days for last-chance opportunities are by invitation from your classroom teacher.

Late and Missed Assignments.

Growing Success (2010) specifies that students are responsible for providing evidence of their achievement “within the time frame specified by the teacher, and in a form approved by the teacher”. Students must be aware of each due date.

If an assignment is submitted **late**, students may expect that:

- Marks may be deducted up to the full value of the assignment where doing so does not jeopardize the credit.
- Late work may be accepted until the “ultimate deadline”
- Assignments submitted after the ultimate deadline may be assessed to provide feedback and guide future learning.

If an evaluation is **missed** students may expect that:

- On term work, a mark of zero will be recorded unless medical or legal or other appropriate documentation is provided.
- A missed culminating activity or final examination will receive a mark of zero unless medical or legal or other appropriate documentation is provided to the Vice-Principal within 24 hours of the missed evaluation

Marks Maintain After Date (full disclosure for marks)

The Ontario Student Transcript will record all Grade 11 and 12 courses attempted whether passed, failed, repeated, or dropped unless the student withdraws from the course before MMAD. Marks Maintain After Dates are listed on the TDSB Connects app calendar and on the school Google Calendar.

Exam Days and Results Day (Exam Review Day)

Time	Final Evaluation Day 1	Final Evaluation Day 2
8:25 a.m. – 10:25 a.m.	Period 1 Final Evaluation	Period 1 Credit Rescue*
10:25 a.m. – 10:35 a.m.	Break	Break
10:35 a.m. – 12:35 a.m.	Period 2 Credit Rescue*	Period 2 Final Evaluation
12:35 p.m. – 1:15 p.m.	Lunch	Lunch
1:15 p.m. – 3:15 p.m.	Period 3 Final Evaluation Period	Period 3 Credit Rescue*

****Teachers will schedule students needing credit rescue by appointment.***

STUDENT EXPECTATIONS:

- Arrive at least 15 minutes before your examination begins. Bring your own pens, pencils, ruler, erasers, etc.
- Have your Student ID cards ready to verify your ID.
- **Students may not leave the examination room for the first hour.**
- Students who have documented accommodations of additional time will be accommodated in the exam classroom.

ACADEMIC HONESTY

- Unauthorized materials or digital devices are NOT PERMITTED (except for assistive technology where documented). **Students who are caught cheating will be given a mark of ZERO for the examination** and may be subject to other disciplinary action. Some examples of cheating include:
 - Using another student's work on the evaluation
 - Bringing unauthorized notes into an evaluation
 - Asking for, or giving, someone an answer during an evaluation
 - Unauthorized use of electronic media to obtain or attempt to obtain answers

PERSONAL BELONGINGS

- **Cell phones and other electronic gadgets must be turned off**, and put away.
- **Notebooks, bags, jackets, and other personal items must be placed at the front of the examination room.**

LATE and MISSED EXAMINATIONS

- If arriving late but within the first 60 minutes of an exam, students should go directly to the scheduled exam room.
- Students who miss an examination will receive 0%. Planned vacation time or work schedules are NOT valid reasons for missing examinations. Examinations are not rescheduled, except for **exceptional circumstances supported by documentation, and when a student has made prior arrangements with the Vice-Principal.**
- Students who miss a final evaluation due to illness must communicate immediately with the classroom teacher and bring a doctor's note to the Vice-Principal within 2 days.
- **NOTE: you must attend both Evaluation Days and Results Day (all attendance-taking days).**

Final Results Day – Modified Schedule

Time	RESULTS DAY
8:30 am – 9:30 am	Period 1 Students*
9:35 am -10:35 am	Period 2 Students*
10:40 am -11:40 am	Period 3 Students*

FAILED COURSES – If you are not successful, please speak with Guidance to make changes to your future schedule.

ACADEMIC HONESTY

Students are expected to represent their own work, thoughts and ideas and not copy another person's work, nor use unauthorized notes, artificial intelligence, or electronic media during an evaluation. Speak with your teacher if you need a better understanding of plagiarism and citations. The TDSB has a policy on [Academic Honesty](#) related to plagiarism and cheating which should be referenced. In most cases a teacher will permit a re-submission on the first occasion of academic dishonesty. If a subsequent occasion occurs the student will receive a mark of zero. A repeated pattern may result in an escalating in severity of consequences.

Students are expected to:

- Work closely with their teachers to develop strong research and citation skills.
- Seek clarification and assistance when their research skills need improvement.
- Ensure that all their work is original and that they cite sources accurately and consistently.
- Understand the penalties for academic dishonesty.

Plagiarism is defined in *Growing Success* (2010) as the “use or close imitation of the language and thoughts of another without attribution ... in order to represent them as one's own original work”. Some common forms of plagiarism include:

- Copying and pasting content - including pictures - from the internet without citing the source or citing inaccurately
- Submitting work that was written or created by someone else (e.g., having someone else complete your assignment, or using an Artificial Intelligence application.)
- Submitting the same assignment for more than one class without getting teacher permission first.
- Putting together ideas or phrases from one or several sources and adding only linking sentences.
- Putting quotation marks around only part of a quotation or forgetting to include quotation marks.
- Paraphrasing poorly by changing a few words without changing the sentence structure, or changing the sentence.
- Using words or terms from the original that aren't part of your vocabulary. These expressions should be quoted directly.

Consequences of Academic Dishonesty

Teachers have access to a range of plagiarism tools and they are used routinely to confirm the originality of the work submitted by all students in their class. When academic dishonesty is detected, it will be investigated by your teacher. If it is confirmed, you will be advised of your teacher's findings, and certain consequences are to be expected:

- Your teacher will review research and citation skills and your academic responsibilities with you.
- The finding of academic dishonesty will be discussed with the program leader and/or Principal or Vice-Principal and may be noted on your school record.
- A second submission may be required or a mark of zero may be assigned for the plagiarized product.

Students who continue to practice academic dishonesty despite interventions from their teachers may be asked to leave the course and/or school.

USE OF AI TECHNOLOGY <https://tdsbweb.tdsb.on.ca/schoolservices/teaching-and-learning/artificial-intelligence>

TDSB is committed to the safe, responsible, and ethical use of digital tools, including generative AI. AI tools can provide valuable assistance and may be used by TDSB students and staff for teaching, learning, and business purposes.

Employees remain accountable for the quality and accuracy of the work produced. The following existing TDSB policies and procedures continue to inform the use of digital tools, including those with AI, and should be consulted:

- [Equity Policy \(P037\)](#)
- [Acceptable Use of Information Technology Resources \(P088\)](#)
- [TDSB's Online Code of Conduct \(PR571\)](#)
- [Email Usage \(PR572\)](#)
- [Academic Honesty \(PR613\)](#)
- [Selection and Review of Learning Resources \(PR531\)](#)

AI Generative Tools Policy, Plagiarism and Cheating

CALC students are expected to complete their assignments on their own and without any outside assistance unless otherwise stated by the teacher

Generative AI tools MAY be used for the following:

- Use AI to clarify – Ask AI to explain confusing ideas, terms or instructions in simpler ways.
- Use AI as a study tool – Use AI to review key points, summarize readings, or to quiz yourself.
- Use AI to generate properly formatted citation – e.g., MLA, APA etc.
- Use AI at the discretion of your teacher – only in the ways that the teacher is permitting.

Generative AI tools may NOT be used for the following:

- Complete an assignment, project, test or summative task – Your work must show your understanding and voice.
- Copy and pasting AI-generated work – Submitting AI writing as your own is plagiarism.
- Using AI during tests, exams or assessments – Using AI without permission during evaluations is cheating.

The use of Generative AI tools is NOT permitted, unless otherwise stated clearly in the assignment instructions or by your teacher.

If a student is found having used such additional tools on any assignment submitted for assessment, the student may receive a mark of zero as a possible outcome.

SPECIAL EDUCATION AND STUDENT SUCCESS

CALC is committed to creating an equitable and inclusive learning environment that supports student achievement, well-being, and equity. Students with IEPs are encouraged to share their IEP with teachers at the beginning of the quad and see Sol Elder, ACL of Special Education in the Coop Office for IEP updates/changes.

Accommodation Requests

Students with learning challenges

Students who have learning challenges, and do not currently have an Individual Education Plan (IEP) are encouraged to discuss accommodations and supports with their classroom teacher, Guidance Counsellor or Administration. Students prioritized for an IEP will be brought forward to monthly Internal Support Team and School Support Team meetings for support.

Chromebook Requests

If you need to borrow a chromebook for your work at CALC, see Sol Elder in the Coop Office. Please note that there is often a waitlist for chromebooks. Chromebooks are available for sign-out on the stage in the cafeteria while library renovations continue.

Dual Credits

Dual credit programs allow students, while they are still in secondary school, to take college or apprenticeship course that counts towards both their Ontario Secondary School Diploma (OSSD) and a post-secondary certification. Courses run over two quads. See the [Dual Credit website](#). If interested, please contact your Guidance Counsellor or the ACL of Student Success.

Prior Learning Assessment & Recognition (PLAR)

The Ministry of Education recognizes that many students will have prior learning or experiences that equate to the classroom experience. Newcomer students who have attended CALC for at least one quad can request PLE credits be applied to their transcript. Please see Sol Elder, ACL of Special Education, Coop and Credit Accumulation for additional information.

STUDENT SERVICES (GUIDANCE)

How to Contact Guidance/Meet with a Counsellor

If you have any questions such pathway planning, which courses to pursue, graduation, PLEs, adding a course, referral to school support, etc. you can visit the EdVance Guidance Office from 8:30am-1:30pm, OR, visit the [EdVance Guidance website](#) for additional resources. Counsellors are available by drop-in (when available). Guidance appointments can be booked in the EdVance Guidance Office.

To get copies of transcripts, drop a course, change student information, or ask a question, please go to the EdVance Guidance Office in C-Square.

OSSD Requirements & Course Selection

The TDSB publishes a comprehensive course selection and planning guide for secondary students each year called [Choices](#). CALC publishes the proposed classes for upcoming quads on our website under [CALC Adult Course Offerings](#).

Requirements to graduate with an Ontario Secondary School Diploma (OSSD)
See our [CALC website](#) or the [TDSB website](#) for a list of Ontario requirements.

Dropping a Course

If you do not want your mark for your course to show on your Ontario secondary school transcript, or be visible to your college or university, you must drop your course before Marks Maintain After Date (MMAD drop deadline) in any given quad. This deadline occurs approximately 10 days after the midterm marks report. Please check the school calendar for each quad's marks maintain after date. If you would like to drop a course, please have a discussion with your teacher first. After that conversation please book an appointment with your Guidance Counsellor

Please note that if you drop out of all your courses in a quadmester, your course selections for next semester will be lost and you may need to re-register for the next quad. You will also lose your TDSB email account until you are an active student again in a future quad.

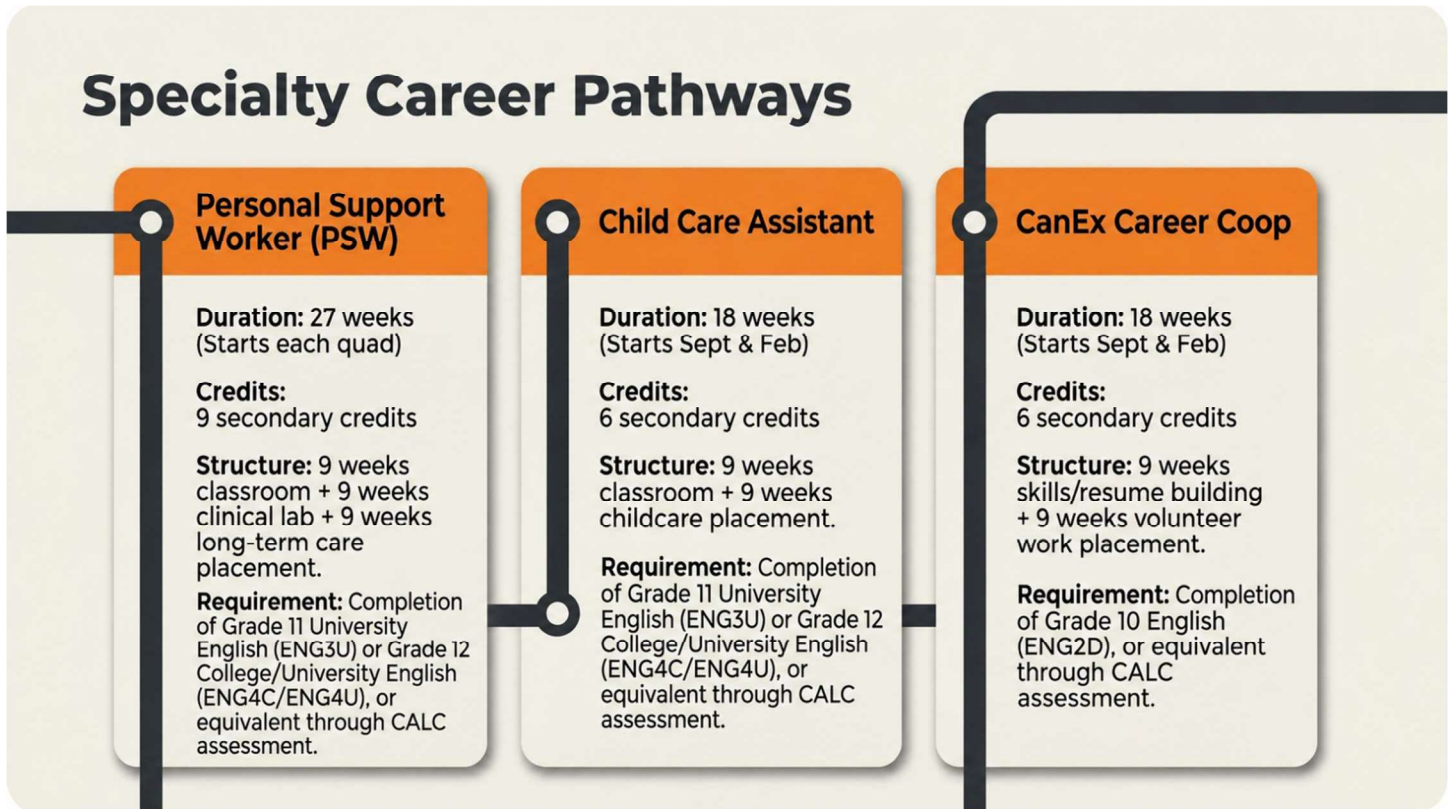
Repeating Courses

There is a high demand for EdVance courses and only a limited number of spots available. For a student to re-enroll in a particular course for a third or subsequent time, written permission of the Principal is required.

TDSB Night School and Summer School Programs

The TDSB offers semestered night school programs for 21+ and a month-long summer program (July) for EdVance students (age 18+). Please visit the TDSB's website <http://www.creditprograms.ca> for more information and important registration dates. Summer school registers in early June. Night school registers in September and January.

Specialty Programs at CALC



CALC is pleased to offer some specialty programs and certificate programs in the Adult program including Personal Support Worker, Child Care Assistant, and CanEx Career Coop.

- Personal Support Worker Program is a 27-week program with a cohort starting each quad. Students earn a Personal Support Worker Certificate and earn 9 secondary school credits with nine weeks in the classroom, nine weeks in the clinical lab classroom and nine weeks working in a long-term care facility. Click [here](#) for more info. Requires completion of Grade 11 University English (ENG3U) or Grade 12 College English (ENG4C) or Grade 12 University English (ENG4U) or CALC English Assessment Equivalent.
- The Child Care Certificate program is an 18-week program that begins in September and February. With nine weeks in the classroom and nine weeks in a childcare placement student earn 6 secondary credits. Click [here](#) for more info. Requires completion of Grade 11 University English (ENG3U) or Grade 12 College English (ENG4C) or Grade 12 University English (ENG4U) or CALC English Assessment Equivalent.
- Career Connections Coop is an 18-week program to gain Canadian experience and explore a career. The program begins in September and in February. Nine weeks are spent developing work skills and resumes and nine weeks are spent volunteering in a work placement. Students earn six secondary credits. Click [here](#) for more info. Requires completion of Grade 10 English (ENG2D) or CALC English Assessment Equivalent.

HEALTH AND SAFETY

Health & Safety at CALC



CARING & SAFE SCHOOLS

Not tolerated:

- Fighting, violence or threats
- Weapons
- Verbal abuse
- Intruders or unsafe activity
- Alcohol, illegal drugs or unauthorized prescription drugs



RESPECT, ID & VISITORS

- Carry school-issued ID on school property.
- Visitors report to the Main Office or Guidance.
- Conduct must reject homophobia, gender-based violence, sexual harassment, inappropriate sexual behaviour and unsafe internet use.



FIRE EVACUATION

- Follow your teacher and posted exit route.
- Take small valuables—no bags.
- Move quickly; do not use your phone.
- Stay with your class for attendance.
- Keep roads clear for emergency vehicles.



HOLD & SECURE

Threat outside the school

- External doors are locked.
- No entry or exit.
- Classes continue; washrooms remain available.
- Stay inside and follow teacher instructions.



LOCKDOWN

Immediate threat inside the school

- Go to the nearest classroom or safest available place.
- Lock, darken and cover the room.
- Stay silent, out of sight and off your phone.
- Do not open doors or leave for a fire alarm unless directed.
- Follow staff/PA instructions and wait for "All Safe."



MEDICAL, ACCESSIBILITY & FIRST AID

- Declare serious allergies, medical needs and mobility concerns.
- Carry your EPI-Pen and time-sensitive medicine/food.
- **First Aid:** Main Office, Building B.
- **Band-Aids:** Room 119.
- **AEDs:** main lobby elevators and near the gym.
- Keep CALC nut-free and minimize fragrances.



IN AN EMERGENCY: Follow staff directions. If you have direct information about a threat, quietly tell your teacher or call 911—do not call the office.

Safe Schools' Policies

The TDSB has a number of [Caring and Safe Schools policies](#) in place provide a safe learning and working environment for all students and staff, the Toronto District School Board will not tolerate:

- fighting, violence, or threats of violence of any kind
- the possession or presence of weapons
- verbal abuse in any form
- the presence of any intruder or any activity that places the safety of students, staff, or visitors at risk
- the possession, use, or trafficking of alcohol, illegal drugs, or unauthorized prescription drugs

Students must always have school-issued identification with them while on school property. Visitors must report to the main office, or the guidance office, if they are not in a registration session.

Included in our safe schools' policies are [Bill 157 \(Keeping our Kids Safe at School\)](#) which dictates that prevention and awareness raising strategies must be aimed at all members of the school community including but not limited to:

- Homophobia
- Gender-based violence
- Sexual harassment
- Inappropriate sexual behaviour
- Safe internet use

Students must conduct themselves in a manner that is consistent with the legislation requiring full awareness of these issues and their consequences

Fire Evacuations

We practice fire drills six times a year to ensure everyone is well-practiced in evacuating the building quickly and safely through the designated exits posted in the different classroom environments.

- Follow directions given by teachers
- Take small valuables (wallet, phone) with you, but do NOT bring bags
- Move quickly towards the designated exit and do not use cellphones
- Stay with your class in the assigned outdoor area, attendance will be taken
- Stay off road (for emergency vehicles)

In the event of a fire, students with limited mobility or vision should

- Ensure that the Main Office, and current teacher(s), are already aware of your requirements.
- Exit the building if able to do so (main floor, basement) or wait in the elevator lobby for fire department assistance. The teacher will alert administrators and firefighters to the location of the waiting student(s).

Hold & Secure and Lockdown Procedures

We practice 'lockdowns' four times a year at CALC so that teachers and students would know what to do in the event of threat inside or outside of the school.

A threat or event outside of the school might prompt the police to ask us to keep our students safe inside the school. This is called a **hold and secure**.

- No entry or exit from the building, all external doors are locked
- Teaching and learning continues in the classroom
- Students can use the washrooms
- Follow the instructions of the teacher

If there is an immediate threat to safety inside the building, the Principal will announce a '**lockdown**'.

- If you are in the hallway, get to the nearest classroom quickly before the teacher locks the door. (If you can't get to a classroom, find an area to hide such as a washroom, if you have safe access to an exit, leave the school.)
- Follow instructions given over the PA and by teachers.
- Remain in your classroom. Close the blinds, cover the windows to the hallway, and turn off the classroom lights. Do NOT use your cell phone.
- Sit so you are not visible from outside the building or from the hallway. Remain quiet.
- Do not let anyone into the building or your classroom once locked.
- If the fire alarm sounds during a lockdown, be on the alert, but do not immediately leave your room.
- Do not call the office. If you have direct information about the threat whisper to your teacher or call 911.
- When it is time to continue your regular activities, an "all Safe" announcement will be heard.

Medical Concerns & First Aid

- Students are asked to declare serious allergies at the time they register at CALC. (Please inform the guidance office of the type of allergy.) Students who require an EPI-Pen are asked to carry one at all times.
- Students are also asked to declare serious medical concerns at the time of registration and advised to share necessary safety details with their individual teachers as needed.
- Students with mobility challenges that cannot navigate the stairs quickly are asked to disclose details to the main office so that safety measures can be taken in the event of a mass evacuation.
- A First Aid Kit is located in the main office of the main building (B). Band-Aids are also available in Room 119 Adult Guidance. There are two defibrillators, one located in the main lobby by the elevators and one located near the gymnasium.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT!

STUDENTS

- In the hall? Get in a classroom or exit building.
- In caf? Take shelter.
- Outside? Move far away.
- Move away from sight
- Maintain silence (no cellphones)
- Do not open the door for anything/anyone
- Follow instructions

TEACHER

- Clear hallways
- Lock doors
- Turn off lights
- Move away from sight
- Do not open the door for anything/anyone
- Maintain silence
- Take attendance
- Wait for the all-clear



HOLD AND SECURE.

STUDENTS

- Return to a classroom or main area (library, caf)
- Follow Instructions

TEACHER

- Bring everyone indoors
- Increase situational awareness
- Continue teaching
- Take attendance



EVACUATION!

STUDENTS

- Go to designated site or home
- Bring your phone
- Leave your stuff behind
- Follow instructions

TEACHER

- Evacuate students to designated site
- Take attendance
- Notify if missing students



Evacuation sites: South → Withrow Avenue Public School, 25 Bain Avenue.
North East → Jackman Avenue Public School, 79 Jackman Avenue.
West (across bridge) → Rosedale Heights School of the Arts, 711 Bloor St. East.

Your Ecosystem of Support



Takeaway: You are expected to achieve highly, but you are never expected to do it alone.

NotebookLM

Health and Newcomer Agency Referrals

CALC is pleased to have relationships with [The South Riverdale Community Health Centre](#) for physical and mental health related concerns. We are also pleased to work closely with [The Neighbourhood Organization \(TNO\)](#) for settlement information (study permits, travel documents, citizenship, employment etc. The Settlement Workers are available at school Tuesday to Thursday or by phone or email.

Mental Health & Well-being

Guidance Counsellors can also help students in finding mental health supports. The TDSB published a [Well Being Guide](#) which is available in 19 languages. The guide has a wealth of information for students including those with children of their own. The TDSB website has a page of [additional supports](#) for families with elementary students.

TDSB Mental Health Resources can be found on the [Supporting You](#) page.

Distress Centre of Greater Toronto

Call 416-408-4357, 24 hours a day, 7 days a week

Text 45645 between 4 p.m. and midnight <https://dcogt.com/>

Suicide Crisis line

Call 988

<https://988.ca/>

Gerstein Crisis Centre

416- 929-5200, 24 hours a day, 7 days a week

<http://gersteincentre.org/>

Important Telephone Numbers and Websites

24 HOUR HELP LINES

Assaulted Women's Helpline 416-863-0511
Toll Free: 1.866.863.0511 (www.awhl.org)

Rape Crisis Line 416-597-8808 www.trccmwar.ca

24 Hour Distress Line 416-408-4357
www.torontodistresscentre.com

MENTAL HEALTH & COUNSELLING SERVICES

Family Services Association 416-595-9618

Sunnybrook Hospital "Fresh Start" 416-480-6100, Ext2506

Griffen Centre 416-222-1153

CAMH Addiction & Mental Health 416-535-8501 Ext 6111

Woodgreen Community Services 416-645-6000 x1100
Email: info@woodgreen.org

Central Toronto Youth Services 416-924-2100

HEALTH SERVICES

South Riverdale Community Health Centre 416-461-2493
955 Queen St. East (www.srchc.com)

East End Community Health Centre 416-778-5858
www.eastendchc.on.ca

Immigrant Women's Health Centre 416-323-9986
489 College St, Toronto

Drug and Alcohol Info Line 416-595-6111
Centre for Addiction & Mental Health (www.camh.ca)

Albany Medical Clinic 416-461-9471

Toronto Health Connection 416-338-7600

SEXUAL HEALTH SERVICES

AIDS and Sexual Health Info 416-392-2437

Hassle Free Clinic (Sexual Health) 416-922-0566

Bay Centre for Birth Control 416-351-3700
790 Bay St, Toronto

HOSPITAL CARE FOR VICTIMS OF SEXUAL OR DOMESTIC VIOLENCE

Scarborough Grace
416-495-2555

Women's College Hospital 416-323-6400

76 Grenville St.

HOUSING & SHELTER SUPPORT

Toronto Community Housing 416-981-5500
www.torontohousing.ca

Emergency Shelter: 416-338-4766
Central Family Intake

FINANCIAL SUPPORT

Ontario Works 416-392-8623

EMPLOYMENT SERVICES

NORTH EAST

Tropicana Employment Services 416-491-7000
102-505 Consumer Rd.

Operation Springboard 416 757-4181

SOUTH EAST

Woodgreen Employment Services 416-462-3110
989 Danforth Ave.

YMCA Scarborough 416-296-9622
230 Town Centre Court
www.ymcagta.org

NORTH WEST

Costi Employment Services 416-789-7925
2301 Keele street

YMCA North York 416-225-9622
567 Sheppard Ave. E.
www.ymcagta.org

SOUTH WEST

Job Start 416-231-2295
2930 Lakeshore Blvd. W.

St. Stephen's 416-531-4631
201-1415 Bathurst St.

Youth Employment Services (YES) 416-504-5516
555 Richmond St. W.

OTHER HELPFUL NUMBERS

Legal Aid
416-947-3330

Community Information
Call 211- for any social service supports in GTA