

Subject: Back to School Information – Malvern Collegiate Institute (2026/2027)

Dear Parents, Guardians, and Students,

Please see below for key back-to-school information, contact details, policies, and schedules for the upcoming school year:

General Contact Information

- **School Phone Number:** 416-393-1480
- **School Fax Number:** 416-393-1493
- **School General Email:** 1358-School@tdsb.on.ca
- **Superintendent:** Kwame Lennon | kwame.lennon@tdsb.on.ca

Administration & Staff Contacts

- **Principal:** Christine Laurin | christine.laurin@tdsb.on.ca | ext. 20010
- **Vice-Principal (Alpha A-L):** Sevil Tanrikulu | sevil.tanrikulu@tdsb.on.ca | ext. 20011
- **Vice-Principal (Alpha M-Z):** Cora Peisz | cora.peisz@tdsb.on.ca | ext. 20012
- **Office Administrator:** Lisa Telio | lisa.telio@tdsb.on.ca | ext. 20002

Guidance Contact Information

- **Office Staff:** Nabanita Chakraborty | Nabanita.Chakraborty@tdsb.on.ca | ext. 20040
- **Alpha A-G:** Karyn Bugelli | karyn.bugelli@tdsb.on.ca | ext. 20042
- **Alpha H-N:** Evan Grant | evan.grant@tdsb.on.ca | ext. 20044
- **Alpha O-Z:** Sylwia Mlynarska | sylwia.mlynarska@tdsb.on.ca | ext. 20041

School Opening & Calendar

- **School Opening:**
 - The school office opens on August 24, from 9:00 a.m. to 3:00 p.m.
 - Admin staff will be in the office starting August 24.
 - **School Year Calendar:**
 - Malvern's calendar is available on the [Malvern School Website](#) and is updated in real time.
 - This [calendar](#) includes special events, PA days, Late Starts, etc.
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Parent/Guardian Information

- **Student Information Forms (Permission Click):**
 - It is very important that parents/guardians complete the student information/registration forms at the start of each school year to update/confirm medical information and to authorize participation in certain activities.
 - Guardians will be emailed these (individualized) forms for their child/children through "Permission Click" in September. The forms are fillable and can be electronically submitted once completed. Once you submit the form you will need to [email the school](#) to make any changes.
- **Student Code of Conduct:**
 - The [Student Code of Conduct](#) outlines expectations for students in regards to behaviour within the school and while participating in any school related events, both on and off site.
 - Students are expected to understand and adhere to all expectations within.
 - The Code of Conduct will be shared and read with all students through our grade assemblies and while in class.
- **Cell Phone Policy – please review this new policy with your student:**
 - The Ministry of Education is requiring all schools in Ontario to ensure that students' phones are out of sight, and "on silence" during instructional periods.
 - Exceptions: When teachers provide explicit permission for educational use, supporting special educational needs as per IEP, or documented medical requirements.
 - The student will be responsible for their personal mobile device, how they use it, and the consequences of not following the school board's policy on personal mobile device use.
 - Should a parent need to contact their child, they can communicate with the main office.
 - **Policy Enforcement:**
 - If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the educator.
 - If the student does not hand in their personal mobile device when required, they must be sent to the Principal's office. Principals have discretion under [PPM No. 145](#), *Progressive discipline and promoting positive student behaviour*, to consider a range of responses to address this behaviour including suspension.

- **How to Report an Absence:**
 - You can report your child's late arrival or absence using three preferred simple methods:
 - **Phone:** Call the toll-free number 1-833-250-2290 (for TDSB) to leave an automated message.
 - **Website:** Visit [SchoolMessenger Portal](#) to log in or sign up.
 - **Mobile App:** Download the SchoolMessenger app from the Apple App Store or Google Play Store.
 - **School Fees ([School Cash Online](#)):**
 - The \$65 School Activity Fee supports student activities and school Spirit at Malvern CI. This fee includes your child's Student ID Card, Yearbook, and access to SAC Events, Clubs, and Athletic Teams.
 - Payment of this fee is required for students to participate in all extracurricular activities, school clubs, and sports teams. Thank you for supporting our school community!
 - School Fees are to be paid via [School Cash Online](#).
 - You can register by visiting the TDSB's School Cash Online website, selecting "Get Started Today" and completing the three registration steps.
 - Once registered, you will receive an email notification when items become available for purchase online.
 - All Excursions Consent Forms are delivered through [TDSB Excursion Management Application](#).
 - **Staying Informed & Staying Connected:**
 - Attend our monthly School Council meetings. Our first meeting is on Tuesday, September 15 at 7:00 p.m. in the school library; monthly meetings will take place on the 2nd Tuesday of each month.
 - Follow us on [Instagram](#).
 - The [School Website](#) includes information for parents, as well as School Council minutes, course outlines, dept. information (and links to department websites), staff directories, and much more!
 - You can follow [@mciguideance](#) on Instagram for updates from the Guidance Department.
 - To stay informed about Malvern's athletics, competitions and extra-curricular offerings, please visit our [extra-curricular website](#) regularly.
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Student Information

- **First Day of School Tuesday, Sept 8:(Day 2 Schedule)**
 - **ALL STUDENTS:** are to report to their period 1 class at 8:55 a.m. and follow the Regular Day schedule below:

Period 1: 9:00 a.m. – 10:20 a.m.
Period 2: 10:25 a.m. – 11:40 a.m.
LUNCH: 11:40 a.m. – 12:40 p.m.
Period 3: 12:40 p.m. – 1:55 p.m.
Period 4: 2:00 p.m. – 3:15 p.m.
 - **Wednesday, September 9:** Day 1 Regular Schedule.
 - **Schedule Rules:**
 - ❖ All ODD Calendar Days follow a Day 1 Schedule.
 - ❖ All EVEN Calendar Days follow a Day 2 Schedule.
 - ❖ On Day 2's, the AM and PM classes flip.
- **School Photo Day:**
 - Wednesday, September 16.
 - All students will have their photo taken for a student ID card and will be given the option to purchase a photo package.
- **Lockers:**
 - Each student will receive a locker during the 1st week of school.
 - This will be done through a sign-up program, and students will be required to provide their locker combination. An email with the Link for Lockers will be sent during the first week of school, along with instructions.
 - Students must bring their own lock (or purchase one from the school).
 - Only combination/Dudley locks are permitted.
- **What to Bring to School:**
 - Dudley Lock for your Locker (also available to purchase in the office for \$5)
 - Litter-less Lunch & Snacks (there is no cafeteria service)
 - A fully charged laptop/Chromebook (strongly encouraged) with charger
 - Water bottle (very important)
 - 2 Binders (1 for AM classes; 1 for PM classes); basic learning supplies
 - Athletic Clothing (if taking Phys. Ed)
- **TDSB Connects:**
 - All students should download the TDSB Connects App.
 - The TDSB Connects App can be downloaded now at the [Google Play Store](#) or the [Apple App Store](#).

- The App will show your timetable, the schedule for the day, daily announcements, and all school information (code of conduct, policies, contact information, virtual library, etc.).
- **Students New to TDSB:**
 - If you are new to the TDSB, you might not be able to download and register for the TDSB Connects App, and you might not be able to activate your TDSB email until you attend the 1st day of school and it can take a few days to become "active" in the system.
 - If this is the case, please come to guidance to acquire your timetable before classes begin.
- **New Snack Program to Malvern Collegiate:**
 - Our Malvern students along with all TDSB students have Student Nutrition Programs that offer a variety of healthy foods.
 - We offer healthy snacks before school, and during the lunch hour. Food is available in the cafeteria.
- **Resetting your Password:**
 - If you have not created a password for your TDSB account, or if your account has been reset, you will need to use the default password (or "[Shared Secret Password](#)").
 - The shared secret password is the last 4 digits of your TDSB student number, 2 digits for day of birth, 2 digits for month of birth, followed by @Tdsb
- **Computers:**
 - Students are encouraged to bring their charged laptop/Chromebook to school to support their learning.
 - All students in grade 10, 11, and 12 have received a Chromebook in their grade 9 year; students in grade 9 should have retained their device from their previous TDSB school.
- **Student Timetables:**
 - Student timetables will be sent electronically on Monday, August 31st by end of day. Please note that these timetables are TENTATIVE. The course change form will not open until after timetables have been released.
 - Students should check their TDSB Connects app again prior to Sept 8th to see their most up-to-date timetable.
 - We will be continuing to make adjustments to timetables in order to balance class sizes. It also may be necessary to move classes to a different period, which may result in timetable changes for many students.

Guidance Information for Students

- **Timetable Changes:**
 - Please note that priority for timetable changes will be for:
 - Students who do not have a complete timetable;
 - Students who do not have the necessary prerequisite for a course they've been timetabled into;
 - Students who did not complete a compulsory credit they registered for in summer school.

- When space is limited in courses, priority will be given to students in the corresponding grade level (i.e., students in a grade below who are fast-tracking are not guaranteed a spot).
- If you have received an incomplete timetable (you have an empty block on your timetable and you did not choose a spare), please contact your guidance counsellor.
- Due to space constraints, you may not have received your first choice of elective courses. If you have been scheduled into your alternate course requests, this does not require a timetable change.
- If you wish to request a timetable change, please do so using the following form: [Malvern Guidance – Course Change Request](#) (Please note the criteria for a timetable change in the form, and that these requests cannot be guaranteed).
- If you submit a course change request via the form, you must attend the classes you are currently enrolled in until you have received notification from your guidance counsellor that the requested change has been made.

Due to the high volume of emails and course change requests, you may not hear back from your counsellor immediately. Please be patient and do not send multiple emails/requests as this only slows the process down.

- **E-Learning Graduation Requirement:**

- The Ontario Ministry of Education graduation requirement for secondary students to complete two e-Learning credits as part of the 30 credits required for the Ontario Secondary School Diploma (OSSD) applies to students who entered Grade 9 on or after September 1, 2020 (all students in grades 9-12 as of Sep 2023).
- E-Learning credit courses are delivered using an asynchronous model. Students complete all assigned work independently. There is no direct instruction and teachers provide ongoing support, conduct evaluations and provide feedback.
- Due to course selection numbers, Malvern will not be running any e-learning credits for the 2026/2027 school year.
- Students may withdraw from the online e-Learning requirement (and the diploma requirement will be waived). A parent/guardian or student (18 years of age or older) may withdraw by submitting the [TDSB Opt Out/Withdrawal Form](#) (or available in the guidance office) and returning it to their school at any time. No explanation or reason is needed to opt out/withdraw.

All The Best in your new school year.