

## STUDENT AGENDA BOOK 2019-2020

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**Principal:** Ms E. Austrom  
**Vice Principals:** Ms D. Ferrari, Mr. S. Robertson

- ❖ This Agenda belongs to: \_\_\_\_\_
- ❖ Student Number: \_\_\_\_\_

### **BIRCHMOUNT PARK COLLEGIATE INSTITUTE**

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Email: [Birchmount@tdsb.on.ca](mailto:Birchmount@tdsb.on.ca)

Website: <http://schoolweb.tdsb.on.ca/birchmountpark/>

### **Vision Statement**

*At Birchmount Park C.I., the staff, students, and community are committed to a safe school environment where young people can develop skills to be independent, life-long learners. We strive to achieve good citizenship through the personal success of each individual and through the demonstration of social responsibility including respect for self, others, and the environment. We encourage all students to share in the responsibility for their own learning, to constantly strive for excellence, and to take pride in their accomplishments.*

## ***Principal's Message***

*Welcome to the 2019-2020 school year at Birchmount Park C. I.*

*Each school year is a new opportunity for learning and developing your capacity to meet challenges in the classroom and in the larger community. The Student Agenda is a resource to assist you with:*

- *General information about the operation of the school*
- *Expectations for students in all aspects of school life*
- *A quick guide to the many different ways to get involved and participate in the school community*
- *Time management and organization – remember to use your Agenda to track important due date, quizzes and tests.*

*You are inheriting the traditions created by many fine students for over 50 years – and now you have an opportunity to add your own. It is up to you to see that BPCI continues to be a school you are proud to attend.*

*The more you actively engage on a day to day basis – the greater the reward in your personal growth and achievement. Strive to be the best that you can be at all times. I wish each student a great start to the school year and continued success to the end of June 2020.*

*Ellen Austrom  
Principal*

## ***Working Together At Birchmount Park***

Remember the guiding principles of:

- *Respect for self*
- *Respect for others*
- *Responsibility for all your actions*

Birchmount Park staff strives to assist students to become lifelong independent learners through the acquisition of appropriate knowledge, skills, and values. Learning takes place best in a school environment of mutual respect and personal responsibility.

Education is a right, which carries certain responsibilities. One of these responsibilities is to abide by shared rules of behaviour. Students are expected to conduct themselves at all times in a courteous, considerate and thoughtful manner with other students, staff and visitors.

## *Daily School Schedules*

### **Regular Schedule**

	<b>DAY 1</b> Odd numbered days of the calendar month	<b>DAY 2</b> Even numbered days of the calendar month
Period 1 8:50 – 10:10	<b>A</b>	<b>B</b>
Period 2 10:15 – 11:30	<b>B</b>	<b>A</b>
Lunch 11:30 – 12:25		
Period 3 12:25 – 1:45	<b>C</b>	<b>D</b>
Period 4 1:50 – 3:05	<b>D</b>	<b>C</b>

#### **STAFF MEETING or PLC LATE START SCHEDULE**

Period 1    9:55    to    10:55  
 Period 2    11:00    to    12:00  
**Lunch**      12:00    to    12:55  
 Period 3    1:00    to    2:00  
 Period 4    2:05    to    3:05

#### **HALF DAY SCHEDULE**

Period 1      8:50    to    9:40  
 Period 2      9:45    to    10:20  
 Period 3      10:25    to    11:10  
 Period 4      11:15    to    12:00

**Dismissal at 12 noon**

#### **ASSEMBLY DAY SCHEDULE**

Period 1                      8:50    to    9:55  
 Period 2a Assembly 1      10:00    to    11:00  
 Period 2b Assembly 2      11:00    to    12:00  
**Lunch**                      12:00    to    12:55  
 Period 3                      1:00    to    2:00  
 Period 4                      2:05    to    3:05

## **Announcements and Opening Exercises**

The Acknowledgement of Traditional Lands and Territories of Canada's Indigenous Peoples starts the day at 8:50 a.m. and is followed by the National Anthem and school announcements. Students must stand quietly and listen attentively to the important information given at this time. Any student not in his/her scheduled class ready to begin work before the playing of the anthem is late for class.

Daily school announcements are posted in the main hallway, on the electronic screen above the cafeteria doors as well as on the school website - <http://schoolweb.tdsb.on.ca/birchmountpark/>

### **Acknowledgement of Traditional Lands and Territories**

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We recognize the enduring presence of all First Nations, Metis and Inuit people”



## Student Leaders

BPCI Student Leadership Councils are dedicated to providing opportunities for students to get involved in school beyond the classroom. We work to facilitate access to clubs, teams and a variety of activities and events. Student Leaders are focused on providing students with a more fulfilling and rewarding high school experience.

<b><i>Student Activity Council – SAC</i></b>	SAC Executive: Members at Large: T.B.D. Staff Advisors: Ms. Wong
<b><i>Birchmount Park Athletic Council - BPAC</i></b>	Staff Advisor: Ms. Ireland
<b><i>Arts Council</i></b>	Staff Advisors: Ms. Cullen
<b><i>Best Buddies</i></b>	Staff Advisor: Ms. Nelson-Guthrie
<b><i>Environmental Action Committee</i></b>	Staff Advisor: Mr. Chalil, Mr. De Simas
<b><i>Me To We</i></b>	Staff Advisors: Ms. Gregorio
<b><i>Peer Leaders</i></b>	Staff Advisors: Ms. Grundy, Ms. Munro
<b><i>PROM Committee</i></b>	Staff Advisors: Ms. Wong, Ms. Cullen
<b><i>QSA (Queer Straight Alliance)</i></b>	Staff Advisors: Ms. Taylor, Mr. De Simas
<b><i>Stage Crew</i></b>	Staff Advisor: Ms. Cullen
<b><i>Yearbook</i></b>	Staff Advisors: T.B.D.

## Anticipated School Teams 2019-2020

FALL TEAMS	FEMALE	MALE	CO-ED
	Sr. Basketball	Golf	Cross Country
	Field Hockey	Jr./Sr. Volleyball	
		Football	
	Intramurals: Dodgeball, Soccer, Weight Room Club		
WINTER TEAMS			
	Ice Hockey	Ice Hockey	Curling
	Jr./Sr. Volleyball	Jr./Sr. Basketball	Indoor-Track
		Indoor-Soccer	Badminton
	Intramurals: Basketball, Floor Hockey, Weight Room Club		
SPRING TEAMS			
			Track and Field
	Soccer	Jr./Sr. Soccer	Archery
	Slo-Pitch	Baseball	Ultimate Frisbee
	Lacrosse	Lacrosse	Co-Ed Volleyball
	Intramurals: Dodgeball, Flag Football, Weight Room Club		

## Anticipated Clubs and Events 2019-2020

Art Club Arts Council Arts Night Athletic Council Avogadro Chemistry Contest Band Best Buddies Black History Month Committee Breakfast Club Cayley Grade 10 Math Contest Chess Club Christian Fellowship Club Coffee House Dances Drama Club Euclid Grade 12 Math Contest EAC Environmental Action Committee Food Bank Drive Fermat Grade 11 Math Contest French Contest (U of T/York) Fryer & Galois Grade 10 Math Contest Grade 9 Day Holiday Bazaar Library Club Me to We Committee	Mindfulness & Yoga Pascal Grade 9 Math Contest Peer Leaders Photography Club Pink Ribbon Campaign – Breast Cancer Prom Committee QSA – Queer Straight Alliance Recycling Club Robotics School Play Science Club Shoreline Clean-Up SIXERS Meet-Up Group Skills Challenge Spirit Weeks Stage Crew Student Activity Council (SAC) S.T.Y.L.E. – homework help Talent Show Tree Planting Weight Room Club Wellness Committee White Pine Reading Club White Ribbon Campaign Yearbook
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## School Procedures and General Information

	<b>School Expectations</b>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Regular attendance to all classes on each and every day is the single most important factor in determining success at school. Frequent absences disrupt the continuity of the instructional process and can have a negative impact on the student's ability to earn credits.</li> <li>• <b>Reporting Student Absences: 396-6704 ext. 20004.</b> Parents or guardians are to call the main office when a student is absent. A note dated and signed is required in the absence of a parental phone call.</li> <li>• <b>Skippping classes</b> is a habit that negatively affects academic progress. Student should expect that a parent/guardian will be notified by their teacher.</li> <li>• Parents and guardians are notified daily of student absences through the "SchoolConnects" automated message system.</li> </ul>
<b>Arriving Late to School either in the morning or the afternoon</b>	<ul style="list-style-type: none"> <li>• <b>Students who are late must sign in at the main office.</b></li> <li>• Students who are late for a medical or similar appointment must sign in at the main office with a note or parent/guardian must contact the school by calling (416) 396-6704 ext. 20004.</li> </ul>
<b>Leaving early from school</b>	<ul style="list-style-type: none"> <li>• A student leaving school before the end of the day is required to bring a parental note to the main office indicating the reason for leaving early.</li> <li>• If a note is not present the Office Assistant will call the parent before the student may leave the school.</li> <li>• If a student leaves school during lunch period and is unable to return to school, a parent or guardian should phone the school to explain the absence, or send a signed, dated note when the student returns.</li> </ul>
<b>Steps to take if you are not feeling well or have an injury</b>	<ul style="list-style-type: none"> <li>• <b>Students are to report to the Main Office if they are ill.</b> Parent/guardian will be contacted to determine next steps i.e. signing out or waiting for an adult to pick up the student at the school.</li> </ul>
<b>Vacation/ Unavoidable Absence Policy</b>	<ul style="list-style-type: none"> <li>• Students are expected to take vacations during regular school breaks and <b>not</b> during scheduled school time or during the examination period.</li> <li>• Students who go on vacation or who have an unavoidable commitment during regularly scheduled school time are responsible for all work missed and must complete a Parent/Guardian Authorized Excusal Form at least two weeks prior to leaving.</li> <li>• Alternative arrangements for any missed tests or</li> </ul>

	<p>assignments during the absence must be made in consultation with the Vice-Principal and the teacher in advance of the absence.</p> <ul style="list-style-type: none"> <li>• Final Semester exams occur in January and June as noted in the school calendar. <b>Final culminating tasks and exams are mandatory requirements for each course.</b> The school does not reschedule or provide alternative evaluations for students to accommodate vacations. Credits may be at risk as a result of extended absences from school due to family trips or vacations.</li> </ul>
<b>Breakfast Bistro</b>	<ul style="list-style-type: none"> <li>• Students are welcome to come to the Breakfast Bistro from 8:00-8:40 a.m. every day.</li> <li>• Breakfast Bistro is located in the main foyer.</li> </ul>
<b>Lunchtime Routines</b>	<ul style="list-style-type: none"> <li>• BPCI has a cafeteria food service. Students can purchase food at lunch time.</li> <li>• Students are expected to eat in the cafeteria and take care to clean up after themselves in the same manner that they would at home.</li> </ul>
<b>Multi-Faith Prayer Space</b>	<ul style="list-style-type: none"> <li>• Room 102a is a Multi-Faith Prayer Space for students to use. Students are asked to go to the Main Office to ask for assistance in opening Room 102a for prayer.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Library hours are posted in the Library.</li> <li>• The library is a place for quiet research and study. Students on spare are encouraged to use the library for quiet study. Spare Card / timetable required.</li> <li>• Students are <u>not permitted</u> to leave classes or sign out of school to work in the library.</li> <li>• Birchmount Park Photo ID Card is required to sign out books and other resources.</li> </ul>
<b>Photo ID</b>	<ul style="list-style-type: none"> <li>• Students are expected to carry Birchmount Park Photo ID at all times while on school property or while participating in school events.</li> <li>• ID must be used for borrowing library books, writing exams, watching sports, and participating in evening events such as dances.</li> </ul>
<b>Students on Study Periods or Spares</b>	<ul style="list-style-type: none"> <li>• Senior students with a spare on their timetable will be issued a Spare Card that is to be carried at all times. When asked, students must produce their spare card to verify they are legitimately out of class.</li> <li>• Students on a study period are permitted to be in the library, cafeteria, Guidance or outside the building.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• School is a place for learning, and visitors disrupt this atmosphere. It is essential that we are able to identify strangers immediately when they enter the school. When BPCI students are asked by a staff member to identify themselves, they will do so cooperatively.</li> </ul>



	<p>respectfully, and immediately.</p> <ul style="list-style-type: none"> <li>• Students are not allowed to have visitors or family members accompany them during the school day.</li> <li>• Students are to arrange visits with friends outside of school hours and off school property.</li> <li>• All visitors are required to report immediately to the Main Office – anyone who does not do so is trespassing</li> </ul>
<b>Personal Property</b>	<ul style="list-style-type: none"> <li>• Students are responsible for their own belongings.</li> <li>• <u>It is strongly recommended that students not bring valuable items to school.</u> If students choose to bring valuable items to school, they are assuming responsibility for any potential loss, damage or theft. The school does not reimburse students for loss, damage or theft of any personal property.</li> <li>• The use of roller blades, scooters and skateboards is prohibited on the school property. All sporting equipment must be stored away when not in use for an organized athletic activity. Bicycles may be secured at the front of the school.</li> </ul>
<b>Lockers</b>	<ul style="list-style-type: none"> <li>• Each student is assigned their own locker and lock. Students must use their assigned locker and lock.</li> <li>• <u>Students are not permitted to share a locker!</u></li> <li>• Combinations are to be kept confidential. If you suspect that your lock combination is known to another student, you can trade for a new lock in the Main Office.</li> <li>• Locks that are not provided by BPCI will be cut off.</li> <li>• All personal property is to be removed from lockers by the end of exams and locks are to be returned to the Main Office.</li> <li>• Lockers are school property. Disfigurement of a locker is vandalism.</li> <li>• Lockers may be inspected at any time by the Admin.</li> </ul>
<b>Lockers for School Teams</b>	<ul style="list-style-type: none"> <li>• Do not leave valuables in the change room or in a backpack in the gym.</li> <li>• Lockers in the Gym corridor are for the use of students on school teams.</li> <li>• Student Athletes can sign up for a locker for a sport season. Sign-out of an athletic locker is done in the Main Office.</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>• Valuable personal property should <b>not</b> be brought to school. Thefts are to be reported to the office immediately. Claims for stolen property are to be made through the individual family's insurance company.</li> </ul>

## ***Student Code of Conduct***

Students are expected to know and abide by the following Codes of

Conduct: TDSB Code of Conduct  
Birchmount Park C.I. Code of Conduct  
Birchmount Park C.I. Bullying & Harassment Code of Conduct  
Birchmount Park C.I. Classroom Expectations set by teachers  
TDSB On-Line Code of Conduct  
BPCI Athletic Code of Conduct  
TDSSAA Athletic Code of Conduct

Codes of Conduct apply to any activity at school or in the community that involve Birchmount Park students. Consequences for violating a Code of Conduct will apply for any activity that negatively impacts on the safety and well-being of members of the school community.

### **VIOLATION OF SCHOOL CODES OF CONDUCT**

If a student does not demonstrate the appropriate respect for self or for other members of the school community and is neglectful of their responsibilities, the following may occur:

- The staff member will remind the student of school expectations.
- The student may be referred to the Vice-Principal or Principal.
- Parent or guardian may be contacted by the teacher or Administration to discuss the inappropriate behaviour and subsequent consequences.
- Restorative Practices.
- Peer Mediation.
- Behaviour contract.
- Restitution.
- Support from Guidance Counsellors.
- Computer privileges revoked.
- Review of the TDSB Human Rights Policy and Equity Policy
- Discipline consequences may include: withdrawal from class and/or teams, extra-curricular activities, detention, suspension, police involvement, transfer to another school, expulsion.

***Note: All TDSB Caring and Safe and Schools Policies and Procedures are followed. The Chart of Consequences for Inappropriate Student Behaviour is included in the TDSB pages of the Student Agenda.***

## **RESPECT FOR SELF AND OTHERS**

We treat ourselves and each other with fairness, sensitivity and courtesy, demonstrating that we honour and respect the uniqueness of each person.

	<b>School Expectations</b>
<b>Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Birchmount Park C.I. values equity and inclusion which means all staff and students can expect to teach and learn in an environment where they are treated with respect, dignity and understanding.</li> <li>• Birchmount Park C.I. is committed to protecting students and staff from discrimination and harassment as covered under the TDSB Human Rights Policy.</li> <li>• Discrimination is any practice or behaviour, whether intentional or not, which has a negative effect on an individual or group because of their age, race, citizenship, cultural background, creed (faith), disability / ability, family status, gender, gender identity, marital status, place of origin, sexual orientation or socio-economic status.</li> </ul>
<b>Respect for Authority</b>	<ul style="list-style-type: none"> <li>• A positive school environment is dependent on a commitment to maintaining mutual respect between all members of the school community.</li> <li>• Students have a responsibility to respect all staff members including: teachers, supply teachers, support staff, caretakers, School-Based Safety Monitors, office staff, guest speakers and the Administration.</li> <li>• Students must willingly identify themselves to staff when asked and report to the office immediately when instructed to do so by any staff member.</li> </ul>
<b>Respectful Language</b>	<ul style="list-style-type: none"> <li>• Students are expected to address each other and staff in a courteous and respectful manner appropriate to a school or working and learning environment. Swearing, hostile or threatening statements and verbal or physical aggression is not acceptable.</li> </ul>
<b>Student Dress Policy</b>	<ul style="list-style-type: none"> <li>• Birchmount Park's student dress expectations are founded on the TDSB Student Dress Policy 2019 (Policy P042).</li> <li>• Please see the TDSB Student Dress Policy in the TDSB pages of the Student Agenda.</li> <li>• Students have the responsibility to respect the rights of others, support a positive, safe and shared environment and to comply with the Student Dress Policy P042.</li> </ul>

<b>Student Dress Policy</b>	<ul style="list-style-type: none"> <li>• Student dress must be worn in a way that all bottom layers cover groin and buttocks and all top layers cover nipples, both with opaque material.</li> <li>• Student dress must conform with established health and safety requirements for the intended activity (e.g. classes in HPE, Science, Technological Studies, Family Studies etc.)  Clothing that promotes discrimination or hate-based activity against others is not allowed.</li> <li>• Clothing will not promote offensive, lewd, vulgar or obscene images or language including profanity, hate and pornography.</li> <li>• Clothing will not promote, nor, could not be constructed as or include content that is discriminatory (e.g. racist, anti-Black, anti-Indigenous, anti-Semitic, Islamophobic, sexist, transphobic, homophobic, classist, abelist, sizist, etc) or that reasonably could be construed as defamatory, threatening, harassing or promoting bias, prejudice or hate.</li> </ul>
<b>Headwear: hats, hoods, bandannas, ball caps etc.</b>	<ul style="list-style-type: none"> <li>• Headwear must not obscure the face.</li> <li>• Demonstrate respect for the Land Acknowledgement and the National Anthem by removing hat / hood / cap etc.</li> <li>• Headwear is expected to be removed for health &amp; safety reasons in some classes e.g. HPE, Science, Technological Studies, Family Studies.</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• All students will sit with their class in the assigned auditorium seats assigned with their subject teacher</li> <li>• All persons present at an assembly should be quiet during a performance or presentation.</li> <li>• Using a cellphone or Personal Electronic Device to record assemblies or performances is not permitted.</li> <li>• Applause is the appropriate way to show appreciation.</li> <li>• Assemblies are for all students including those on a spare.</li> <li>• Latecomers should wait for a natural break in the program before entering the auditorium.</li> <li>• No food or drink is permitted in the auditorium.</li> <li>• Anyone causing a disturbance will be directed to leave the auditorium and report to a Vice-Principal.</li> <li>• Students wishing to leave the auditorium, for any reason, during a performance must seek permission from a teacher. Washrooms should be used before/after the assembly.</li> </ul>

## **RESPECT FOR SAFETY**

The BPCI school community is committed to maintaining a safe, supportive and productive learning environment. All of us, staff and students alike, need to be vigilant and to report any suspicious actions to the Main Office.

	<b>School Expectations</b>
<b>Birchmount Safety</b>	<ul style="list-style-type: none"> <li>• Students at Birchmount Park form a community and share the responsibility to care for each other, treat each other respectfully and keep each other safe.</li> <li>• Students may know in advance that the safety of someone in the school is compromised and that a person(s) may be in danger. It is important to prevent serious events from occurring by reporting to an adult.</li> </ul> <p>Students can access assistance by:</p> <ul style="list-style-type: none"> <li>➤ reporting to the Main Office</li> <li>➤ calling <b>Crime Stoppers (416) 222-TIPS (8477)</b> or talking to the School-Based Safety Monitor, the Principal or Vice-Principal(s).</li> </ul> <ul style="list-style-type: none"> <li>• The building has been equipped with surveillance cameras.</li> <li>• Making a false report or allegation is not acceptable. Malicious false reports cause harm and do not support a safe school environment. Students making false reports against students or staff will face disciplinary consequences.</li> </ul>
<b>Emergency Procedures and Accidents</b>	<ul style="list-style-type: none"> <li>• All students are required to know and follow emergency procedures as posted in the school and reviewed by teachers.</li> <li>• All students are to follow directions of staff and to assist each other during practice emergency drills as well as in the event of an actual emergency.</li> <li>• All accidents are to be reported to the nearest teacher or the Main Office. Parents / Guardians will be notified as soon as possible.</li> <li>• Please note that insurance coverage for medical/dental expenses arising from accidents is available through “Old Republic Insurance” (see TDSB web).</li> </ul>
<b>Fire Alarm</b>	<ul style="list-style-type: none"> <li>• When the fire alarm sounds, all students and staff are required by law to evacuate the building immediately without stopping for coats or personal belongings.</li> <li>• Everyone is required to move at least 17 metres (50 feet) away from the building and entrance doors. No one is to re-enter the school until the all-clear signal is sounded.</li> <li>• False fire alarms disrupt learning in all classes and can put the health and safety of everyone at risk. Causing a false alarm or misusing firefighting equipment is a criminal offence. Police will be called and the offenders will be</li> </ul>

	<p>prosecuted. Parents will be billed for the cost of the false alarm, which is approximately \$1500.00 per Fire Truck. School disciplinary procedures will also be applied.</p>
<b>Hold &amp; Secure</b>	<ul style="list-style-type: none"> <li>• Hold &amp; Secure Procedures are in place when there are risks to safety existing <u>outside</u> the school in the community.</li> <li>• Students and staff remain in the school and regular school routines and schedules continue.</li> </ul>
<b>Lockdown</b>	<ul style="list-style-type: none"> <li>• Lockdown procedures are put into place when there is a known risk to student and staff safety <u>inside</u> the school. Toronto Police Services will direct procedures in the school.</li> </ul>
<b>Weapons</b>	<ul style="list-style-type: none"> <li>• Students are prohibited from bringing or possessing weapons, replica, imitation or toy versions of weapons on school property or during any school events.</li> <li>• Weapons include but are not limited to: BB Guns, Air Pistols, Starter pistols and other firearms, knives, laser pointers, firecrackers, lighters, and other incendiary devices.</li> <li>• Weapons can include common objects being used to intimidate, threaten or harm another person.</li> <li>• Police will be contacted in all situations involving weapons.</li> </ul>
<b>Alcohol, Drugs, Vaping</b>	<ul style="list-style-type: none"> <li>• Alcohol and/or illegal drugs are not to be brought onto or consumed on school property or at any school activities, including excursions.</li> <li>• A student under the influence of alcohol or drugs will face disciplinary action.</li> <li>• Vaping is not permitted on school property.</li> </ul>
<b>Gambling</b>	<ul style="list-style-type: none"> <li>• Playing games with coins, dice or cards or playing any other games of chance for the exchange of money is not permitted.</li> <li>• A student participating in gambling activities will face disciplinary action.</li> </ul>
<b>Smoking, Tobacco, Vaping</b>	<ul style="list-style-type: none"> <li>• All TDSB schools are Tobacco &amp; Vape free. Smoking, vaping &amp; chewing tobacco is not prohibited on school property. This includes inside and outside the school.</li> <li>• Smoking, chewing tobacco, e-cigarettes and vaping, pose significant health risks and are known causes of cancer.</li> <li>• The Tobacco Control Act prohibits supplying or selling tobacco to a person under 19 years of age.</li> <li>• Students smoking or vaping will face disciplinary action and possible fines from the Tobacco Enforcement Officer.</li> </ul>
<b>Trespassing</b>	<ul style="list-style-type: none"> <li>• Trespassing is against the law and unauthorized visitors may be charged with trespassing.</li> <li>• Please assist in maintaining a safe environment by reporting trespassers to the office.</li> <li>• Students who bring or are with trespassers may face disciplinary action.</li> </ul>

## **RESPECT FOR LEARNING**

*We believe in realizing common academic goals and in the effort needed to succeed. We also accept the challenge to pursue academic excellence.*

	<b>School Expectations</b>
<b>Classroom Behaviour</b>	<ul style="list-style-type: none"> <li>• Daily work in the classrooms is the foundation of success.</li> <li>• Teachers set the expectations for the classroom and students are expected to abide by those expectations.</li> <li>• All students have the right to learn in a calm and respectful classroom environment.</li> <li>• A student who disrupts the classroom environment infringes on the rights of others in the class.</li> <li>• Students are expected to respect and follow the direction of teachers, <b>supply teachers</b>, and support staff.</li> </ul>
<b>Personal Electronic Devices in the Classroom</b>	<ul style="list-style-type: none"> <li>• The use of Cellphones and PEDs should never interfere with the learning environment in the classroom.</li> <li>• The use of Cellphones and Personal Electronic Devices in the classroom will not be permitted unless the teacher approves their use for educational purposes only.</li> <li>• Students with IEP's have access to assistive technology as stated in their IEP's.</li> <li>• Students are responsible for their Cellphones and PEDs.</li> <li>• Students must ensure that all Cellphones and PEDs are <b><u>powered down or on silent mode and out of sight in classrooms and other teaching spaces in the school.</u></b></li> <li>• Students can expect that they will not be permitted to receive or make phone calls during class. In urgent situations parents or guardians can call the Main Office and the student will be contacted in the class.</li> <li>• Students are expected to charge their PEDs at home. Students cannot charge PEDs in the classroom or library.</li> <li>• Privacy laws prohibit the filming, recording and/or taking of pictures on school property without the written permission of the staff member and/or student.</li> <li>• The use of a cellphone or PED to photograph, film or record a conflict, argument or fight between individuals is not acceptable as it aids and incites harmful behaviour in the BPCI school community.</li> <li>• Students can expect staff members to confiscate Cellphones or other PEDs if expectations are not being followed. <b>Students will be directed to the office and will be required to meet with a Vice-Principal after 3:30 p.m. before their Cellphone or PED is returned.</b></li> </ul>

<p><b>Homework, Assignments, Assessments &amp; Evaluations</b></p> <p><i>See pages 34-37</i></p>	<ul style="list-style-type: none"> <li>• Effective time management skills are an important component of completing work on time. Writing due dates in your Student Agenda helps track key dates.</li> <li>• Students are expected to complete homework and assignments by the assigned due date.</li> <li>• Students are advised to see the teacher for extra help when they are struggling to complete work on time.</li> <li>• Students are to speak with the teacher <b>prior</b> to a known absence to reschedule missed due dates and test dates.</li> <li>• Student Athletes are expected to communicate absences <b>prior</b> to athletic events to their subject teachers.</li> <li>• Students are expected to complete course work they have missed due to illness, appointments, athletics, field trips, special circumstances etc. and must speak with their teachers to schedule missed due dates / evaluations.</li> <li>• Students must supply a note from a parent or guardian when they have missed due dates due to illness.</li> <li>• Students who miss due dates or evaluations for unexplained absences (skipping) can expect a “zero”.</li> <li>• Credit for a course could be in jeopardy if assignments are not submitted to the teacher.</li> <li>• Students are asked to speak to a Guidance Counsellor or Vice-Principal regarding any special circumstances or personal difficulties affecting their ability to meet course expectations, due dates and/or evaluations.</li> </ul>
<p><b>Cheating and Plagiarism</b></p> <p><i>See pages 37-39</i></p>	<ul style="list-style-type: none"> <li>• Academic honesty is central to the integrity of learning and granting of credits. All forms of academic cheating and plagiarism will be subject to disciplinary action.</li> <li>• Teachers will ensure that students have a sound understanding of plagiarism and are familiar with the school policy on academic honesty.</li> </ul>
<p><b>Halls and Exit Doors</b></p>	<ul style="list-style-type: none"> <li>• For safety reasons, students are expected to keep hallways, exits and stairs clear; for ease of use by staff &amp; students.</li> <li>• Students are not permitted in the halls during class time, unless they have either a hall pass or spare card.</li> <li>• If it is necessary to pass through the corridors, students are to be quiet and respect the learning environment.</li> <li>• Balls, hacky sacks, skate boards, rollerblades, bicycles and other athletic equipment are not to be used inside the school. Students are expected to store all personal and school sports equipment in their lockers.</li> </ul>



## RESPECT FOR PROPERTY

We recognize the impact our individual actions have  
on school property and the school community.

	<b>School Expectations</b>
<b>Lunch Routines: Food in cafeteria, halls and classroom</b>	<ul style="list-style-type: none"> <li>• Food from the cafeteria may be purchased during the lunch period. Vending machines are available in the main foyer.</li> <li>• During lunch, students are permitted to eat in the main foyer, the cafeteria, or outside of the building</li> <li>• Food or drink is not permitted in classrooms. Individual teachers may permit the drinking of bottled water in non-computer classrooms.</li> <li>• Students are asked <b>not</b> to sit on top of the tables and should not have feet on the benches.</li> <li>• Students are expected to be respectful at all times by cleaning up after themselves, placing garbage in the garbage cans, and depositing drinking containers in the appropriate recycling bin.</li> </ul>
<b>Recycling</b>	<ul style="list-style-type: none"> <li>• Birchmount Park is an Eco-Schools Gold Medal Award winning school. Students are expected to use recycling boxes for food waste, paper, cans, plastic, glass etc.</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>• The front driveway is a designated fire route and is also needed for our school buses. Please arrange to be picked up/or dropped off at the east entrance <u>only</u> in order to keep the front driveway area clear.</li> <li>• The parking lot is school property. The School Code of Conduct applies to all activity in the parking lot.</li> <li>• Cars parked illegally or in the school parking area may be tagged and/or towed.</li> </ul>
<b>Textbooks</b>	<ul style="list-style-type: none"> <li>• Students are issued textbooks for use until the end of the course. Students are expected to return textbooks in good condition. Returning someone else's textbook as your own is not acceptable.</li> <li>• Students can expect to pay the full cost of replacement for lost or damaged textbooks.</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• School computers are provided to support student learning and are not for personal use.</li> <li>• All students using computers must adhere to the TDSB On-Line Code of Conduct.</li> </ul>
<b>Vandalism and Graffiti</b>	<ul style="list-style-type: none"> <li>• The defacing or damaging of school and community property is prohibited and will be subject to disciplinary action. Graffiti and vandalism may result in suspension and/or criminal charges.</li> </ul>

## HARASSMENT AND BULLYING

Harassment and Bullying has a lasting negative impact on the lives of everyone – victim, bystanders as well as the aggressor.

	<b>School Expectations</b>
<b>Harassment / Bullying</b>	<ul style="list-style-type: none"> <li>• Harassment and Bullying includes any annoying and/or provoking comment or conduct that is known or ought reasonably to be known to be unwelcome or hurtful.</li> <li>• Harassment and Bullying takes many forms – physical, social, sexual, emotional and cyber-based.</li> </ul>
<b>Cyber-Bullying</b>	<ul style="list-style-type: none"> <li>• Cyberbullying is the use of electronic means to offend, ridicule, intimidate, threaten, harm, exclude or ruin the reputation of an individual. Cyberbullying is a criminal offence and often is a form of a hate-based activity.</li> <li>• Cyberbullying includes: the use of emails and instant messaging, text or digital images sent on cell phones, web pages, blogs, chat rooms, Facebook, Twitter, Snapchat, Instagram or other social media sites.</li> <li>• Examples of Cyberbullying include: flaming, insulting, excluding, impersonating, denigration, gossip and rumor mongering, posting / sending embarrassing photos, sexting, outing a person, creating polling or hate-based websites.</li> <li>• The creation and/or distribution of print or electronic material that serves to offend threaten, ridicule, or defame the character of any member of the BPCI community is considered bullying and/or harassment.</li> <li>• Sharing inappropriate images or text messages that are profane, explicit or promote harm or discomfort to others is not acceptable.</li> <li>• Using PEDs to record and post acts of physical aggression, fights, and assaults is not acceptable.</li> </ul>
<b>Hazing / Initiation</b>	<ul style="list-style-type: none"> <li>• Hazing, initiations, 9'ering are all forms of bullying and harassment. Breaking hazing / initiation traditions takes courage and a deep understanding of the impact bullying has on the victim and the bystanders. Just because you may have experienced a form of initiation in the past does not justify doing it to someone else.</li> <li>• All athletic teams, school clubs and student organizations must know that any form of hazing or initiation will not be tolerated.</li> </ul>
<b>Aiding / Inciting Violence</b>	<ul style="list-style-type: none"> <li>• Any actions for the purpose of aiding or inciting violence will not be tolerated. Students can expect serious consequences for their actions against others.</li> </ul>

## Student Attendance Procedures

If you are  
**LATE**  
coming to school ...

Sign-in at the Main Office  
and then report to your  
class and sign the class  
yellow late book.

Being late to class has an  
immediate negative impact on  
learning in the classroom and  
academic success.

### Consequences:

- Counselling/action taken by teacher
- Detention
- Teacher contacts parent/guardian regarding consequences
- Teacher referral to the office
- Attendance letter sent home
- Vice-Principal Interview & Consequences

If you are  
**ABSENT**  
from school for a whole day....

A **PHONE CALL** is necessary from your Parent or Guardian before 10:00 a.m. for any day of absence.  
**396-6704 ext. 20004**  
Students 18 and over are responsible for this phone call.

Upon your return a **NOTE** from a Parent / Guardian must be presented to the Main Office. You will receive a **NOTE RECEIVED** form. Show this form to each of your teachers.

### Consequences:

- SchoolConnects voice message sent home
- Counselling/action taken by teacher
- Teacher phones home
- Detention
- Attendance referral form submitted to office
- Office contacts parent/guardian
- Vice-Principal Interview & Consequences
- Attendance letter sent home
- Referral to IST / SST
- Referral to TDSB Attendance Counsellor
- Removal from school register (18 years and older will be demitted after 15 consecutive days absent)

If you must  
**LEAVE**  
school early...

If you have a  
**NOTE**

Report to the  
office and  
**SIGN-OUT**

Students 18  
Years of age  
and older may  
sign out.

If you do **NOT**  
have a **NOTE**

Report to the  
office and your  
parent or  
guardian will  
be contacted.

Upon approval  
you will be  
permitted to  
**SIGN-OUT.**

If no one can be  
contacted, a  
Vice-Principal  
may grant  
permission.

## **Dances, Athletic Banquet, Prom & Evening Events Policy**

In order to make dances, banquets, proms and other evening events a positive experience for all Birchmount Park students, the following policy has been established:

Where applicable, a limited number of guest tickets may be available. A Birchmount Park student must sign in each guest by the established deadline the week prior to the event. The host must accompany the guest when they arrive at the door. Visitors must be secondary school students and their home school Vice-Principal must complete a reference form to be provided to a BPCI Vice-Principal.

- All students and their guests must show photo identification.
- Students may enter only through one door.
- Doors close when the event begins. Only students with pre-issued work passes will be admitted after this time.
- Students are not permitted to leave and be re-admitted to a dance.
- Normal courtesy, behaviour and respect for others are expected from Birchmount Park students and their guests.
- All students must check coats, bags, and other personal belongings.
- Students must remain within the designated areas.
- The use of alcohol, drugs, tobacco, and vaping products is prohibited and any student found in violation of this policy will be given consequences. Students refused admission will not have the ticket price refunded.
- Tickets are issued to individual students and may not be re-sold or given to someone other than the person whose name is on the ticket and ticket holders list.
- Students are expected to leave promptly at the end of the event. Make transportation arrangements in advance with friends or parents.
- The Administration reserves the right to refuse entry into school events.

## Co-Curricular Policy

As educators, coaches, and co-curricular staff advisors, we know that for all students the successful completion of their education has the highest priority, but we also recognize and support the value of learning through co-curricular activities.

The Birchmount Co-Curricular Eligibility Policy applies to all activities not directly tied to curriculum as follows:

- Student must have passed at least 3 courses in the previous semester.
- Student must remain in good standing at the school.
- Student must be in regular attendance in all classes.
- The policy applies to everyone including team managers.
- The Vice-Principal responsible for Co-Curricular Eligibility requires a list of students, in advance, to check for individual eligibility. Students may be determined to be ineligible for a co-curricular activity.
- Ineligible students may appeal by completing a Co-Curricular Appeal Form for review by the Principal.
- **Students who have been sanctioned through the TDSSAA Conduct Review Board processes are subject to the determined sanctions which may affect athletic eligibility.**

In order to participate in any co-curricular activities a student must:

- Attend classes regularly and punctually.
- Meet all course requirements, such as assignments, presentations, and tests. Student Athletes must inform teachers prior to each absence and be responsible for all the class work and assignments during each absence.
- Not have failed more than one course in the most recent Ministry Report Card. Under exceptional circumstances this condition can be appealed to the Principal. Talk to your coach or staff advisor for more information about this procedure.
- Represent the school and the community in a positive manner.
- Students must follow the TDSB and BPCI Codes of Conduct.

There will be an eligibility review for co-curricular activities if academic success is in jeopardy. If it is deemed to be in the student's best academic interest, a student may be withdrawn from co-curricular activities until such time as the student has met the academic expectations of BPCI.

## Athletic Policies

### ***Commitment to Practice and Participate for a Full Season***

- It is expected that a student who earns a place on a Birchmount Park athletic team commits to participate through the entire season (including City Championships, and OFSAA). Full participation includes attending scheduled practices and competitions. A student athlete is subject to sanction (i.e. game suspension or removal from the team) for not meeting their commitment to the team.
- A student-athlete who quits a team will be subject to a school-based participation sanction.
- A student who is removed from a team as a result of not fulfilling their commitment (i.e. not attending practices or competitions) will be subject to a school-based participation sanction. Exceptional circumstances requiring a student to leave a team prior to the end of the season should be discussed with the coach or Athletic Director. Exceptional circumstances may exempt the student from sanctions.
- Student-athletes under sanction will not be permitted to participate in the next athletic season they typically would participate.
- Sanctions may be appealed for exceptional circumstances.
- The Athletic Director will determine season of sanction for Grade 9's.
- Student-athletes and parents will sign an acknowledgement of their full commitment to participate on a school team, or face sanction, along with the Try-out/Participation form at the start of the season.

### ***Examples:***

- a.) A student-athlete competing on the Football team in the fall decides to quit the team before the completion of the season. This student normally participates on the school Basketball team during the winter season. Under sanction, the student-athlete would not be permitted to participate on the Basketball team, or any other winter sport.
- b.) A student-athlete competing on the school's Ice Hockey team during the winter season repeatedly misses practices and as a result is removed from the team. Typically, this student-athlete's next sport would be Cross-Country in the fall. Under sanction, the student-athlete would not be permitted to participate on the Cross-Country team, or any other fall sport.
- c.) A student-athlete competing on the school's Rugby team during the spring season decides to quit before the completion of the season. Rugby is the only school sport this student-athlete competes in. Under sanction, the student-athlete would not be permitted to participate on the Rugby team the following year, or any other spring sport.

### ***Number of Sports per Season***

- Birchmount Park student-athletes are permitted to compete on one school team per season.
- Exceptions are limited to Badminton and Archery whose seasons overlap the winter and spring seasons.

### ***Cross-Over Seasons***

- Any student-athlete playing on a sports team wishing to try-out for a team taking place the next season, will not be required to practice/try-out for the next season's team until their current season is completed.
- Student-athletes should inform the coach of the next season's team, of their intention to try-out for that team. The coach is required to give a one week period after the previous season ends for such try-outs.

### ***Playing In an Older Division***

- Student-Athletes are expected to play within their appropriate age group for the team (i.e. Bantam/Midget, Junior, or Senior).
- Exceptional circumstances may be appealed to the Athletics Director.

### ***BEAP Students Athletic Eligibility***

- The Toronto District Secondary School Athletics Association (TDSSAA) monitors all BEAP students. Out of Area BEAP students are not eligible to participate in their Declared Sport of Specialization.
- All incoming Grade 9 BEAP students must review and resubmit a Declared Sport of Specialization Form during the first week of school in September. No changes in the Declared Sport of Specialization can be made after this date.
- Failure to submit this form by the due date stated will disqualify the student from participating in any high school sports/competitions.

### ***BEAP Program Status***

To remain in the B.E.A.P. program, it is expected that a student will:

1. Maintain an average of 70% or better in the B.E.A.P. curriculum. A student whose mark drops below 70% must demonstrate a conscientious effort to improve to 70%.
2. Maintain an overall average in all courses of 60%.
3. Follow TDSB and BCPI Codes of Conduct.
4. Be a good ambassador for B.E.A.P. and Birchmount Park C.I.

If a student does not meet the expectations outlined above the student may be asked to leave the B.E.A.P. program and return to their home school, if attending Birchmount Park under Optional Attendance.

### **Athletic Code of Behaviour**

Student Athletes are expected to promote positive behaviours and attitudes at practice, during sporting events and in the community.

Students Athletes are expected to:

- Demonstrate good sportsmanship and fair play.
- Respect the rights of teammates, opponents and spectators.
- Strive to understand, respect and follow the rules of the game.
- Conduct yourself with honour, dignity and self-control.
- Appreciate the skills and effort of your teammates and opponents.
- Respect the authority and the decisions of coaches, staff, officials.
- Respect athletic facilities and property.
- Be generous in victory and gracious in defeat.
- Refrain from the use of profanity, taunting, threatening actions and violence at all times.
- Report all concussions to your coach/staff advisor.
- Meet all school academic requirements; keeping up to date with all subject assignments and assessments.
- Conduct yourself at all times as a Birchmount Park ambassador.

### **Athletic Spectator Code of Behaviour**

Spectators are an important aspect of school athletics. It is wonderful to share the team sport experience with members of the BPCI community.

It is expected that spectators will:

- Cheer in a positive manner.
- Respect the decisions of the officials.
- Respect the athletic facilities and property.
- Respect the authority of the TDSB staff supervising games.
- Respect athletes and staff from other schools.
- Be courteous and respectful to all fellow spectators.
- Not interfere with the game in any manner.
- Refrain from any profanity, taunting, threatening actions or violence.
- Behave in accordance with all TDSB and BPCI Codes of Behaviour.
- Leave the event in a quick and orderly fashion after the game

### **Athletic Awards**

- Participation and achievement awards will be honoured annually.
- All student-athletes will earn points toward a Junior, Senior and Bronze Athletic Letter Award, for participation on school teams.
- Individual student-athletes may be awarded a Most Valuable Player, Most Improved Player, or Fair Sport award. Other special awards include Grade Athletes of the Year and Overall Athletes of the Year.



## **Assessment and Evaluation Guidelines**

### **Assessment and Evaluation Mission Statement**

Birchmount Park Collegiate Institute holds high expectations for all students to acquire the necessary knowledge, skills, and values to become responsible members of a democratic society. The main purpose of assessment and evaluation is to improve student learning. Information gathered through this process helps teachers to determine how students are performing in relation to the Ontario Curriculum Expectations. Teachers also use this information to adapt their teaching, to meet individual student needs. Ongoing assessment and evaluation reflect BPCI's strong commitment to accountability, quality programming, and continuous improvement.

### **Principles of Assessment and Evaluation** – from “Growing Success, 2010”

There are seven fundamental principles which guide the assessment, evaluation and reporting of student learning. Teachers use practices and procedures that:

1. Are fair, transparent, and equitable for all students
2. Support all students, including those with special education needs
3. Are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students
4. Are communicated clearly to students and parents at the beginning of the school year and at other appropriate points throughout the school year
5. Are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning
6. Provide ongoing descriptive feedback that is clear, specific, meaningful and timely to support learning and achievement
7. Develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning

## **How Assessment and Evaluation Works**

The assessment of student progress, the evaluation of student achievement, and the percentage grade on the report card are based on:

- Ministry of Education Subject Curriculum Expectations
- The Curriculum Achievement Chart categories - (Knowledge /Understanding; Thinking; Communication; Application)
- Curriculum Strands specific to Subjects (e.g.. English; French)

Specific subject information is found in the Ministry of Education Curriculum guidelines for each subject ([www.edu.gov.on.ca](http://www.edu.gov.on.ca)). The primary purpose of assessment and evaluation is to improve student learning and achievement.

### ***Definitions***

**Assessment** occurs throughout each course as teachers collect and analyze evidence of student progress.

Teachers use **Diagnostic Assessment** at the beginning of a course or unit to plan instruction based on identified student needs. It does not count toward a final mark.

Teachers use **Formative Assessment** to determine how well the student has understood new material and developed targeted skills. A teacher may give a short quiz, or listen to/observe/ read a student's work as it is being developed for the purpose of giving feedback on areas that need additional work before the student is evaluated. Formative assessment helps students learn how to monitor their own progress. It also helps teachers improve their instruction.

**Evaluation** determines a grade. Teachers measure and judge a student's demonstration of knowledge and skills as required by the curriculum expectations for the course. Evaluation:

- measures achievement, not progress;
- occurs at the end of a unit of learning and end of the course;
- occurs only after students have had opportunities to show what they know and can do;
- guides teachers' decisions about Report Card grades;
- provides achievement data;
- communicates information regarding credits earned;
- **is represented by a number (%) on the Provincial Report Cards** to indicate a student's grade either at the end of the term/semester, or end of the course.

## **Assessment and Evaluation Practices**

### **Course Outlines**

At the beginning of the semester, students are provided with a written course outline describing the expectations, content and evaluation for each course. Course Outlines are posted on the school website.

Students are informed of the types of assignments, tasks and evaluations that they should expect and are told how their final grade is calculated. The weighting of the different tasks and evaluations will vary from course to course.

### **Due Dates**

The teacher provides assignment due dates and evaluation dates which students are expected to meet.

Credit for a course could be in jeopardy if assignments are not submitted to the teacher.

### **Group Work**

Students who are assigned a group task will not receive a 'group mark' for the product. Students will receive marks which represent their own contribution to the knowledge and skills represented in the product, and which are aligned with the curriculum expectations of the course.

### **Student Achievement Records**

Students, parents or guardians can monitor student progress on an ongoing basis through the web-based student achievement records "Teach Assist", which can be accessed on the Home Page of the BPCI school website at: <http://schoolweb.tdsb.on.ca/birchmountpark/>  
Or at: <https://teachassistfoundation.com/tdsb/index.php>

**Teach Assist** is updated regularly throughout the semester; however students and parents / guardians may request an updated individual mark print out at any time during the semester.

Students will receive an individual print out of all of their marks in a course and an explanation of how they are combined to create a single percent at least twice a semester: at Parent-Teacher interviews, and as they enter into the final 30% summative evaluation. On Exam Return Day or when final marks handed out, students will receive a printed summary of marks that shows their final standing in the course.

**Students with Individual Education Plans (IEP's)**

Students with Individual Education Plans (IEP's) will be provided supports, accommodations and modifications as outlined on their IEP. Supports are varied and may include: additional time, use of a computer, scribing, reduced number of tasks etc.

**Accommodation for Religious Observances:** Teachers are aware of Days of Significance and will endeavor not to schedule assessment and evaluations of these dates. Students and/or their parents/guardians should inform the school ahead of the due date if a request for accommodation of religious beliefs, practices and observances requires a rescheduled submission of student work, and provide a note to the office upon their return.

**Determining Final Report Card Grades****Term Work = 70% of the Final Grade**

The grade for course term work (70% of the final grade) reflects a student's most consistent, most recent level of achievement throughout the course.

**Summative Evaluation = 30% of the Final Grade**

Summative / Culminating assignments, tasks, and examinations are compulsory course requirements for all students and are scheduled near the end of each course and determine 30% of the student's final Report Card grade.

**70% + 30% = final Report Card grade out of 100%.**

A minimum mark of 50% is required to pass and earn a credit.

**Learning Skills** (independent work, teamwork, organizational skills, initiative and work habits) are evaluated and reported separately on the Provincial Report Card.

## **BPCI Policy for Late and Missed Assignments**

Birchmount Park C.I. teachers believe that it is essential that students complete all assignments and would rather have assignments handed in late than not handed in at all.

BPCI policy regarding late assignments must be fair to all of the people in the school including students who consistently meet established timelines, and the teachers who must be able to mark and return assignments in a timely fashion.

The following BPCI policy is consistent with the Ministry of Education **Growing Success 2010** document and **TDSB Procedure PR.614 Evaluation of Late Assignments**, to address assessment and evaluation of all late term and summative assignments.

“Teachers can use a variety of strategies to encourage timely submission of assignments, including counselling the student and offering extra help. The teacher should contact the student’s parent/guardian and enlist support in the effort to have the student submit his or her work on time. Consultation with guidance staff, administration, and/or other teachers may be helpful.”

*TDSB PR.614*

“Teachers will take into consideration individual circumstances that recognize:

- a) The differences between uncharacteristic, repeated, and chronic behaviours;
- b) Legitimate explanations;
- c) Lack of requisite skills or comprehension to complete work assigned;
- d) Student with specific needs (IEP, ELL); and/or
- e) Differences in maturity levels from Grades 7 – 12.”

*TDSB PR.614*

## **Course Term Work – 70% of the Final Grade**

Students are assigned course work on an ongoing basis during the semester. Students are encouraged to maintain subject binders and **write key due dates in their Student Agenda** or use the calendar function in their Personal Electronic Device (PED) to track upcoming due dates and evaluations.

Students are reminded that post-secondary institutions and the workplace expect work to be completed on time.

Students are expected to complete course work they have missed due to illness, appointments, athletics, field trips, special circumstances etc. and must speak with their teachers when they return to school to schedule missed due dates / evaluations. Documentation for absences to be provided.

If several evaluations are missing, and there is no evidence that the student has achieved a number of curriculum expectations, the missing or incomplete evaluations will affect the 70% component of the final grade and could lead to a failing grade.

### **Student Responsibilities for Missed 70% Term**

#### **Assignment Due Dates and/or Evaluations**

- Students do not have an automatic right to submit work late. They must discuss an extension to the due date with the teacher **before** the due date, at which point alternative due dates will be set.
- Students are to speak with the teacher **prior** to a known absence due to a field trip, athletic event, or personal appointment. Students must speak with the teacher to make arrangements for making up missed work and to reschedule missed due dates and test dates.
- When a student has been absent, it is the student's responsibility to speak with the teacher immediately **when they return to school**.
- Students **must** supply a note from a parent or guardian when they have been absent and have missed course assignments, tests and evaluations due to illness. This note must indicate not only the reason for the absence, but the parent's awareness that a test or presentation has been missed. In addition, parents must contact the office to notify the Office Assistant of the absence. Students over 18 are also expected to provide a doctor's note.
- If students miss only the day of a test, they **must** see the teacher on the day of return to school to arrange to make up the test. They should be prepared to write the test on the day of their return.
- Students who miss due dates or evaluations for unexplained absences (**skipping**) can expect a **"zero"**.
- Mark deduction for late assignments may occur.
- Students who miss tests because they are away on a vacation will be given **"0"** for the tests that they miss, except under exceptional

circumstances as arranged in advance by the Principal/Vice Principal.

- Students are asked to speak to either their subject teacher, a Guidance Counsellor or Vice-Principal regarding any special circumstances or personal difficulties affecting their ability to meet course expectations, due dates and/or evaluations.
- Students and/or their parents/guardians should inform the school **ahead** of the due date and provide a note to the office if a request for accommodation of religious beliefs, practices and observances requires a rescheduled submission of student work.

### **Student Responsibilities for Final Culminating Tasks; Part of the 30% Component of the Final Mark**

The Ontario Ministry of Education Secondary School curriculum does not provide exemptions from the 30% summative evaluations including final examinations. **All tasks that are part of the 30% Summative evaluation are compulsory for all students and are a significant portion of the final course mark.**

Summative evaluation is subject specific and may include a variety of different tasks such as: performances, tests, projects, assignments, in-class essay writing, research reports, presentations, performances, portfolio presentations, and formal examinations.

Students are expected to honour deadlines set by the teacher for each part of the 30% summative evaluation.

All students **must** take part in the culminating course evaluations. Leaving early for a family trip/vacation or summer job will **not** be considered a legitimate excuse for missing these evaluations.

There is a TDSB Moratorium on students being taken out of school for field trips for the last two weeks of classes before examinations.

Exceptions may include TDSB activities such as TDSB / OFSAA sporting events, which may necessitate the students missing a class. In such cases, arrangements will be made to ensure the completion of summative tasks / evaluations.

Should a student be too sick to complete an end-of-course evaluation, the student **must provide a Medical Note** signed by a physician, verifying that the student was too ill to participate in the evaluation on the specific date of the evaluation. The note must be submitted to the office as soon as possible following the missed evaluation.

**Until this documentation is provided, the student will receive ‘0’ for the missed end-of-course evaluation and the ‘0’ will be included in the calculation of the final grade.**

In special circumstances the teacher, students, parent/guardian are to consult with the Vice-Principal regarding next steps.

### **Student Responsibilities for Final Exams;** **Part of the 30% Component of the Final Mark**

The final exam dates are posted in the school calendar and the Student Agenda at the beginning of each school year.

The Exam Schedule for each semester is distributed to students at the beginning of January and June. The Exam Schedule is posted on the school website at the time.

Not all courses have final exams. All students **must** write final exams in courses with exams. **There are no exemptions for exams.**

Should a student be too sick to complete a final exam, the student must provide documentation of the illness. A Medical Note must be completed and signed by a physician, verifying that the student was too ill to participate in the exam on the specific exam date. The note must be submitted to the office within two school days of the missed exam. Students should discuss individual situations with the subject teacher and the appropriate Vice-Principal.

**Until this documentation is provided, the student will receive ‘0’ for the missed end-of-course evaluation and the ‘0’ will be included in the calculation of the final grade.**

When the documentation is submitted, the Vice-Principal will make every effort for the student to write an alternative final end of course evaluation. When time and/or circumstances prevent the scheduling of an alternative evaluation, then the teacher, in consultation with the CL/ACL and the Administration, will determine an appropriate final mark for the student, based upon the term work completed by the student prior to the missed final evaluation.

### **Academic Honesty TDSB PR.613** **Student Responsibilities for Their Own Learning**

At the beginning of each semester, teachers will review with students TDSB Procedure PR.613: Academic Honesty. The grades that students receive are intended to reflect their own academic achievement, effort,



and creativity. Birchmount staff expects all students to achieve to the best of their ability while maintaining their personal academic integrity and the integrity of their school.

**“Cheating** is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation. Examples include, but are not limited to:

- a) Copying another student’s homework;
- b) Using another student’s work on a test or any other evaluation;
- c) Bringing unauthorized notes or notations into an evaluation;
- d) Asking for, or giving someone, an answer during an evaluation;
- e) Unauthorized use of electronic media to obtain answers during and evaluation; and
- f) Presenting assignments that have been completed by someone else as one’s own.”

**“Plagiarism** is defined 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. (Growing Success 2010 p. 151)

It can take many forms including the following:

- a) Submitting an essay/assignment written by someone else, e.g., buying an essay online, downloading an essay from a website, having someone else complete one’s assignment or copying or using work including homework done by another student;
- b) Piecing together material from one or several sources and adding only linking sentences;
- c) Quoting or paraphrasing material without citing the source of that material, including, but not limited to books, magazines, journals, websites, newspapers, television programs, radio programs, movies, videos, photographs, and drawings in print or electronic form;
- d) Copying and pasting from the internet or other electronic sites without citing the source; and
- e) Omitting quotation marks for direct quotations, even if the sources have been cited.”

In addition, Birchmount Park C.I. considers the following activities to also be cheating and/or plagiarism:

- 1. Distributing assignments to others to hand in as their own.
- 2. Exchanging information or material during an evaluation including: verbal, non-verbal, electronic, or a physical exchange of material.
- 3. Asking for, enabling, or receiving information from another student during an evaluation. This includes verbal, non-verbal, electronic or a physical exchange or material.

4. Using or accessing unauthorized materials such as notes, texts, or programmable calculators during an evaluation.
5. Handing in work that has been submitted in any other course.
6. Participating in the theft and/or use of stolen evaluation materials.
7. Handing in marked material for remarking with material added which was not there originally.

**Consequences:**

Students who participate in academic dishonesty will be referred to a Vice-Principal and can expect disciplinary action. This may include a mark of “zero” on the assignment, having a copy of the assignment placed on file with the Vice Principal, and having parent/guardian notified. Depending on the nature of the offence, disciplinary action may include suspension.

### **Tutorial / Academic Support Days**

Tutorial/Academic Support is provided at the end of Term 1 in Semester 1 and Term 3 in Semester 2. Teachers will support students in completing outstanding work and assignments prior to the submission of marks for the upcoming Report Card.

**Semester 1 – October 30 & 31 & November 1, 2019**

**Semester 2 – April 8, 9, & 10, 2020**

### **Student Success / Academic Supports**

Birchmount Park students can access additional support in different ways including:

- From the subject teacher. Each teacher is available at different times during the week for extra help. Please speak to the teacher.
- MATH support is available at lunch in Room 207.
- Resource Room 100 is available at lunch & after school.
- Resource Room 140 is open at lunch.
- S.T.Y.L.E. provides academic support after school on Tuesday, Wednesday and Thursday in the Library.
- Speak to a Guidance Counsellor for assistance.

## **Parent-Teacher Interviews**

Frequent communication between home and school is helpful to support a student's success. Formal Parent-Teacher interviews are held each semester following the distribution of the Progress Report. Interview appointments can be booked on-line at <https://bpci.parentinterview.com>

### **Parent-Teacher Interviews are conducted:**

**Semester 1 - October 24, 2019** 1:00-3:00 p.m. & 5:30-8:00 p.m.

**Semester 2 – April 7, 2020** 1:00-3:00 p.m. & 5:30-8:00 p.m.

## **Library Resource Centre**

The Library Resource Centre is a warm, inviting place for students to learn research skills, indulge in personal reading and prepare themselves for post-secondary life. We have a broad collection of print materials, including magazines, newspapers, teen fiction, graphic novels and careers-based books. With the help of the Teacher-Librarians, students are encouraged to make full use of the resources available to them and learn how to use them effectively. The Library also has a computer lab, for both academic and leisure use (though academic use is the priority).

When borrowing materials from the Library, a current BPCI student card is required. Students are responsible for signing out materials only for their personal use, returning these materials on time and paying for any lost or damaged items.

While primarily an educational component of the school, the BPCI Library also fosters a community environment. Extra-curricular activities and meetings occur regularly in the Library and students are welcome to take part in these opportunities.

Grade 12 students with a spare can use the Library during their spare for research and quiet study. Students must present either a timetable or Spare Card to use the Library during their spare.

Come by the Library and see what we have to offer.

### **Get involved in the Library and join –**

- Library Club – student assistants
- White Pine Book Club

# Virtual Library Information



## Digital resources

### for learning at school & home

Online access to diverse & trustworthy resources for early literacy, independent reading, research & learning. Available 24/7, anywhere with an internet connection.

[tdsb.on.ca/library](https://tdsb.on.ca/library)

To access these resources from outside of the TDSB network use the:

Login.  
Password



Visit QuickFINDS for ebooks, databases, encyclopedias and tools useful for K-12 student use.

These resources have been assessed for curriculum relevancy and have been licensed by the TDSB or provided provincially.



Visit Search for even more K-12 student resources! Search includes links to licensed resources and external websites that have been selected for curricular relevance.































Use the Library Catalogue to search your school library's collection of books, eBooks & videos.



Access the learnmark online or ask your teacher-librarian for help.



Most Virtual Library resources work well with Read&Write for Google Chrome™ for increased accessibility. Login to your TDSB Google account to access this extension.

<b>Read</b>	 early readers tdsb trillium	 Gr. 3-10 trillium trillium	 Gr. 1-10 student# student#	 K-12 trillium trillium	 Gr. 7-10 tdsb trillium	
<b>Research</b>	 K-12 trillium trillium	 Gr. 4-12	 K-12 trillium trillium	 Gr. 4-12 trillium trillium	 Gr. 7-12 trillium trillium	 Gr. 7-12 trillium trillium
<b>Jobs People Do</b>	 Gr. 7-12 TDSB TDSB	 Gr. 4-12	 Gr. 6-12	 Gr. 7-12	 Gr. 7-12	 Gr. 10-12
<b>Kids InfoBits</b>	 K-5 trillium trillium	 K-6 trillium trillium	 early readers trillium trillium	 Gr. 7-12 tdsb trillium	 Gr. 7-10 Login with your TDSB email/OEN	 Login through AW
<b>Watch &amp; Listen</b>	 Gr. 7-12 in-school access	 K-12 elem elem	 Gr. 7-12	 Gr. 4-12 trillium trillium	 Information is correct at the time of printing. Virtual Library resources are subject to change.	

## Guidance & Student Services

**The Student Services Department is here to serve our school community in a variety of ways:**

- Academic planning and course selection
- Post-secondary pathway planning (workplace, college, apprenticeship, university)
- Decision-making, problem-solving, conflict/stress/time management and relationship awareness
- Short and long term goal setting
- Scholarship application process
- Assisting students with personal issues in their lives
- Personal and crisis counseling
- Links to community resources
- Referrals to TDSB Staff (social worker, psychologists, etc.)

Students can visit the Guidance Office before school, during lunch, and after school or make an appointment with a counsellor through the office assistant at the guidance reception desk.

Valuable information for all students can be found on the Birchmount website: <http://schoolweb.tdsb.on.ca/birchmountpark/>

Click on the '**Student Support**' tab on the tool bar.

### Timetable Requests

**All Grade 9, 10 and 11 students are expected to take 8 Courses.**

Grade 12s must take at least 6 courses, 7 is recommended.

Timetable change requests are only accepted at specified times of the year. All requests for timetable changes must be made in consultation with a guidance counsellor and the student. Parental approval is needed for all students under 18 years. Final decisions are made by a Vice-Principal. Exceptional circumstances should be discussed with a Vice-Principal.

### Full Disclosure of Marks on the Transcript

**All** Grade 11 and 12 courses are recorded on the transcript, and will include the mark earned and the number of times taken. If a student in Grade 12 wishing to drop the course without it showing on the transcript must do so before the date of full-disclosure which is 5 days after mid-term report cards.

## 40 Community Hours Volunteering



Community Service Hours: Every student in Ontario is required to complete 40 hours of community service involvement in order to graduate. Information and guidelines are available in the Guidance Office. Information is shared with all students in the fall.

Students can pick up a community involvement passport in the Guidance Office. Students must submit documentation for the 40 hours of community service hours to Guidance – in order to graduate!

**New to 2019-2020 school year: There are specific stipulations regarding what will be accepted as valid community involvement. Students may need advanced approval with a guidance counsellor prior to commencing their community service.**

<http://schoolweb.tdsb.on.ca/birchmountpark/>

## Birchmount Awards and Diplomas

**HONOUR ROLL:** Every year Birchmount Park honours the academic success of the students at our Annual Awards Breakfast. In order to be on the Honour Roll - students must achieve an average of 80% or higher in their 8 courses. Subject Awards are presented to students that have demonstrated highest standing or outstanding achievement in a subject.\*

**COMMENCEMENT:** Birchmount Park celebrates the success of our graduates in June. At our Annual Commencement Ceremony we honour:

- Graduates: students that have earned their OSSD
- Specialist High Skills Major Red Seal Diploma Graduates
- Ontario Scholars: 80% average or higher on 6 Grade 12 courses
- Bronze B Award Winners: 4 consecutive years on the Honour Roll
- BEAP Certificate Graduates
- Subject Award Winners: highest standing or outstanding achievement in an individual subject (courses taken at BPCI)
- Special Awards: sponsored by individual organizations\*
- Valedictorian: chosen by the graduating class

## **Need Help with your Grade 9 or 10 Math?**

**FREE Online Math Tutoring Staffed by Ontario  
Certified Math Teachers**



**Mathify** [www.tvomathify.com](http://www.tvomathify.com)  
Sunday to Thursday evenings  
5:30 p.m. to 9:30 p.m.

## **Do you need review materials, tests, quizzes or exams?**

**FREE resources written by Ontario Certified  
Teachers in ALL subject areas**

### **Ontario Educational Resource Bank:**

<http://resources.elearningontario.ca>



### **Ontario Educational Resource Bank:**

Accessible: 24/7

User Id: tdsbstudent

Password: tdsb

## **Do You Need Help with Your Homework?**

After school help is available through the **S.T.Y.L.E.** program. S.T.Y.L.E. runs from 3:00 p.m. – 5:00 p.m. Tuesday, Wednesday and Thursday in the Library. See a Guidance Counsellor or Vice-Principal for the registration form. There is no cost for this program.

## OSSD - Diploma Requirements

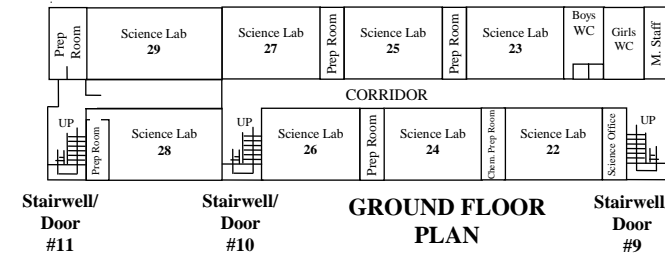
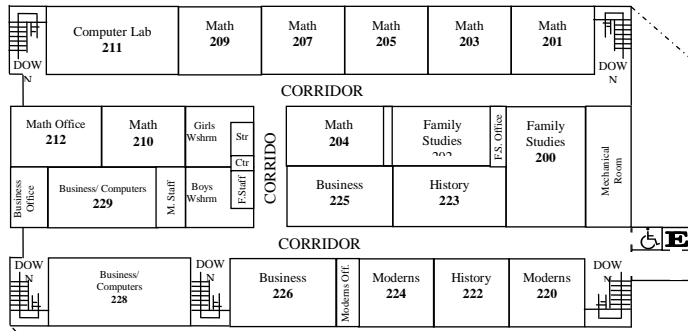
<b>Diploma Requirements</b>	
<b>Compulsory Credits</b>	
English	4
French as a Second Language	1
Mathematics	3
Science	2
Canadian History	1
Canadian Geography	1
The Arts	1
Health and Physical Education	1
Civics	0.5
Career Studies	0.5
<b>GROUP A</b> <b>Choose 1 of the following:</b> English, third language, Social Sciences and the Humanities, Canadian and World Studies, Guidance and Career Education, or Cooperative Education*	1
<b>GROUP B</b> <b>Choose 1 of the following:</b> Health and Physical Education, the Arts, Business Studies, or Cooperative Education*	1
<b>GROUP C</b> <b>Choose 1 of the following:</b> Additional Science, Technological Studies, or Cooperative Education*	1
<b>Total Compulsory Credits</b>	<b>18</b>
<b>Total Optional Credits</b>	<b>12</b>
<b>Community Involvement (40 hours)</b>	<b>(40 hours)</b>
<b>Provincial Literacy Requirement</b>	<b>Successfully Completed</b>
<b>Total Credits Required for Graduation</b>	<b>30</b>

\* a maximum of 2 credits in Cooperative Education can count as compulsory credits.



### *Telephone Numbers of Interest*

AIDS and Sexual Health Hotline	416-392-2437
Alcohol and Drug Addiction Research Foundation	416-595-6111
Al-Anon/Alateen (for youth with alcoholic parents)	416-410-3809
Black Youth Helpline	416-285-9944
Children's Aid (Metro)	416-924-4646
Catholic Children's Aid	416-395-1500
Crisis Response Unit Scarborough/East York	416-289-2434
Distress Centre	416-408-4357
East Metro Youth Services	416-438-3697
Foodlink Hotline	416-392-6655
Kids Help Phone	1- 800-668-6868
Lesbian, Gay and Bisexual Youthline	1- 800-268-9688
Oolagen Community Services	416-395-0660
Rape Crisis Centre	416- 597-8808
(Leave message for counsellor)	
Rouge Valley/Centenary Health Centre	416-208-0131
Scarborough Area Youth Employment Service	416-609-9622
Scarborough Community Legal Service	416-438-7182
Scarborough General Hospital	416-438-2911
Scarborough Grace Hospital	416-495-2400
Sexual Assault Centre	416-495-2555
Scarborough Human Resources Centre (Jobs)	416-285-6858
Second Base (Scarborough Youth Shelter)	416-261-2733
Sexual Assault and Domestic Violence Care Centre (16+)	416-323-6040
Sunnybrook & Women's College Health Centres	416-323-6400
Sheena's Place (Eating Disorders)	416-927-8900
Street Helpline	1-866-392-3777
The Association of Parent Support Groups	1-800-488-5666
Toronto Public Health	416-338-7600
Tropicana Community Services	416-439-9009
What's Up Walk-in Clinic	416-967-1773
YMCA Youth Substance Abuse	416-504-1710
Youth Employment Hotline	416-326-5656
Youthlink	416-967-1773



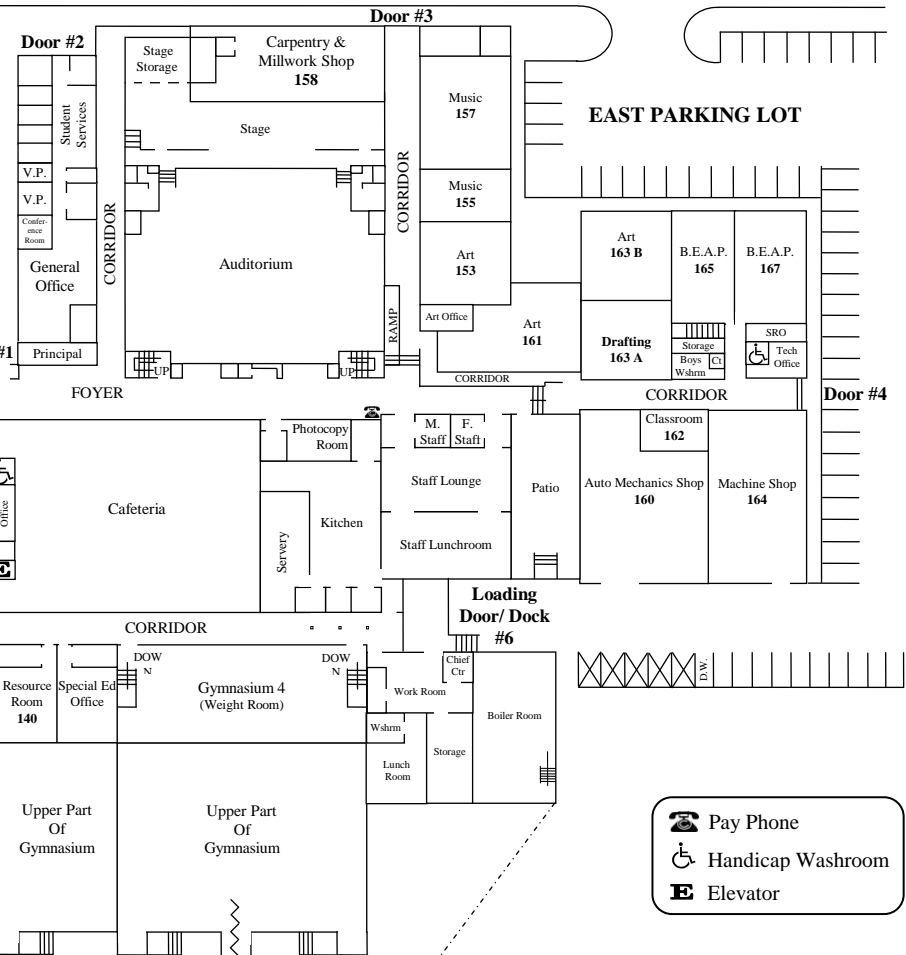
OFFICE PARKING

MAIN DRIVE

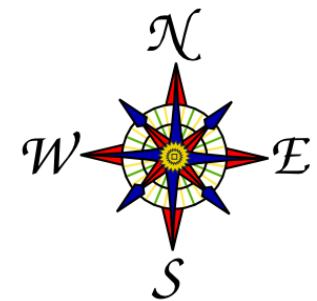
EAST PARKING LOT

**FIRST FLOOR PLAN**

CORRIDOR



- Pay Phone
- Handicap Washroom
- Elevator



**BIRCHMOUNT PARK C.I.**  
**3663 DANFORTH AVENUE**

Laura Campbell • June 2012 • MS Word 2012 • TDJ3M