

## **TREATY ACKNOWLEDGEMENT**

Don Mills CI would like to acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We also recognise the enduring presence of all First Nations, Métis and Inuit peoples.

## **PRINCIPAL'S MESSAGE**

Welcome to the 2020-2021 school year at Don Mills Collegiate Institute - DMCI.

One important lesson that we all learned from the 2019-2020 school year is that you never know what the school year will bring! I hope that everyone is recovering or has recovered from the challenges that Covid-19 brought. Please remember that assistance is always available via our Student Services Department or Kids Help Phone for anyone who requires it.

Covid-19 taught us the importance of "Carpe diem"! – Seize the day! I encourage all students to take advantage of school opportunities available.

As I write this, we still don't know the exact format that the 2020-2021 school year will take. For this reason, a daily schedule or school calendar has not been included.

The agenda outlines your rights, responsibilities and expectations as a valued member of both Don Mills Collegiate Institute and the Toronto District School Board. Familiarize yourself with the Code of Conduct, athletic expectations and the On-line Code of Conduct.

Effective use of this agenda will assist you in developing the important skills of organization and time management. Best wishes for a successful school year.

Todd Bushell  
Principal

**TORONTO DISTRICT SCHOOL BOARD  
MISSION STATEMENT**

To enable all students to reach high levels of achievement and to acquire the knowledge, skills and values they need to become responsible members of a democratic society.

**DMCI MISSION STATEMENT**

Empower members of a global community to:

- D**evelop life-long learning skills
- M**ake a positive contribution to society
- C**reate an environment of respect and responsibility
- I**magine and realize future success

Encourager les membres d'une communauté globale de:

- D**évelopper la compétence de continuer d'apprendre pendant toute leur vie
- M**ontrer le désir de faire une contribution positive à la société
- C**réer un environnement de respect et de responsabilité
- I**maginer et réaliser les réussites de l'avenir

**Our Colours** – Black, Gold, and White

**Our Mascot** – The Bruins

**Our Motto** – Omnia Per Scientiam (“Through knowledge, all things are possible”)

## STUDENT COUNCIL 2020 – 2021 EXECUTIVE

President	Rachel Tiku
Vice President	Kirill Lin
Treasurer	Mishal Hossain
Secretary	Charita Khan
Athletic Convener	Isabella Serrano
Arts Convenor	Henry Ding
Social Spirit Convenor	Alexander Kurk
Social Media Convenor	Anjuli Strong
Fundraising Convenor	Renee Zhu
Equity Convenor	Fareeha Shahid
Clubs Convenor	Jessie Wang
International/ESL Representative	May Wang
Grade Twelve Representatives	Chase Denes, Aroush Siddiqui
Grade Eleven Representatives	Seniru De Silva, Javeriya Nadeem
Grade Ten Representatives	Jessica Wang, Judy Wang

Every Don Mills student is encouraged to get involved in the many activities offered throughout the school year. Being involved gives students the experience of meeting new people, working together toward a goal, and developing new knowledge and skills. Some of the clubs, groups, and teams that you may be able to join are listed below:

*Music:* Concert Band, Stage Band, Northern Lights Show Choir, Show Choir Pit Band, FunkOrkestra, A Cappella Choir, Jazz Combo, Ukelele Band

*Teams:* Soccer, Baseball, Basketball, Volleyball, Rugby, Cross-country Running, Badminton, Softball, Track and Field, Ultimate, Swimming, Golf, Tennis.

*Clubs and Groups:* Ambassadors, Anime Club, Best Buddies, Books and Literature, Chemistry Club, Chess Club, Classics Club, Commerce Association, Community Action Club, Creative Writing, Debate Club, DECA, DMCI Peer Tutoring, DMCI Voice, Eco Team, International Students Association, Future Business Leaders of America (FBLA), Film Club, French Club, Health Occupations Students of America (HOSA), Math Club, Model U.N., Physics Club, Programming Club, Radio, Robotics Club, Stage Crew, DMCI Bulldog (school newspaper), Trivia Club, Video Game Development, Weight Club – in other words, something for everybody!

Please note that co-curriculars can change from year to year depending on student interest and availability of staff advisors.

## STUDENT ACTIVITY PACKAGE

The student activity package for the 2020/2021 academic year is \$50.00. It covers the following on a per student basis:

Yearbook	\$18.60
Agenda/Online App	\$4.25
Student Life/Events	\$22.15
Grade 9 Welcome Package	\$5.00

## CARING AND SAFE SCHOOLS

DMCI is committed to creating a learning environment that is respectful, nurturing, safe and positive. All students must follow the TDSB's Code of Conduct and DMCI's school rules and policies listed below. There will be serious consequences for students who fail to abide by these rules and policies.

## DMCI RULES AND POLICIES

### Academic Honesty

All students are expected to comply with DMCI's Academic Honesty policy listed on pages 18 and 19.

### Alcohol and Drugs

Alcohol, marijuana or illegal drugs are not to be brought onto or consumed on school property or at any school activity. Students under the influence of or in possession of or trafficking alcohol or drugs are not to be on school property or at a school activity. Contravention of this policy will lead to involvement of parents, police and a suspension. **Students requiring assistance with drug, tobacco, or alcohol dependency should consult a Guidance Counsellor.**

### Anthem and Announcements

Students must stand, if able, and be respectful during the Land Acknowledgement and National Anthem. Students must remain silent during announcements. Announcements are read over the PA **once daily after the Land Acknowledgement and National Anthem**, and are available for reading on Academic Workspace (AW) accessed through the TDSB website. Announcements are also broadcast daily on the T.V. in the front foyer. If you wish to make an announcement for your club, team, or group, you must have your staff advisor post the announcement on AW by **8:30 a.m.** on the morning of the announcement.

### Assemblies

We expect good manners, consideration for others and for students to demonstrate respect for the presenters by listening to their presentations. Students must sit with their teachers in their assigned seating area. Backpacks and jackets are not allowed in the cafeteria during assemblies.

### Attendance/ Lengthy Absences

Students must attend regularly and be punctual for all classes. Students leaving the school before the end of the day are required to sign out in the **main office**. Students under the age of 18 must provide a note for the absence, signed and dated, from a parent or guardian. If a student is returning to school the **same day**, the student must **sign back in at the main office**.

We strongly discourage students from missing school for any length of time due to the negative impact of missed classes and missed evaluations. Students who will be **absent from school for a week or more** must:

1. Speak with an administrator **before** the absence, regardless of the reason for the absence.
2. Submit a signed letter and/or complete the *Parent/Guardian Authorized Excusal Form* outlining the length of the absence and reason, **at least 3 weeks** prior to the student leaving to allow teachers and administration to consult and if needed prepare class work.

Each student's situation will be handled individually to take into consideration the student's circumstances.

Students are responsible for missed work and evaluations. Missed evaluations, including culminating and exams, may result in "0".

Students who arrive at school after 9:45 a.m. (and who do not have a Period 1 spare) must sign-in to the main office. Students with a Period 1 spare must sign-in to the main office if they arrive after 10:15 a.m. Also, if you have a note explaining your lateness/absence, you must provide your note to the main office and sign in.

### Co-Curricular Activities

In order to participate in co-curricular activities (clubs, athletics, music, etc.) a student must have good attendance, an average of 60% and be passing two out of three or three out of four of their classes as recorded on their most current report card. Students who do not meet these criteria can appeal to the Appeals Committee. Students must also maintain this standard during the

season in which the student participates in the activity. Only full-time students are allowed to participate in co-curricular activities. New grade 9 students begin with a “blank slate” allowing them to be eligible during the first semester.

#### Computer and Internet Use

The Toronto District School Board is pleased to offer Internet and e-mail access to our students and teachers **as educational tools**. All network users are required to adhere to the Board’s policy. Students and parents must sign an “Acceptable use Policy” before students can access school computers.

Key points include:

- Students will show respect for other internet users - be polite - use appropriate language - **insults, profanity, angry responses and disputes are not permitted**
- Students will **not** display, print, save or transmit text or graphics which may be construed to be obscene
- Students will not use the computer for non-educational purposes, such as “chatting” or playing games. Degrading or vandalizing the data of another user or the school’s equipment and resources is prohibited
- Students must respect copyright laws (see staff for details)
- Students will not reveal any personal information or that of friends or staff on the Internet
- Students will notify a teacher of any security or equipment problems immediately

#### Cooperation with Staff and School Community

Students must go directly to the main office when asked by a staff member. Students must follow the rules in each classroom and contribute positively when working with others.

#### Dress Code

When at school, students are expected to dress in a manner that is clean, neat and appropriate for a learning environment. Read the complete Student Dress Policy (P042) online, including the system standards for dress.

#### Excursions

Students must have a signed permission form from a parent or guardian before participation on a school-sanctioned field trip. School sponsored excursions are encouraged and students are responsible for all work missed. Students should make arrangements with their teachers well in advance of the activity.

### Fighting/ Harassment/ Extortion

Fighting of any kind, including pushing, pulling, shoving and play-fighting is not acceptable behaviour.

Encouraging or promoting confrontation between or among others is prohibited.

Harassment and online intimidation of any form – including, but not limited to physical, racial, sexual, verbal or emotional is prohibited.

The Toronto District School Board's Code of Conduct does not tolerate physical, verbal, sexual, or psychological abuse, bullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or any other attribute. The above behaviours will result in suspensions with a possible recommendation for expulsion depending on the severity of the incident.

Extortion of any kind will not be tolerated.

### Fire Procedures

When a fire is detected or the fire alarm sounds, do not run. Walk swiftly to exit the building. Once outside, all individuals must move well away from the exit. Everyone must exit the building during any fire alarm (including fire drills). **It is a criminal offense to pull a fire alarm without cause.** This action will result in a suspension and restitution to cover financial charges from the fire department.

### Food and Drink

Food and drinks (except for bottled water) are not permitted in classrooms, computer labs or the **library**. Food and drink should be consumed in the cafeteria for sanitary purposes. Students must place garbage and food wrappers in appropriate containers. Your assistance will make for a clean environment and reduce the potential for bugs/critters. Students may not order or receive food from food delivery services during class time.

### Gambling

Gambling of any kind is prohibited on school property.

### Halls

When in the halls, students must walk, use polite language and talk quietly. Students must not loiter in the hallways or the front foyer during class time. The Library Learning Commons is a place for quiet study, and the cafeteria is an area to chat with

friends. **The “15/15 Minute Rule”**: Students are expected to remain in their classrooms during the first 15 minutes of each class and the last 15 minutes of each class. All students have 5 minutes between classes to use the washroom and to collect all required materials for their next class. Unless under direct supervision, students must leave DMCI by 3:30 p.m.

#### Intruders

Students are expected to report any suspicious individuals or activities on school property to the office. Intruders are subject to charges under the Trespass Act. **Students are not permitted to invite others into the school or onto the school property without permission from the Administration.**

#### Language and Gestures

Students must always use language and gestures that are respectful of others and appropriate to the school as a place of learning.

#### Laser Pointers

Leave laser pointers at home. Use of laser pointers may result in a suspension.

#### Locks and Lockers

All students will receive a locker for their personal use. Students are required to provide the locker number, lock combination, name and home form to the main office. It is recommended that students place outerwear in lockers before classes. Lockers are school property; the Toronto District School Board reserves the right to remove locks if necessary to access students' property where there are legitimate safety concerns and/or reasonable grounds for doing so. We strongly suggest that students leave valuables at home. The Toronto District School Board is not responsible for lost or stolen items.

#### Personal Electronic Devices

When classes are in session, all PEDs (Personal Electronic Devices) must be off unless the teacher has given permission to use them for educational purposes. PEDs, including iPods/iPads, smartphones and all other communication devices, etc. are not to be seen or heard during class time without teacher permission as they are distracting to learning. PEDs should not interfere with announcements, instructions or other important interactions.

#### Parking

Student parking is on a “first come first served” basis, as there is a limited number of spaces. Student parking is available at the back of the school only in the large lot closest to the middle school. Student parking is not possible along the back of



the Collegiate. Violators parking outside of designated areas may be ticketed and/or towed. Please drive respectfully and safely.

#### Respect for Property

Students must treat the property of both the Toronto District School Board and that of others, with respect. Students must not trespass on the private property of our neighbours. It is essential that students not take short cuts through the apartment and condo properties near the school. Walking through these parking lots or buildings is strictly prohibited.

#### Responsibility for Learning

Students should seek available extra help when the work or ideas are difficult. Students must be prepared for class, complete all assignments on time and catch up with evaluations missed as a result of an absence. Students must complete 110 hours of in-class instruction for the successful achievement of a credit.

#### Requirements for Students

Students must be diligent in working towards their credits. Students must attend class punctually and regularly. Students must exercise self-discipline and be clean in personal habits. Students must follow directions of staff members and accept such discipline as would be exercised by a kind, firm and judicious parent. **Students must respect and comply with all applicable federal, provincial and municipal laws.**

#### Safety

Don Mills CI has developed specific plans to keep students, staff and others safe in the event of a serious accident or violent incident. Students and staff will practice Lockdown/Hold and Secure drills during the school year. Students must follow directions from staff during such events. Students have a responsibility to know and follow the safety rules of all classes.

#### Scent Awareness

Scented products have an impact on everyone. For most people, perfumed, scented, or fragrant products are enjoyed, but for those who have asthma, allergies, or environmental sensitivities, exposure can result in illness, absence from school, and even hospitalization. Using fragrances is a personal choice, however, by their very nature, they are shared. The chemicals vaporize into the air and are easily inhaled by those around us. Today's scented products are made up of a complex mixture of chemicals which can contribute to indoor air quality problems and cause health problems.

We are trying to increase the awareness within our community

about the impact of fragrance on health, well-being, and productivity of those impacted by scents. We are asking for voluntary co-operation towards a scent-reduced environment. Staff, students, and visitors are strongly encouraged to avoid or reduce the use of fragranced products, and to replace them with unscented alternatives.

What can you do to help?

- Be considerate of those who are sensitive to fragrance chemicals
- Avoid using scented products and use scent-free alternatives instead
- If you do use scented products, use them sparingly. A general guideline for scented products is that the scent should not be detectable more than an arm's length away from you.
- Do not apply scented products in a public area.
- Avoid using laundry products or cleaning agents that are scented.
- Air out dry-cleaned clothing before wearing.

#### Smoking, Vaping, and E-Cigarettes

Students may not smoke on school property according to the Smoke-Free Ontario Act. They may not be in possession of, nor use any variety of e-cigarettes or vaping paraphernalia. Smoking tobacco and / or e-cigarettes and/or vaping is not allowed in the school buildings or on school property at any time according to school/board policy, federal, provincial and city by-laws. Smoking is also not allowed in any vehicle on school property. This law is in effect 24 hours a day, 7 days a week, 365 days a year. Anyone giving cigarettes to anyone under the age of 19, on or off school property, is breaking the law. If a student supplies another student under the age of 19 cigarettes, he/she is breaking the law. Contravention of this policy may lead to a warning letter, notification of the Public Health Department and possible suspension on the first offence. An individual who violates the prohibition on smoking and vaping in schools or on and around school grounds may be charged and if convicted, face a maximum fine of \$1000 (for a first offense) or \$5000 (for any further offense).

#### Spare Periods

If students with a spare remain in the school, they must work quietly in Guidance, the cafeteria or Library Learning Commons.

#### Supervision

Students who are in the school outside of class time must be involved in a teacher supervised activity.

### Textbooks

Textbooks are distributed to students at the beginning of each semester and are collected at the end of each semester. If you leave the school before the end of the semester, you must return all textbooks in good condition. If a textbook is lost or damaged, the student must pay for a replacement. Students must return the textbook assigned to them before writing their final exams.

Students are responsible for the textbooks, library materials, supplies and equipment loaned to them.

### Weapons

The Toronto District School Board's Code of Conduct states that no weapons or replicas are permitted on school property at any time. Weapon possession may result in an immediate suspension of **20 days and recommendation for expulsion**. Use of a weapon in a threatening manner or assault with a weapon will result in an immediate suspension of **20 days and recommendation for expulsion. Police are involved in ALL incidents involving weapons.**

### Wheeled Vehicles

Students must not ride bicycles, scooters or skateboards, etc. inside the school. Students must ride their wheeled vehicles responsibly and respectfully on school property.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR**

The consequences imposed as a result of infractions of these rules are at the discretion of the Principal or Vice Principals, but will vary according to the seriousness of the infraction and take into account progressive discipline.

Consequences may include any combination of the following:

- parental contact
- withdrawal from class(es)
- interview with Principal or Vice-Principal
- loss of privileges
- detention
- suspension
- performing services for the school (restitution)
- police involvement
- recommendation for expulsion from the school or board

This Code of Conduct applies:

- on school premises
- on field trips and other out-of-school activities that are part of the school program
- while travelling on a school bus that is owned by the board or that is under contract to the board; and
- off school premises where the conduct has an impact on the safety, security or physical and mental well-being of any member of the school community

Please review the **Chart of Consequences of Inappropriate Student Behaviour** in the common pages of this agenda.

### **TDSB HOMEWORK POLICY**

Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. The purpose of homework is to ensure it is both effective in promoting high quality student learning and achievement and it nurtures a desire for students to keep learning.

*In the TDSB, Effective Homework:*

- Is curriculum based and meets the developmental and individual needs of the student through differentiation and modification;
- Wherever possible, homework shall be assigned to be returned using blocks of time so that families can best support homework completion by balancing the time required to complete homework with extra-curricular activities scheduled outside of the school day and activities that support personal and family wellness;
- May be used to provide feedback to the student;
- Is designed to require no additional teaching outside of the classroom and is engaging and relevant to student learning;
- Has a direct link to the topic or skills that have been taught in class;
- Ensures that students understand what is expected of them before leaving school;
- Is intended to be a positive experience and not punitive;
- May be designed to involve parents/guardians in supporting their children's learning but does not require them to teach concepts;
- Is communicated to parents in many ways including curriculum nights, parent-teacher conferences, student

agendas, School Council meetings and newsletters.

*Students are responsible for:*

- Recording homework in their agenda;
- Ensuring that he/she/they clearly understands the homework assigned, i.e. homework criteria, and timelines, and asks for clarification or assistance from the teacher when homework tasks or the expectations are not clear or there is a time conflict due to homework in many different subjects;
- Managing time and materials, e.g. by bringing home necessary materials;
- Regularly completing assigned homework in a timely manner to the best of his/her ability.

*Timing, Scheduling and Quantity of Homework*

Homework assigned for completion, practice, preparation or extension should be clearly articulated and differentiated to reflect the unique needs of the child in all grades.

*Grades 9 to 12*

Completion of homework can contribute to improved student achievement, particularly in upper grades. Homework in grades 9 to 12 shall be clearly articulated and planned with an estimated completion time of two hours or less.

## **MORATORIUM ON MAJOR ASSIGNMENTS AND ACTIVITIES**

During the moratorium period of four (4) days prior to the scheduled final exam days, there shall be no:

- excursions
- assemblies (except in extenuating circumstances)
- shortened instructional school days
- conferences or meetings that remove teachers from their schools
- interschool activities
- projects or assignments for students writing an examination
- culminating activities for students writing an examination
- homework

Homework that is considered to be part of the systematic review and examination preparation process (such as review quizzes, sample examination questions, or practice tests) and that do not count for marks, may be assigned during the pre-examination moratorium period.

At their discretion (consistent with school guidelines), teachers may accept late assignments during the moratorium period that allow students to improve their 70% term grade. If there are no scheduled written examinations in the subject, and only when necessary, in-class culminating activities may be completed during the moratorium.

## **DON MILLS COLLEGIATE INSTITUTE** ***“HOW DID I GET THAT MARK?”***

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

- Ministry of Education curriculum expectations
- The Provincial Achievement Chart
- Growing Success – Assessment, Evaluation, and Reporting in Ontario Schools
- The categories of the Achievement Chart

Curriculum expectations and the achievement chart are found in the Ministry guidelines for each subject ([www.edu.gov.on.ca](http://www.edu.gov.on.ca)) and are consistent throughout the province. The primary purpose of assessment and evaluation is to improve student learning and achievement.

### **DEFINITIONS**

**Assessment** is the process of gathering information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. The primary purpose of assessment is to improve student learning. Assessment for the purpose of improving student learning is seen as both “assessment for learning” and “assessment as learning”. As part of assessment for learning, teachers provide students with descriptive feedback and coaching for improvement. Teachers engage in assessment as learning by helping all students develop their capacity to be independent, autonomous learners who are able to set individual goals, monitor their own progress, determine next steps, and reflect on their thinking and learning.

**Evaluation** refers to the process of judging the quality of student learning on the basis of established performance standards and assigning a value to represent that quality. Evaluation accurately summarizes and communicates what students know and can do with respect to the overall curriculum expectations. Evaluation is based on assessment of learning that provides evidence of

student achievement at strategic times throughout the course, often at the end of a period of learning.

## **HOW ASSESSMENT AND EVALUATION WORKS**

- In order to earn a credit in any course, students are responsible for demonstrating evidence of achievement of the knowledge and skills described by the course overall curriculum expectations.
- Student achievement in Learning Skills (independent work, teamwork, organizational skills, initiative and work habits) is evaluated and reported separately on the Provincial Report Card.
- At the beginning of the semester, students are provided with a course outline describing the expectations, content and evaluation for each course.
- Students are informed of the types of assignments and tests that they should expect and are told how their final grade is calculated.

## **ASSESSMENT AND EVALUATION PRACTICES**

### **Course Work**

Evaluation of the achievement of the overall curriculum expectations is based on the achievement chart for the subject, and marks are weighted according to the achievement chart categories (Communication, Application, Thinking, and Knowledge/Understanding) for each subject.

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

### **Learning Skills**

Teachers will work with students and their parents/guardians to help them develop the following six learning skills and work habits:

- **R**esponsibility
- **O**rganization
- **I**ndependent Work
- **C**ollaboration
- **I**nitiative
- **S**elf-Regulation

Each learning skill and work habit is evaluated on the report cards using the following scale:

**E** = Excellent  
**G** = Good

**S** = Satisfactory  
**N** = Needs Improvement

### **Due Dates**

When assigning a project, test or other work to be submitted for evaluation, the teacher provides a due date which students are expected to meet. For major projects, the teacher monitors student progress to support student success in completing work by the due date. 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 the teacher makes the decision about a possible revised due date.

Depending on the reason for lateness, the teacher may choose, as a last resort, to deduct up to a maximum of 10% from the value of the assignment. If seeing a marked assignment would give another student an academic advantage, then a late assignment may not be submitted after the marked work has been returned to the rest of the class.

Examples of situations where a late assignment is likely to result in loss of marks:

1. Other strategies to encourage on-time submissions have been tried and documented.
2. There has been a pattern of late submissions by the student in the course.
3. The student has not initiated a discussion to arrange for a revised due date.

**Note:** Students and/or their parents/guardians/caregivers must 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.

### **Missed Assignments, Tests and Examinations**

When a student does not complete an evaluation (test, assignment etc.), a '0' will be assigned. The '0' is used as a placeholder until the missed work is completed, or the student has demonstrated the curriculum expectation in another evaluation.

Students with a documented 'legitimate' absence will be given an opportunity as soon as possible to complete missed evaluations and to replace the '0'.

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



expectation(s) in another evaluation, the zero will not count towards the final grade.

### **Academic Honesty**

Students are expected to demonstrate academic honesty on all evaluations, including assignments, presentations, tests and examinations. Cases of academic dishonesty will be dealt with on a case-by-case basis, and will involve an investigation, communication with the student and the parent/guardian, and a mark of zero for the plagiarized work.

Students will be taught that plagiarism or cheating is:

- copying, reproducing or paraphrasing significant portions of someone else's published or unpublished material, and
- representing these as one's own thinking by not acknowledging the appropriate source, or by failing to use appropriate quotation marks.

This applies to all assignments including lab reports, diagrams, essays, and computer projects. Different forms of writing require different types of acknowledgment and/or documentation.

Whether the student has an opportunity to demonstrate his/her learning in another assignment will be at the discretion of the teacher and/or Principal.

### **Turnitin.com**

In order to ensure that the work you submit for evaluation is original, you will be required to submit selected assignments to the school's service provider Turnitin through its website. Turnitin's detection software will alert the classroom teacher of assignments which appear to contain other source material. Where appropriate, the teacher will follow up with you to determine whether the information has been obtained from another source and whether the source material is appropriately recognized in the assignment.

Turnitin's website will require you to submit your name, and an email address. This will allow your teacher to identify who has submitted an assignment for the purposes of evaluation, and will ensure the originality of the work assignment. This will also permit Turnitin to send you a copy of the originality report for your assignment, or to send to you the information about any changes to your account information or password. Your name and email address are not maintained for any other reason. Assignments will be scanned as noted above. Both your name and e-mail address will be deleted from Turnitin's files after completion of the class. A copy of each student assignment will

be kept on file for the purposes of comparing the assignment to future assignments submitted to schools in the Board should an instance of potential plagiarism be detected. Should such an event occur, you may be contacted by the school as part of its investigation into an instance of potential plagiarism. This information is collected under s.264 of the Education Act and Regulation 298, s.20.

### **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 different contributions of the knowledge and skills represented in the product, and which are aligned with the curriculum expectations of the course. Individual effort in creating the product and contributions to the group will be reflected only on the Learning Skills side of the Report Card, unless the ability to work in a group is part of the subject curriculum expectations.

### **Culminating Activities/Examinations**

Culminating activities and/or examinations are scheduled near the end of each course and determine the remaining 30% of the student's final grade in the course.

### **Missed End-of-Course Evaluations 30% of the Final Grade**

- All students must take part in the culminating course evaluations and exams. Leaving early for family reasons or summer job, etc. will not be considered a legitimate excuse for missing these evaluations.
- Should a student be too sick to complete an end-of-course evaluation, the student must provide a doctor's note signed and dated by the physician indicating the dates the student was too ill to participate in the evaluation for medical reasons. The note must be submitted to the office within one school day of the missed evaluation.
- Until medical 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 medical documentation is submitted as outlined above, the Vice-Principal will arrange for the student to complete the end-of-course evaluation (culminating activity, exam, etc.) at the earliest opportunity, if time permits.

## **Determining the Student's Final Grade**

### ***70% of the final grade based on term work***

Teachers will base this grade on the most consistent level of achievement, giving consideration to more recent achievement.

### ***30% of the final mark based on end-of-course evaluations***

The final evaluations will comprise 30% of the final grade.

$70\% + 30\% = \text{final grade out of } 100$

## **STUDENT SERVICES DEPARTMENT**

The Student Services Department (Guidance) offers help with your personal, social, academic and career choices. Assistance may come in any of these forms:

- In a classroom or assembly, counsellors may deliver programs such as course selection, post-secondary options and careers, study techniques, personal relationships, safety issues or other topics of interest to teenagers.
- In a small group, you could participate in discussions about concerns of special interest to you.
- In a personal appointment with a counsellor, you may talk about any other issues.

Students may book appointments with their guidance counsellors preferably outside of class time. If an appointment must be scheduled during class time, use a Guidance Appointment Slip to record the date and time of your future appointment which must be validated by a staff member in the Guidance office. Present your appointment slip to your classroom teacher both before and after the appointment with your counsellor.

- In an emergency situation, if the guidance office is closed, come to the main office or contact Kids Help Phone (1.800.668.6868) or the police as appropriate. You may also ask the guidance secretary for an immediate referral to a counsellor.
- For Letters of Attendance or Transcripts, please complete the form available in Guidance and provide 24 hours' notice during business hours.

## ADDITIONAL STUDENT SUPPORT

In addition to the services provided by guidance counsellors, students can be supported by our school Psychologist, Child and Youth Worker, Mental Health Nurse and Social Worker. Newcomer students are supported by a regional Settlement Worker.

## DMCI TIMETABLE POLICY

Students are advised to choose their courses carefully. It is very difficult, and often impossible, to change courses once scheduling has been completed.

Your course selections are viewed as firm commitments for the entire year. However, changes to a student's timetable may be necessary for one or more of the following reasons:

1. You have failed or did not complete a prerequisite credit for the course listed on the timetable.
2. You have already earned a summer school credit in the course listed on your timetable.
3. You have an incomplete timetable. Grade 9, 10, 11 students **must take 4 courses per semester at DMCI**. Grade 12 students are recommended to have 7 or more courses per year.
4. You are in a graduating position and you need to add or change a subject required for admission to a post-secondary institution.

If your request to change a course does not meet these criteria, your request will still be considered, but only after the above requests have been processed.

Students may submit a Course Change Request form, but must follow their original timetable until notified. *Check with Student Services to determine the last day to add or drop a course.*

Students under 18 years of age require the signature of a parent/guardian to facilitate a course change request.

## POST-SECONDARY SCHOLARSHIPS & AWARDS

Only full-time students who have achieved their top 6 required courses for post-secondary studies in the public school system will be considered for scholarships and awards.

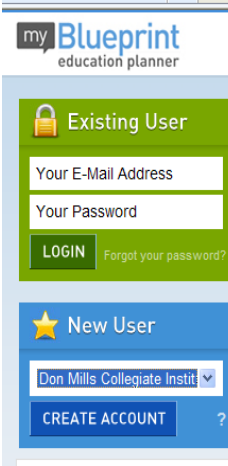
## PEER TUTORING

The volunteer-based Peer Tutoring program at DMCI is designed to help students achieve greater academic success. Students who have achieved at least 80% in a subject work on a one-to-one basis, with peers in need. Students can sign-up online to be considered for a position as a Peer Tutor or to request the help of a Peer Tutor.

## myBlueprint

This is your online tool for course selection and you can use this program throughout the year to create an engaging personal plan. In addition to planning your high school pathway, you can instantly identify post-secondary options and explore valuable information about apprenticeships, college programs, university programs and workplace opportunities across Canada. The “My Profile” feature allows you to set goals, save unlimited plans, short-list programs and occupations of interest, record extra-curricular activities and more.

To access your file on the website, visit [www.muBlueprint.ca/tdsb](http://www.muBlueprint.ca/tdsb); enter your email address and password. If you're a new user, find Don Mills CI in the dropdown menu and use your OEN (Ontario Education Number) found on your report card to create your account.



The screenshot shows the myBlueprint education planner interface. At the top, the logo reads "myBlueprint education planner". Below the logo, there are two main sections: "Existing User" and "New User".

The "Existing User" section is highlighted in green and contains a lock icon, the text "Existing User", two input fields for "Your E-Mail Address" and "Your Password", a green "LOGIN" button, and a link for "Forgot your password?".

The "New User" section is highlighted in blue and contains a star icon, the text "New User", a dropdown menu currently showing "Don Mills Collegiate Instit", a blue "CREATE ACCOUNT" button, and a question mark icon.

## **WHO TO CALL FOR HELP**

**Please note: In an emergency situation dial 911 and notify the Main Office immediately.**

Unless otherwise stated, all numbers are 416  
(If you need help making the call, see a counsellor)

**Kids Help Line** **1.800.668.6868**

**Telehealth Ontario** **1.866.797.0000**

### Abuse

Assaulted Women's Helpline 863.0511

Rape Crisis Helpline 597.8808

### Children's Aid

Catholic Children's Aid 395.1500

Children's Aid Society 924.4646

Jewish Family and Child 638.7800

### Crisis Intervention

Distress Centre 408.4357

Sexual Assault Care 495.2555

Sexual Assault & Domestic Violence Care 323.6040

### Dental

U of T Faculty of Dentistry 864.8000

Fariview Community Health Centre 640.5298

### Eating Disorders

Bellwood Health Services 1.866.349.3869

National Eating Disorder Info Centre 340.4156

Overeaters Anonymous 588.6134

Police

Non-Emergency 808.2222

Police – 33 Division 808.3300

Employment Agencies

Tropicana Employment Centre 491.7000

Jobstart 231.2295

YMCA Employment 928.9622

Youth Opportunities Ontario 326.5656

Food and Housing

Covenant House 598.4849

Daily Bread Food Bank 203.0050

Eva's Place 441.1414

Homeless Women's Shelter 925.9250

Youth Without Shelter 748.0110

Emergency Shelter 338.4766

Health Clinics & Information

AIDS and Sexual Health Info 392.2437

Birth Control Info Line 789.4541

Helplines

Kids Help Phone 1.800.668.6868

Telehealth Ontario 1.866.797.0000

Legal Services

Lawyer Referral Service 947.3300

Legal Aid Ontario 979.1446

LGBTQ Services

Lesbian, Gay & Bisexual Youth Line 962.2232

Medical

Don Mills Walk-in Clinic 383.1251

Newcomers/ESL Services

COSTI Education – LINC 534.7400

TDSB – LINC Programs 395.8486

Parenting Services

Teen Clinic @ Hospital for Sick  
Children (ages 12-17) 813.5804

The House (Planned Parenthood) 961.0113

Addiction Services – Drugs & Alcohol

Addiction Research 535.8501

Al-anon and Alateen 410.3809

Alcoholic Anonymous 1.877.404.5591

Narcotics Anonymous 1.888.811.3887

Welfare

Employment and Social Services 338.8888

What's Up Walk In Clinic 482.0081  
(free mental health counselling services)



## **HEALTH COVERAGE FOR STUDENTS IN TDSB SCHOOLS**

- Individuals who were born in Canada and reside in Ontario have universal access to the Ontario Health Insurance Plan (OHIP).
- Permanent residents (formerly referred to as landed immigrants) obtain OHIP coverage beginning 90 days after entry to Canada.
- Refugee claimants under Form 1442, consideration of Eligibility, are provided with the Federal Health Insurance Plan.
- Temporary Residents such as diplomats or guest workers do not have access to health coverage. Private health insurance must be purchased in order to have medical coverage.
- International (visa) students have private health coverage as part of their fee to the TDSB.
- For families who remain in Canada after their refugee claim is rejected or families who have been in the country without status do not have health insurance. Private health insurance would be the only form of coverage that they can access.
- Medical and Dental expenses incurred as a result of injuries occurring on school premises or during school activities are not covered by the Board's insurance. As a parent/guardian, it is your decision whether or not to purchase accident insurance for your child. More information regarding additional insurance for purchase can be provided by the school.
- For students without health insurance, there are Community Health Clinics in Toronto that may provide service. Please contact the Student Services Department for more information.