



MALVERN'S STUDENT CODE OF CONDUCT, POLICIES & PROCEDURES 2023/24

The Malvern community stands together to recognize that we are all entitled to a life of equality, dignity and respect — a life free from discrimination. All students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

MALVERN'S STUDENT CODE OF CONDUCT

Malvern is a community of learners and all members of the Malvern community have a shared responsibility to contribute to a safe learning environment that is based on the following principles:

- Learning for All
- Health & Safety
- Human Rights
- A Positive School Tone
- Student Voice and Advocacy

The Student Code of Conduct applies to all students while on school property, while involved in extracurricular activities (on or off site), while on excursions or school trips, and in any circumstance where the outcome has a negative impact on the school climate. Please refer to the *Chart of Consequences of Inappropriate Student Behaviour* for details of behaviour that may result in suspensions or expulsions.

Learning for All

All students have the **right** to participate in and be supported in their learning. To support this right, students have a responsibility to:

- a) Attend class regularly and punctually, complete homework, assignments, evaluations and presentations according to prescribed deadlines, and arrive at class with the required books and equipment.
- b) Use the library/facilities outside of scheduled class time to get the additional support required. Students cannot use the library during their scheduled class time.
- c) Communicate with teachers if there are extenuating circumstances that impact participating in class or completing evaluations and provide supporting documentation (such as a medical note, sport excursions).
- d) Demonstrate respect for the established norms, procedures and routines that have been set out by their teachers and that serve to maintain structure, accountability and mutual respect.
- e) Remain in class and work diligently throughout the period unless direct permission is given by the teacher to be excused. (Guidance, student support room)
- f) Refrain from visiting other classes and/or walking through the halls and disrupting other classes. The halls are to be clear during class time.
- g) Refrain from behaviour that is disruptive to the learning of other students.
- h) Refrain from using cell phones and other electronic and communication devices (unless given specific permission to do so by the teacher).
- i) Submit their own work with proper acknowledgement of sources. Cheating and plagiarism are serious academic offenses and consequences may include a mark of zero.
- j) Submit their work directly to their teachers (electronically or hardcopy)
- k) Take care in their academic planning and choose courses carefully in the spring.

Note: Staffing decisions and the creation of the master timetable are made based on student selections in the spring. There are limited opportunities for students to make changes to their program selections after the course selection process is completed. Withdrawal from a course will only be considered if the student has made a serious commitment to the course, attends regularly and has been unable to succeed. Be aware that very specific restrictions apply to French Immersion/Extended French language courses that may limit a student's ability to drop courses or change programs.

- 1) Carry a course load consistent with the school's policy:
 - Grade 9 = 8 subjects
 - Grade 10 = 8 subjects
 - Grade 11 (minimum of 16 credits) = 7 subjects
 - Grade 12 (minimum of 24 credits) = 6 subjects

All students are expected to be full time students (= min 3 classes/semester). Students will not be permitted to carry 2 classes in a semester (this is considered part-time, even if the student had 4 courses in semester 1). Only full-time students may participate in athletics and be eligible for awards.

Health & Safety

Everyone has the **right** to feel safe and secure. To support this right, students are expected to abide by all school rules, practices, policies - as well as criminal codes – all of which serve to protect all members of the school community. Please refer to the chart of consequences following the code of conduct.

- a) Violence, threats of violence, verbal or physical aggression, intimidation and bullying can result in serious consequences including police involvement.
- b) Malvern must be free of weapons. Students are prohibited from possessing weapons or replicas of weapons on school property and during all school-sponsored events. Carrying a concealed weapon is a criminal offence.
- c) Students may not be in possession of objects which may be injurious to themselves or others, including all knives and cigarette lighters.
- d) **Bullying** (including cyber-bullying) is aggressive and typically repeated behaviour (physical, verbal, electronic, written or other means) by a student where: the behaviour is intended to have the effect of, or the student ought to know that the behaviour would be likely to have the effect of, causing harm, fear or distress to an individual, or harm to an individual's reputation or property. Bullying creates a negative environment at a school for an individual, and the behaviour occurs where there is a real or perceived power imbalance based on any number of factors (including, but not limited to: peer group power, sexual orientation, gender, gender identity, race, disability, etc.)
- e) **Cyber-bullying** is bullying by electronic means in which the creator assumes the identity of another person; impersonating another person as the author of content or messages on the internet; and, sending material

electronically or posting material online that may be accessed by one or more individuals. Cyber-bullying also includes any electronic communication, to include AI manipulation, forwarding images or content created by someone else - that serves to offend, threaten, misrepresent, ridicule or defame the character of any member of the Malvern community.

- f) **Exclusion/Intimidation** involves spreading/perpetuating gossip and rumour that maligns a student's reputation and/or identifies them as guilty of an alleged incident based on this rumour, actively isolating an individual from their peer groups and social connections, and pressuring others to disassociate from the individual. This is considered a form of bullying.
- g) Students must not be in possession of, under the influence of, or provide others with alcohol, illegal drugs, vapes or cannabis. Drugs, drug paraphernalia, vapes and alcohol are prohibited at school, all school functions and all school-sanctioned events.
- h) **Privacy laws** prohibit someone from filming and/or taking photographs using cameras or cell phones anywhere on school property without the written permission of the staff and/or the students who are being filmed. Filming, photographing, or recording someone without their knowledge and without their permission is considered a serious violation of one's right to privacy and consequences may include police involvement. These consequences may also apply to *distributing* such images or recordings (i.e. posting on social media and/or sending/forwarding it to others).
- i) The TDSB Student Dress Policy draws on the principles of equity, anti-oppression, anti-racism, non-discrimination, equitable and inclusive education and establishes fair and equitable standards and practices for student dress in all schools. Student dress code violations that threaten health and safety, and/or promote violence, illegal activity, bullying, harassment, and/or are motivated by the bias, prejudice or hate against any individual or identifiable groups, are serious violations of the Caring and Safe Schools Policy (P051) and must be responded to in accordance with P051 and associated procedures.
- j) The Province of Ontario laws and Toronto District School Board policy bans smoking and vaping on school property. This law is enforced by the school and by Toronto Public Health. Smoking and vaping are not permitted within a 20-metre radius of school property. Fines of \$305 to \$5000 will be imposed by Tobacco Enforcement. Students under 16 will be required to appear in court with parents.
- k) Tampering with safety equipment is contrary to school rules. Activating a fire alarm when there is not a fire is an *indictable* federal offence.
- l) Students are expected to follow teacher instructions and classroom procedures in classes that require special attention to safety issues such as science, design and technology, physical education, and art.
- m) Unless they are supervised by a teacher and have permission, Malvern students may not visit other schools and students from other schools are not allowed to visit Malvern. Both are considered trespassing. This also applies to attending sporting events as a spectator.
- n) Throwing projectiles at members of the school or greater community can cause serious harm and consequences may include police involvement.

Human Rights

Our school community stands together to recognize that we are all entitled to a life of equality, dignity and respect — a life free from discrimination. All students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. All forms of discrimination are **unacceptable** in TDSB environments and members of the Malvern community have a shared responsibility in recognizing, addressing and reporting any incident that violates the Ontario Human Rights Code (OHRC).

- a) **Gender-Based Violence (GBV)** is any aggressive action that threatens safety, causes physical, social or emotional harm, and belittles, ridicules or criticizes a person because of their gender identity, perceived gender identity, sexual identity, biological sex or sexual behaviour. (P071) Gender-based violence operates on a societal imbalance of power and control based on social constructions of sexual identity, sexual orientation, gender, perceived gender and sexual behaviour. This imbalance may manifest in multiple forms as aggressive and discriminatory behaviours and expressions of hatred.

Gender-based violence includes, but is not limited to, the following:

- Sexual assault
 - Inappropriate, problematic and intrusive sexual behaviour
 - Sexual exploitation
 - Sexual misconduct
 - Sexual harassment
 - Sexist discrimination
 - Relationship violence
 - Emotional abuse
 - Psychological abuse
 - Sex/Human Trafficking
 - Homophobia
 - Transphobia
 - Harmful gender-based social practices
- b) **Hate Crimes** refer to “criminal offences that are committed against persons or property which are motivated in whole or in part by hatred or bias based on the victim’s race, national or ethnic origin, language, colour, creed, religion, sex, age, mental or physical disability, sexual orientation, gender identity, or gender expression. This includes, but is not limited to, hate-motivated violence, incitement to hate-motivated violence, and/or the display of symbols or other representations identified with groups promoting hate and violence. It also includes crimes committed against persons who are associated, or perceived to be associated, with persons who belong to a group that is protected under the Ontario Human Rights Code.
- c) **Hate/Bias Incident** refers to “non-criminal conduct – which does not involve violence, threats or property damage – that is motivated in whole or in part by hatred or bias based on the real or perceived identity or group

affiliation of a victim or victims. This includes disability, gender identity, gender expression, sex, sexual orientation, family status, marital status, socio-economic status, and religion or creed (Note: hate/bias incidents based on race-related grounds, which may sometimes also include religion or creed, are addressed under the category “racism incidents”). A hate/bias incident can also encompass situations in which conduct is directed against people associated with individuals and groups identified with these grounds. The conduct can be verbal, nonverbal or written, and may be in the form of slurs, insults, harassment, abusive gestures, taunting, display of offensive materials, or other acts which may intimidate, disparage and/or marginalize the victim or victims”.

- d) **Racism Incident** refers to “non-criminal conduct – which does not involve violence, threats or property damage – that is motivated in whole or in part by, or is in effect, racism based on the real or perceived identity or group affiliation of a victim or victims, inclusive of the grounds of race and/or race-related grounds such as colour, ancestry, ethnic origin, place of origin, citizenship, religion or creed. This includes hate/bias incidents based on the above race related grounds. A racism incident can also encompass situations in which conduct is directed against people associated with individuals and groups identified with these grounds. The conduct can be verbal, nonverbal or written, and may manifest itself in the form of slurs, insults, harassment, abusive gestures, taunting, display of offensive materials, or other acts which may intimidate, disparage and/or marginalize the victim or victims”.

A Positive School Tone

All staff and students have a shared **responsibility** in promoting and maintaining a positive school tone and an environment that is conducive to learning. To support a positive school tone, reflected in the school, community or on line, students have a responsibility to:

- a) Stand (as able) and remain silent during the Land Acknowledgement and the playing of the National Anthem (late students are expected to remain where they are during the announcements).
- b) Treat others with dignity and respect; refrain from using language or directing comments or gestures towards others that would reasonably be considered as offensive or rude.
- c) Respect the privacy and property of each other and of the greater community. Students are asked to leave valuables at home as the school is not responsible for any personal possessions.
- d) Take proper care of school property, equipment, the school grounds and the neighbourhood. Vandalism, graffiti and littering degrade the environment. Graffiti and vandalism may result in suspension and criminal charges. Students are not permitted to be in possession of any “tagging” materials (paint, markers, stickers, etc.). Students are expected to accept responsibility for the upkeep of desks, lockers, textbooks and equipment. If lockers are defaced, students will be asked to clean them.
- e) Promote school events and awareness of important issues by posting advertisements and signs only after the posters and advertisements

(whether in the school or online) have been approved by a member of administration and/or the staff advisor, and only in specifically designated areas. All posters, advertisements and signs must be removed directly after the event by those students responsible for their posting.

- f) Take responsibility for any damage caused to school property, whether intentional or as a result of “horseplay”. Students will be required to reimburse the school for the replacement cost of the property or for the administrative costs of restoration.
- g) Refrain from keeping anything in a locker that is not permitted at school or on school property (i.e. drugs, alcohol, drug paraphernalia, weapons, tagging supplies, etc.). Lockers are the property of TDSB and can be entered without warning at the discretion of school officials. Students are not permitted to share lockers or use a locker other than the one that has been assigned to them.
- h) Exit the school at the end of the school day, unless supervised by a teacher for course help or extra-curricular activities.
- i) Seek permission from the teacher to leave the classroom. During the school day, and while in class, the school is responsible for all students and therefore the school requires that students to be accountable for their whereabouts. Students may be excused from class for washroom use, emergencies, or guidance/office appointments. All students excused from class are expected to sign out of and into class. Classroom visits, loitering in hallways/washrooms and leaving the school building are not permitted during class time.
- j) Use all sports equipment (personal or belonging to the school) in designated areas only, and under the supervision of a teacher while in the school.

Mental Health and Wellbeing

Malvern has assigned guidance counsellors to support students with general counselling, academic support, course and/or post secondary planning. Excellent resources and information is also posted on the schools website for students and parents. Should students be struggling or in need of support please connect with the qualified staff.

Students are to refrain from meeting up, hanging out or occupying the bathroom space as it prevents the intended use of the facilities. Should students need support, they are to attend to guidance, student support or the office.

Students who are sick or have appointments must have a parent/caregiver notify the school if they are going to arrive after the start of the school day or be absent for the full day. Students needing to be excused before the end of the scheduled day must provide a note or have the parent/caregiver call the school.

Student Voice and Advocacy

All students have the **right** to voice concerns, to advocate for themselves and/or others and to challenge words or actions that disrespect others. To support these rights, students have a responsibility to:

- a) Challenge statements that have a negative effect due to ancestry, citizenship, colour, ethnic origin, faith, disability, gender, gender identity, sexual orientation, or socio-economic status (all rights protected on the Ontario Human Rights Code).
- b) Provide input and/or question school decisions or classroom practices that you feel are unfair by engaging in respectful dialogue with school staff (publicly challenging a teacher is defiance; engaging in respectful conversation or debate is advocacy).
- c) Intervene (safely) or report bullying. Victims rarely report, and bullying behaviour is often hidden from staff. Call people out for bullying behaviour; or get help instead of being a by-stander. Doing nothing is being complicit. On-line bullying and harassment of any form will not be tolerated (i.e., inappropriate online comments that are derogatory, slanderous, or defamatory in nature, posting fights, etc) If possible, report the violation to the Social Media platform.
- d) Strive to resolve conflicts and to problem-solve instead of contributing to the drama. Guidance or admin can assist with conflict resolution within peer groups. It's not tattling; it's preventing problems from escalating.
- e) Speak with a guidance counsellor or administrator or another caring adult if you are concerned about someone's safety (i.e. self-harm, depression, bullying, abuse) or if you become aware of an incident that may compromise the safety of others (i.e. rumours of a fight).
- f) Be intentional about noticing, identifying and interrupting gossip, rumour, ridicule and exclusion. They are all forms of bullying. Choose kindness.
- g) Seek out support from a teacher, guidance counsellor, youth worker, social worker, or the admin if you are struggling emotionally or academically. Asking for help is difficult but it can also be very healing and empowering.
- h) Ensure that you understand and exercise your rights as a student and as a member of the community.
- i) Strive to increase your awareness of issues that matter to you and to our community. Get involved and make a difference.
- j) Be an active member of the school community. You don't need to be selected as an executive member of a school leadership group to get involved or to be a leader.
- k) Be Kind!

The student Code of Conduct was updated in October, 2021, in consultation with staff, students and the Parent Council. And revised in consultation with a student equity group May 2023.

Please refer to the Toronto District School Board's *Chart of Consequences for Inappropriate Behaviour* for the range of consequences that will be considered if a student breaches the Code of Conduct.

Chart of Consequences of Inappropriate Student Behaviour*

SUSPENSIONS	Principal May Issue Suspension	Notify Police	
		May	Shall
A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.306 (1)).			
1. Uttering a threat to inflict serious bodily harm on another person*	1-19 Days		x
2. Possessing alcohol, illegal drugs or, unless the pupil is a medical cannabis user, cannabis	1-19 Days		x
3. Being under the influence of alcohol or, unless the pupil is a medical cannabis user, cannabis	1-19 Days	x	
4. Swearing at a teacher or at another person in a position of authority*	1-19 Days	N/A	N/A
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*	1-19 Days		x
6. Bullying*	1-19 Days	x	
* Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the Ontario Human Rights Commission (OHRC) and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.			

SUSPENSIONS	Principal May Issue Suspension	Notify Police	
		May	Shall
A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.306 (1)).			
1. Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises*	1-19 Days	x	
2. Use of profane or improper language*	1-19 Days	N/A	
3. Use of tobacco*	1-19 Days	x	
4. Theft*	1-19 Days	x	
5. Aiding or inciting harmful behaviour*	1-19 Days	x	
6. Physical assault*	1-19 Days	x	
7. Being under the influence of illegal drugs*	1-19 Days	x	
8. Fighting*	1-19 Days	x	
9. Possession or misuse of any harmful substances*	1-19 Days	x	
10. Extortion*	1-19 Days		x
11. Inappropriate use of electronic communications or media devices*	1-19 Days	x	
12. An act considered by the school's Principal to be a breach of the Board's or school's code of conduct*		x	
13. Immunization	20 Days	N/A	N/A
* Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the Ontario Human Rights Commission (OHRC) and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.			

SUSPENSIONS PENDING POSSIBLE EXPULSION	Principal May Issue Suspension	Notify Police	
		May	Shall
A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.310 (1)). After the suspension is issued an investigation will be conducted by the principal within five (5) school days.			
1. Possessing a weapon, including a firearm	1-20 Days		x
2. Using a weapon to cause or to threaten bodily harm to another person	1-20 Days		x
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	1-20 Days		x
4. Committing sexual assault (refer to Board Policy P.045: Dealing With Abuse and Neglect of Students)			
5. Trafficking in weapons or illegal drugs	1-20 Days		x
6. Committing robbery	1-20 Days		x
7. Giving alcohol or cannabis to a minor	1-20 Days		x
7.1 Bullying if,	1-20 Days		x
i. the pupil has previously been suspended for engaging in bullying and,	1-20 Days		x
ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.		x	
7.2 Any activity listed in section 306(1) motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age mental or physical disability, sexual orientation, gender identity, gender expression or any other similar factor	1-20 Days	x	x

SUSPENSIONS PENDING POSSIBLE EXPULSION	Principal May Issue Suspension	Notify Police	
		May	Shall
A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.310 (1)). After the suspension is issued an investigation will be conducted by the principal within five (5) school days.			
1. Possession of an explosive substance	1-20 Days		x
2. Sexual harassment	1-20 Days	x	
3. Hate-motivated occurrences	1-20 Days		x
4. Distribution of hate material	1-20 Days	x	
5. Racial harassment	1-20 Days	x	
6. An act considered by the Principal to be a serious breach of the Board's or school's code of conduct	1-20 Days		x
7. Trafficking in cannabis	1-20 Days		x

*subject to change

SCHOOL POLICIES & PROCEDURES

Homework Policy -As per TDSB policy, students are not expected to complete homework assignments or study for evaluations during scheduled holidays. Marks cannot be assigned for homework completion but checked for understanding.

- Tests and deadlines should not be scheduled for the first class that follows a long weekend, Winter/March break. Students should not be required to use vacation time to work on assignments
- Similar accommodations are to be made for students observing religious holidays, spiritual practices or holy days. Students should notify teachers in advance of absences due to holy days so that alternate arrangements can be made. Written or verbal communication from the parent specifying the day(s) absent may be required.

Absence for Tests, Presentations or Late Assignments

Students are expected to be present for all scheduled tests and presentations, and to submit assignments on the established due date.

Teachers are expected to:

- Inform students in advance of the evaluation date(s) and time(s).
- Outline material to be evaluated.
- Return tests/evaluations in a timely fashion.
- Accommodate special circumstances and student requirements.
- Establish expectations and evaluation criteria for the task/assignment.
- Be available to provide clarification or feedback throughout the process.

Students are expected to:

- Record the evaluation date(s) and time(s).
- Use time management strategies to set targets for completion of tasks
- Review the success criteria and requirements of all assignments
- Seek clarification or feedback from the teacher when necessary (before the due date).
- Inform the teacher in advance of any absences due to prior commitments and make alternative arrangements in advance of that absence.
- When students are absent for an evaluation; due to unforeseen circumstances, it is expected that they communicate with the teacher immediately (though the online classroom or via email) have parents/guardian contact the school and submit, upon returning to school, notification for the unforeseen absence, e.g. bereavement, court appearance, verifying that a parent/guardian is aware that an evaluation was missed.

Establishing Due Date Extensions

If you are unable to submit an assignment on time you must;

- show the completed part(s) of the assignment and have a direct conversation reflecting
 - Why are you not submitting your evaluation by the established date?
 - Any assistance required to complete the assignment?
 - Explicitly when the evaluation will be submitted.

Having followed the above procedures:

- As a last resort, when all other strategies have been tried, marks may be deducted from the value of the assignment. Further, after an appropriate time has been allowed and after assignments have been returned to the class, it is also permissible to assign a mark of zero. Teachers may require that the student complete an alternate evaluation that would demonstrate the same expectation.

Academic Honesty (Plagiarism)

Students are expected to be academically honest by submitting their own original work.

Academic Dishonesty includes but is not limited to,:

- Plagiarizing (i.e. copying) an essay or another research assignment in which whole sentences, paragraphs, or images are taken directly from either a book, magazine, newspaper article, Internet source or from another student's work, without writing the material using his/her own words, or the citing of references.
- Utilize ChatGPT or other AI platforms to complete work for academic purposes
- Sharing answers with or copying answers on paper or electronically from the test paper or another student during an evaluation.
- Having "cheat notes" in any form, including electronic devices during an evaluation.
- Altering work that has already been evaluated in order to increase the mark

In order to ensure academic honesty, students are expected to:

- Seek clarification about academic dishonesty.
- Prepare well for all assignments and evaluations.
- Avoid behavior, which may cause suspicion of academic dishonesty in all assignments and evaluations.
- Ensure that all work is original.
- Cite sources accurately and consistently, using MLA or APA format.

When academic dishonesty has been established, certain consequences may apply:

- A rewriting of the work under supervision in the case of plagiarism.
- A mark of zero on a portion or all of the evaluation.
- The involvement of a parent/guardian.
- A referral to the administration.
- It is recommended that all students submit papers and assignments to the plagiarism program called *Turnitin* at www.turnitin.com.
- The *Turnitin* Plagiarism Prevention Program is the standard used at most Canadian Universities and Colleges.

Foreseen Absence/Vacation Policy

- Students and families are strongly discouraged from planning vacations during the school year.
- Vacations (including long weekends away) are not considered legitimate reasons for missing school, particularly if an evaluation is scheduled.

- Elite Athletes - students participating in high level sport, outside of school, will need to provide documentation to the assigned VP well in advance of absences or for accommodated evaluations
- Students/Parents/Caregivers are expected to complete and return the Foreseen absence/Vacation form
- Teachers may make alternate arrangements with students, provided there is sufficient notice, but teachers are not expected to make accommodations for vacations.
- Students who are absent from a Final Exam and/or Culminating Activities for a vacation will not be accommodated and will receive a mark of zero for the portion that was missed.

Exams/Culminating Activities (the final 30%)

The Purpose of the final evaluation is to reflect student achievement based on curriculum expectations. As per Ministry requirement, it accounts for 30% of the final grade. It can be a final exam, a culminating activity/unit, or a combination of the two. Students/parents should consult course outlines. During the Culminating Period (2-3 weeks prior to final exams), students are expected to be in attendance and to complete the majority of the culminating evaluation in class, under the supervision of the teacher. If a student is absent or late for a final exam, the following is expected:

- Parent/Guardian/caregiver notifies the school before the exam
- Submit a doctor's certificate immediately following the missed exam. The note must include the date of the absence and the reason the student missed the exam.
- See the Vice-Principal in charge of exams as soon as a conflict is discovered for accommodations due to special circumstances e.g. Religious Observances, Court Appearances, Bereavement. Note: Vacations are not considered a legitimate reason to miss an exam and students will not be accommodated.
- Report to the VP Office if they are late for a final evaluation, eg. examinations, performances, demonstrations. There is no obligation to provide extra time. In the case of an examination, students will not be admitted if the exam has been in progress for one hour. In cases of special circumstances or emergency, only an administrator may grant additional time.
- Failure to provide the necessary documentation or obtain approval will result in a mark of zero.

Exams

Examination Schedule: Students are asked to check their exam timetable very carefully. Plan to be at school at least fifteen minutes prior to the beginning of the examination with all the authorized materials.

Additional Time: Students with an IEP and students for whom English is a second language may be eligible for additional time on exams. Arrangements must be made ahead of time.

Photo Identification: A SAC card must be visible on a student's desk throughout the exam period. If your SAC card has been lost, you must come to the Office to obtain a new one.

Consequences of Inappropriate Student Behaviour: During written exams, students are not allowed to talk or communicate in any manner with any other student. It is the responsibility of the student to ensure that they have no material that could be considered as a “cheat” note. If students are found cheating on an exam, they will be given a mark of zero (0) for that exam.

Leaving an Exam: Students may choose to leave an exam after one hour. It is extremely important that students remain quiet in the hallways as other students are still writing.

School Tone: During evaluations, the school is a place to write evaluations. Students should only be in the building to write their exams.

TDSB CODE OF ON-LINE CONDUCT

All students are expected to comply with the TDSB Acceptable Use Policy (PO88) and the corresponding procedure, Code of Online Conduct (PR571), which protects the safety of students and staff who use online systems and resources through a TDSB computing device or network. All TDSB rules apply when using TDSB computing devices and connections and the Board has the right to monitor their use. The Student and School Codes of Conduct also apply to social media. The Toronto District School Board (TDSB) provides on-line systems and resources for use by employees and students. On-line resources include all material that is accessed through a computer or telecommunications network. All policies, procedures, codes of behaviour and rules of the TDSB apply to those using online systems and resources provided by or on behalf of the TDSB. The “Code of Online Conduct” pertains to the use of on-line systems and resources. This Code has been prepared to protect the rights and safety of all. The TDSB takes appropriate measures to ensure the security of the facilities and information that may be contained in them. The TDSB reserves the right to monitor the use of on-line resources by all that access the systems.

Loaned Devices. By September 2023 students in grades 9 thru 11 will have been provided with the opportunity to be allocated a TDSB computer/device. Students/guardians/caregivers are responsible for the security of the device and the protocols.

Personal Safety Rules

Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or school) to strangers whom you may encounter on-line. Likewise, do not reveal such information in a public on-line forum where you may not know everyone who might see the information.

- Never reveal personal information on-line about someone else unless you have their prior permission and you know the information will not be used for harmful purposes. Never reveal your access password to anyone.

- Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians. Report immediately to a teacher any message or request that you receive that bothers you or that suggests personal contact with you.
- Never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.
- Properly log off shared devices

Unacceptable Sites and Materials

- On a global network such as the Internet it is impossible to effectively control the content of the information. On occasion, users of on-line systems may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive.
- It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, the incident must be reported immediately to a teacher or appropriate authority.
- The Toronto District School Board is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual.
- Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites which contain material of a discriminatory or harassing nature.

Users of the TDSB On-Line systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

- is illegal or that advocates illegal acts or facilitates unlawful activity;
- threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
- uses inappropriate and/or abusive language or conduct;
- contains inappropriate religious or political messages;
- violates or infringes the rights of any other person according to the Toronto District School Board policies, Ministry of Education policies, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms;
- is racially, culturally or religiously offensive;
- encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
- is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
- contains personal information , images, or signatures of individuals without their prior informed consent;
- constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
- solicits any users on behalf of any business or commercial organization without appropriate authorization;
- supports bulk mail, junk mail or “spamming”;
- propagates chain letters, or other email debris;
- attempts to hide, disguise or misrepresent the identity of the sender.

Use Guidelines

All users of TDSB on-line systems will do the following:

- Keep use of on-line services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents or transferring large files at times of peak system usage).
- Report to an appropriate authority any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.

Unacceptable Sites and Materials:

- The Toronto District School Board is committed to meeting obligations under *the Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code* by providing safe schools and workplaces that respect the rights of every individual.
- Discrimination and harassment will not be tolerated.
- It is not acceptable to use online systems to knowingly access sites, which contain material of a discriminatory or harassing nature.

Prohibited Uses and Activities

All users of TDSB on-line systems will not do the following:

- Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL's) from any source.
- Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
- Damage or erase files or information belonging to any person without authorization.
- Use any other person's account on the system.
- Cause any user to lose access to the system – for example, by disabling accounts or changing passwords without authorization.
- Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.
- Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices.
- Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.
- Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.
- Copy, transfer or use files, programs or any other information belonging to the TDSB for any reason whatsoever unless the licensing specifically permits such actions.

- Attempt to subvert the TDSB networks by breaching security measures, hacking accessing records without authorization or any other type of disruption.
- Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyrighted materials without permission can result in legal action.

Consequences

Inappropriate use of on-line access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

On-Line Publishing

- Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of the Toronto District School Board.
- The electronic publication of information using the facilities of the TDSB is subject to all TDSB policies and guidelines.
- Links from a Toronto District Board site to outside sites must be carefully selected and are subject to the same standards of content quality as TDSB sites.
- A means of contacting the publisher of any collection of information (such as a Web site) must be clearly identified on the opening screen of the collection.
- The information published on-line must be kept current and accurate with no conscious attempt to mislead the reader.
- Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission according to TDSB Prohibited Uses and Activities
- For the safety of our students, schools or departments must NOT publish specific dates, times and locations of future field trips.
- The appropriate school or department administrator is responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.
- Advertising on any TDSB related electronic publication is subject to the approval of the appropriate supervisory officer.
- All Web pages posted to the Internet must be linked to the official central site of the Toronto District School Board.
- All Web pages hosted on the TDSB corporate site or paid for by the TDSB are considered property of the TDSB.

Liability: The Toronto District School Board makes no warranties of any nature or kind, expressed or implied, regarding its on-line services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on TDSB systems for any intended purpose.

EXTRA-CURRICULAR, LEADERSHIP, ATHLETICS

Malvern offers students an opportunity to be involved in a multitude of activities. We recognize that clubs, leadership groups, intramurals and athletics provide enriching learning opportunities that are essential to a well-rounded education. Malvern students are encouraged to get involved.

Certain expenses associated with extracurricular activities are subsidized through the student activity fee (referee & tournament fees, supplies, special events) and other expenses are paid by students (t-shirts, uniforms, excursions, special tournaments, etc.).

Participation in clubs and intramurals is open to all students; participation in leadership groups and teams is usually subject to a selection process. If there is a selection process, this process must be vetted and supervised by the staff advisor to ensure that an equitable process has been followed and fair criteria have been used.

Students who participate in athletic/leadership groups are making a firm commitment to that team/group and to their academics. To that end, students involved in athletics and leadership groups are expected to attend all classes regularly, work diligently to achieve a passing grade in all subjects, and follow Malvern's *Code of Conduct*. In cases where these expectations have not been met, the privilege of participating in athletics and/or leadership groups may be withdrawn after consultation with the administration and staff involved.

Teachers will accommodate students who are absent from class due to extra-curricular activities provided the students inform their teachers ahead of time (where possible). Students are responsible for catching up on any missed work.

In cases where a student has joined too many groups/teams, and is not able to fulfill all of their commitments to the team/group because of scheduling conflicts and/or academic demands, the privilege of participating in athletics and/or leadership groups may be withdrawn after consultation with the administration and staff involved.

Athletics

Malvern's position is that students participate in 1 sport per season to avoid game conflicts and to avoid missing too much school. Students who are also part of other leadership groups should be mindful of commitments and ensure that they are able to fulfill obligations to the team and to their leadership group.

Student athletes are expected to attend class regularly. Students who are habitually absent from class(es) and/or are absent on the day of a game (without legitimate reasons) may be ineligible to play, subject to the coach's/administrator's discretion. Teachers are expected to make accommodations for scheduled evaluations if it conflicts with a game provided the student informs the teacher in advance of the scheduling conflict.

Parents/guardians/caregivers are required to sign the consent form (through EMA) prior to the first team tryout. Students are expected to attend all practices. Unexplained absences from practices and games may result in being removed from the team. It is expected that students travel to and from games as a team. In some cases the school will arrange a bus or taxi. At other times, students will walk or take public transportation. Under no circumstances can student drivers transport other members of the team. Volunteer drivers (teachers, parents) must complete a driver authorization form in advance in order to transport students.

All athletic teams that are part of TDSSAA and OFSAA are subject to eligibility rules. Students must be full time (with at least 3 courses per semester). Students who do not participate in a requisite number of games for that sport are not eligible to participate in play-off games. Students are expected to abide by the TDSSAA Athlete Code of Conduct. Ejections from games will result in suspension from athletic events and the students will be required to attend a Conduct Review Board Meeting.

The Toronto District School Board (TDSB) does not provide accident insurance coverage for student injuries that occur on school premises or during school sponsored activities or sporting events. It is highly recommended that each student-athlete purchase student accident insurance in September. Parents/guardians can apply directly on-line at www.insuremykids.com or call Old Republic Insurance Company of Canada toll free at 1-800-463-KIDS (5437).

CONCUSSIONS

Information will be communicated to all of the student's classroom teachers and coaches if students/parents/caregivers report a concussion. As per the concussion protocol, a student cannot "return to play" (sports, PE) until the school has received medical clearance. A student's "return to learn" is based on the student's individual recovery time (could be anywhere from 1 week to several months and is a gradual return-to-learn/play).

Parents/Guardians/Caregivers are to complete the form and return it to their child's assigned VP. This includes reporting concussions sustained outside of school teams.

<https://ppf.tdsb.on.ca/uploads/files/live/100/1994.docx>

Parking

Parking at Malvern is reserved for staff, guests and TDSB Trades Workers. Student parking is not available.