



Don Valley Academy • Student Handbook

Philosophy

Don Valley Academy is committed to creating an atmosphere where students can acquire skills, knowledge and values that will enable them to achieve to their full potential and contribute to society in a meaningful and positive manner. Our priority is to provide our students with a safe and nurturing learning environment that is positive and respectful. We value the diversity and uniqueness of our students, staff and community that we serve.

Admission Procedure and Policy

All students must submit a completed application form and course selection form. An initial assessment and interview may be required prior to acceptance within a course.

Courses

Don Valley Academy offers a wide range of courses for students who are pursuing a university path. For specific course offerings, please refer to our Course Calendar.

Class Size

Our maximum student to teacher ratio is 10:1.

Tuition Fees and Payment Plans

A. Single Payment Discount Option

6 courses- \$9,900

7 courses- \$11,555

8 courses- \$13,200

We require a \$2000 non-refundable deposit, with the balance due 30 days prior to the start of the academic year.

B. Three Instalment Option

6 courses: \$3,498 per payment

7 courses: \$4,081 per payment

8 courses: \$4,664 per payment

Payment dates: July 31, November 30, and March 31.

C. Monthly Instalment Option

6 courses: \$1,049.40 per payment

7 courses: \$1,224.30 per payment

8 courses: \$1,399.20 per payment

Payments begin July 1 and end on April 1.

Individual Day School Courses

\$1500.00 per course

Tuition is payable at least 30 days prior to the commencement of a class. A \$150 administrative fee will apply if we are required to hold the student's O.S.R.

Methods of Payment

- 1.Cash
- 2.Debit
- 3.Cheque (include all post-dated cheques if taking an instalment package)
- 4.Visa
- 5.MasterCard

Fees are subject to change without notice.

Payment Policy

Refunds: We do not offer refunds for dropped courses.

Unpaid accounts: Unpaid accounts will result in the suspension or revocation of any academic credits.

N.S.F. cheques: The charge for an N.S.F. cheque is \$30.00.

Course Changes

All course changes must be submitted at least 30 days prior to the commencement of the term that the dropped course was to be taken. To change a course, you must receive approval from the principal.

Course Codes

All courses are issued a three-letter code, followed by one digit (1 for grade nine, 2 for grade ten, 3 for grade eleven, and 4 for grade 12), one letter to show the stream of the course (D-Academic, U-University Preparation) and one digit to represent the school's classification system (1-semester 1, 2-semester 2, 3-summer semester, 4-private instruction).

Academic Standards

All students are expected to maintain a minimum average of 60% at all times. Otherwise, the student will be placed on academic probation and be required to seek additional help, as prescribed by the instructor.

Attendance Policy

Regular attendance at school is critical for the student's learning and achievement of course expectations. This is a reflection of the student's commitment to themselves and the school. It is the responsibility of the student to attend all scheduled classes. Avoid making appointments or scheduling trips during school. Teachers will document attendance daily, and report absent students to the office. Either a note or a phone call from the parent/guardian must account for all absences. Otherwise, a phone call will be made to the parent/guardian at the time of absence.

In the event that a student's frequent absences from school are jeopardizing his or her successful completion of a course, the principal and staff will meet with the student and the parent(s), if the student is not an adult, to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance.

Code of Conduct

Students are expected to respect their peers, school staff, and our teaching environment.

Classroom and Building Conduct: It is important that all students have equal opportunity to benefit from their lesson and practice time. In order to be fair to all students, we ask you to refrain from disturbing your teacher and classmates during class time. If you have a comment or question, please raise your hand and wait for your teacher to acknowledge you. Do not speak out of turn or chat with classmates during the lesson. Students who cannot adhere to this will be removed from the class.

Don Valley Academy shares building space with other companies. Our students represent our school and so we expect you to act in a mature manner towards other tenants of the building. Do not loiter or make noise in any of the hallways or other common areas of the building.

Dress: Be sure you dress appropriately for an academic setting.

Race and Sex Equity: Don Valley Academy condemns and will not tolerate any expression of racial/ethnic or sex bias in any form by administration, staff or students.

Respect for Property: Willful damage to property and vandalism will result in appropriate actions being taken. It is the responsibility of the students to keep the environment of the school as clean as possible. You are not allowed to eat or drink in the classrooms or in the hall (except for bottled water).

Fire Alarms: If the fire alarm sounds, you must leave the building according to your teacher's direction. It is a criminal offence to tamper with alarms or fire equipment.

Electronic Devices: The use of electronic devices such as cell phones, MP3 players, and laser pointers are **not permitted** in the classrooms. Student use of electronic devices to access information during tests/quizzes/exam will be viewed as cheating. The penalties for cheating are outlined in the section below, on Academic Dishonesty.

Academic Dishonesty: Students may not communicate with each other, or be in the possession of any unauthorized material(s), during a test or examination. A mark of zero will be assigned for that test or examination, if the student fails to adhere to this policy. Plagiarism (passing off of someone's work as your own) on any assignment will result in a mark of zero.

Language: Proper language must be used at all times. Foul and obscene language will not be tolerated.

Banned Substances and Activities: Under no circumstances is smoking, gambling, or the use of alcohol and drugs tolerated on school property. Any student in possession, or under the influence, of drugs or alcohol will be withdrawn from the course.

Failure to adhere to the above standards may result in the following consequences: Interview by appropriate school personnel; parent involvement; restitution for damages; behavior contracts and counseling; police involvement; removal from program.

Student Services

Remedial help is available on an appointment basis. Students may book an appointment through the instructor or reception.

Guidance services are available on an appointment basis. Students may book an appointment through reception.

Assessment Policy

Regular attendance is essential to good learning. Society relates success to self-discipline, reliability, and punctuality. Hence, good attendance is essential for high achievement in our courses.

Scientific calculators are permitted, but not provided, for all courses during tests and exams. All graphing calculators must be cleared of memory at the start of a test or exam.

Student use of electronic devices to access information during tests/quizzes/exam will be viewed as cheating. The penalties for cheating are outlined in the section on Academic Dishonesty.

a) Evaluation Procedures:

Evaluation is an ongoing process, throughout the course. Calculation of marks will be computed according to the following distribution. Assessments will be in the form of tests, quizzes, and assignments.

70% Assessments and evaluations conducted throughout the course

30% Final Evaluation (final examination and/or performance task)

Students are expected to gather knowledge, solve problems, justify their reasoning, and demonstrate the ability to communicate and apply their knowledge. As a result, all course evaluation will be divided into four categories: Knowledge and Understanding, Thinking Inquiry and Problem Solving, Communication, and Application.

b) Report Cards:

Report Cards will be mailed or electronically distributed to the parent/student at the end of each reporting period.

c) Homework Policy:

Completion of assigned homework is essential to academic success. In addition, continuous review, and daily preview are highly recommended. Homework may be collected and marked at any time.

d) Policy for missed or late assessments:

It is the responsibility of the student to complete all tests/quizzes and to submit all assignments for evaluation. Tests, quizzes and assignments that are not completed will result in a mark of zero. With the presence of a medical certificate, the evaluation will not be assessed. If more than 25% of the course work has not been assessed, the student will not receive a credit. Further, the final evaluation must be completed, in order to receive a credit. Upon discussion with the teacher, special consideration may be given for late assignments or missed tests, due to extenuating circumstances such as prolonged illness or a death in the family.

e) Academic Dishonesty:

Students may not communicate with each other, or be in the possession of any unauthorized material(s), during a test or examination. A mark of zero will be assigned, for that test or examination, if the student fails to adhere to this policy. Plagiarism on any assignment will result in a mark of zero.

f) Absenteeism Policy:

Students are responsible for all work missed due to absences.

g) Reporting of marks/Full disclosure policy:

A mark/course will not be reported on the student's transcript (O.S.T.) if the course is discontinued five days after receipt of the midterm report card.

A mid-term mark will only be provided when minimum of 30% of the course evaluation has been determined.

Private Study Policy

The student will be scheduled for thirty-seven, 3 hour classes. Students are responsible for all work that is missed, due to absence or tardiness. Missed classes cannot be rescheduled. A leave, for medical or other reasons, may be granted with the permission of the school principal, as long as the credit is completed within one year of the date of the first class.

Ontario Student Record (O.S.R.)

Maintenance and Security

The principal will maintain an O.S.R. for all full-time students, as prescribed by The Ontario Student Record (O.S.R.) Guideline, 2000.

The principal shall designate student services personnel with the responsibility of performing clerical functions with respect to the establishment and maintenance of the OSR.

All personnel who are assigned to perform clerical functions with respect to the establishment and maintenance of the OSR will be given appropriate in-service training to make them aware of the confidentiality provisions in the Education Act and the relevant freedom of information and protection of privacy legislation.

The OSR will be stored in a locked storage cabinet in the administration office.

Access

The OSR is a record privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction of the pupil during the period of use of the OSR and the period of retention and storage.

A pupil, and his or her parent or guardian, where the pupil is a minor, is entitled to examine the record of such pupil.

Parent(s) or the adult student will be required to sign a consent form for the release of information from the OSR.

Review of the OSR

The contents of the OSR shall be reviewed annually by designated student services personnel to ensure that they remain conducive to the improvement of the instruction of the student.

If certain information or material in an OSR folder is determined to be no longer conducive to the improvement of the instruction of the student, the principal, in accordance with the specific legislation, will have the information or material removed from the OSR folder. Such information will be given to the parent(s) of a student who is not an adult or to the student if the student is an adult, or it will be destroyed.

Transfer of the OSR

Transfer of the OSR, other than the office index card, will take place upon receipt of an official written request from the school to which a pupil has officially transferred in the province of Ontario.

Within that request, the school agrees to accept responsibility for the OSR and to maintain, retain, transfer, and dispose of the OSR in accordance with the OSR guideline.

The Principal will also secure a written statement indicating consent to the transfer, which is signed by the parent of the student if he or she is not an adult or by the student if he or she is an adult.

If the school requesting the transfer is outside of Ontario, a copy of the OSR will be sent.

The OSR will be transferred by Priority Post or an equivalent delivery method that maintains confidentiality and guarantees prompt delivery.

Continuing Education Records

For each student enrolled in a program for the purpose of achieving an Ontario secondary school credit or credits, the principal of the continuing education course or program will establish an office index card.

The OST will be maintained by the principal of the continuing education program.

If, however, the student is also enrolled in a day school program, the principal of the continuing education program will forward information on credits earned to the principal of the day school program for inclusion in the student's OST.

Credits

A credit is granted in recognition of the successful completion of a course that has been scheduled for a minimum of 110 hours. Credits are granted by a principal, on behalf of the Minister of Education for courses that have been developed or approved by the ministry. For the purpose of granting a credit, "scheduled time" is defined as the time during which students participate in planned learning activities designed to lead to the achievement of the curriculum expectations of a course. Planned learning activities include interaction between the teacher and the student and assigned individual or group work (other than homework) related to the achievement of the learning expectations in the course. Planned learning activities will be delivered through classroom instruction and activities and/or through community placements related to work experience and cooperative education.

Ontario Secondary Schools, Grades 9-12: Program and Diploma Requirements

Diploma Requirements

In order to earn an Ontario Secondary School Diploma (OSSD), a student entering Grade 9 in the 1999–2000 school year or in subsequent years must earn a minimum of 30 credits, including 18 compulsory credits and 12 optional credits. Students must also complete 40 hours of community involvement activities and must pass the provincial secondary school literacy test.

Students must earn the following compulsory credits in order to obtain the Ontario Secondary School Diploma:

- 4 credits in English (1 credit per grade)
- 1 credit in French as a second language
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- .5 credits in civics
- .5 credits in career studies.

Plus:

1 additional credit in English, *or* French as a Second Language, or a Native language, or a classical or an international language, *or* social sciences and the humanities, *or* Canadian and world studies, *or* guidance and career education, *or* cooperative education.

1 additional credit in health and physical education, *or* the arts, or business studies, *or* cooperative education.

1 additional credit in science (Grade 11 or 12), *or* technological education (Grades 9–12), *or* cooperative education.

In addition to the 18 compulsory credits, students must earn 12 optional credits. Students may earn these credits by successfully completing courses that they have selected from the courses listed as available in the school course calendar.

Community Involvement Requirements

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. These activities may be completed at any time during their years in the secondary school program.

The community involvement requirement is designed to encourage students to develop awareness and understanding of civic responsibility and of the role they can play in supporting and strengthening their communities. The requirement will benefit communities, but its primary purpose is to contribute to students' development. It will provide opportunities for students to learn about the contributions they can make to the community.

Students are first informed about diploma requirements, including the community involvement requirement, in Grades 7 and 8. The procedures for completing the requirement will be outlined in the secondary school course calendar, and further information will be provided by the principal when students enter secondary school.

Students, in collaboration with their parents, will decide how they will complete the community involvement requirement. They may use their annual education plan to identify possible activities they might undertake.

Community involvement activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals), and informal settings. Students may not fulfill the requirement through activities that are counted towards a credit (cooperative education and work experience, for example), through paid work, or by assuming duties normally performed by a paid employee.

The requirement is to be completed outside students' normal instructional hours – that is, the activities are to take place in students' designated lunch hours, after school, on weekends, or during school holidays.

Students will maintain and provide a record of their community involvement activities. Completion of the required 40 hours must be confirmed by the organizations or persons supervising the activities. Documentation attesting to the completion of each activity must be submitted to the principal by the student. This documentation must include for each activity the name of the person or organization receiving the service, the activity performed, the dates and hours, the signatures of the student and his or her parents, and a signed acknowledgement by the person (or a representative of the organization) involved. The principal will decide whether the student has met the requirements of both the ministry and the board for these activities.

The Provincial Secondary School Literacy Test

All students who enter Grade 9 in the 1999–2000 school year or in subsequent years must successfully complete the provincial secondary school literacy test in order to earn a secondary school diploma. Since students will normally take the literacy test when they are in Grade 10, the test will be administered for the first time in the 2000–2001 school year. The test will be based on the Ontario curriculum expectations for language and communication – particularly reading and writing – up to and including Grade 9.

The test will serve both to determine whether students have acquired the reading and writing skills considered essential for literacy, and to provide confirmation that those students who have completed the test successfully have attained the provincial expectations for literacy. The test will identify those students who have not demonstrated the required skills and will identify areas in which these students need remediation. School boards are required to provide remedial assistance for students who do not complete the test successfully. This assistance should be designed to help students improve their skills so that they are better prepared to retake the literacy test. Once students have successfully completed the literacy test, they may not retake the test in the same language (i.e., English or French).