



# 2023-2024

## Welcome

Parents, Guardians and Students:

Please find enclosed material to help you start your preparations for the upcoming academic year.

This package contains the following information:

- **School Calendar**
- **Dates To Remember**
- **Book List**
- **School Network AUP** – Acceptable Use Policy
- **Anaphylactic Students Protection Act** – Plan to Ensure Safety for Students with Severe Allergies
- **Medical Information Update\***  
\*(for students who are returning to Metro Prep)

The 2023-2024 Prospectus can be viewed on our website at [www.MetroPrep.com](http://www.MetroPrep.com).

**This year, all lockers are being preassigned for September.** Students will receive their locker numbers and combinations on the first day of school.

The first day of classes for our Fall Semester is **Tuesday September 5<sup>th</sup>**. Please be sure to **arrive by 8:00 am** and then **proceed to the Cafeteria** to pick up your timetable. This will be a half day of classes with **dismissal at 12:40 pm**.

**We encourage you to purchase all of your text books in advance of the first day of school.** On Tuesday morning you will meet each of your teachers, be given an outline for each of your courses and be advised what supplies you will need for each subject. We ask that you use Tuesday afternoon to pick up any last minute supplies and be prepared on Wednesday to get down to work.

**If you would like to resell any texts, please make a post on Edsby using the Books For Sale group.** Please ensure that any books you are selling are listed on our current 2023-2024 book list. Anyone who would like to buy used books should check the Edsby group to make arrangements for your purchase and **pickup during the first week of school.**

If you are a new student looking for used books before arriving at our school, please contact us for **assistance during the week of Monday August 21<sup>st</sup> to Friday August 25<sup>th</sup>.**

**Suggested book stores are listed on our website** and include The Batner Bookstore and Alpha Textbooks. These stores have stocked our school texts, and you can place an order online to have them delivered directly to the school.

I hope each of you have had a safe summer and look forward to seeing you again in September.

Sincerely,

**METROPOLITAN PREPARATORY ACADEMY**

W. Wayne McKelvey  
Principal  
Encl.



# 2023-2024

Semester 1: Commences Tuesday September 5, 2023  
 Semester 2: Commences Monday January 29, 2024

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
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29	30	31				

NOVEMBER						
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26	27	28	29	30		

DECEMBER						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			








FEBRUARY						
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25	26	27	28	29		

MARCH						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

First Day of the Semester – Half Day	
Holiday – No School	
Final Examinations	
Final Examinations for ½ credit courses	
<span style="border: 1px solid black; padding: 2px;">UPDATED</span> Marks Meetings – No Classes	
Interim Marks Posted – Regular Classes	
Parents' Night – Half Day	



## Dates To Remember

Fall Semester – September 5, 2023 to January 26, 2024

<b>Tuesday September 5, 2023</b>	<b>Commencement of Classes</b> (12:40 Dismissal)
<b>Monday September 11, 2023</b>	<b>Last Day to Start a New Course</b>
<b>Friday September 15, 2023</b>	<b>School Picture Day</b>
<b>Tuesday September 19 and Thursday September 21, 2023</b>	<b>Grade 12 Information Sessions</b> for University and College, 3:45 pm (Parents and Guardians welcome to attend)
<b>Monday October 9, 2023</b>	<b>Thanksgiving – School Closed</b>
<b>Friday October 13, 2023</b>	<b>Interim Marks Posted – Regular School Day</b>
<b>* TIME TO BOOK FOR PARENTS' NIGHT *</b> <i>Please call before October 24<sup>th</sup> to book appointments</i>	
<b>Thursday October 26, 2023</b>	<b>Parents' Night, 3:00 pm - 8:00 pm</b> (12:40 Dismissal)
<b>Friday November 17, 2023</b> <span style="border: 1px solid black; padding: 2px;">UPDATED</span>	<b>Midterm Marks Meeting</b> (No Classes) – Reports Posted
<b>Monday November 27, 2023</b> <span style="border: 1px solid black; padding: 2px;">UPDATED</span>	<b>Last Day to Drop a Course – Grades 11 and 12</b> After this date, drops <u>will</u> appear on transcripts
<b>Date To Be Determined</b>	<b>Ontario Secondary School Literacy Test</b>
<b>Friday December 15, 2023</b>	<b>Interim Marks Posted – Regular School Day</b>
<b>Monday December 25, 2023 to Friday January 5, 2024</b>	<b>Winter Break</b>
<b>Thursday January 18 to Wednesday January 24, 2024</b>	<b>Final Examinations</b>
<b>Thursday January 25 and Friday January 26, 2024</b>	<b>Final Marks Meetings</b> (No Classes) – Reports Posted
<b>Friday January 26, 2024</b>	<b>Administrative Turn-Around Day</b> (No Classes)

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SEMESTER 2 COMMENCES **MONDAY JANUARY 29, 2024**



## Dates To Remember

Winter/Spring Semester – January 29, 2024 to June 21, 2024

<b>Monday January 29, 2024</b>	<b>Commencement of Classes</b> (12:40 Dismissal)
<b>Monday February 5, 2024</b>	<b>Last Day to Start a New Course</b>
<b>Friday February 9, 2024</b>	<b>School Picture Day – New Students</b> <b>Graduates' Picture Day – Grade 12 and 8 Grads</b>
<b>Monday February 19, 2024</b>	<b>Family Day – School Closed</b>
<b>Friday March 1, 2024</b>	<b>Interim Marks Posted – Regular School Day</b>
<b>Monday March 11 to Friday March 22, 2024</b>	<b>March Break</b>
<b>Friday March 29, 2024</b>	<b>Good Friday – School Closed</b>
<b>Monday April 1, 2024</b>	<b>Easter Monday – School Closed</b>
<b>Friday April 12, 2024</b>	<b>Final Exams for ½ credit courses</b>
<b>Date To Be Determined</b>	<b>Ontario Secondary School Literacy Test</b>
<b>Friday April 19, 2024</b>	<b>Midterm Marks Meeting</b> (No Classes) – Reports Posted

**\* TIME TO BOOK FOR PARENTS' NIGHT \***

*Please call before April 23<sup>rd</sup> to book appointments*

<b>Thursday April 25, 2024</b>	<b>Parents' Night, 3:00 pm - 8:00 pm</b> (12:40 Dismissal)
<b>Monday April 29, 2024</b>	<b>Last Day to Drop a Course – Grades 11 and 12</b> After this date, drops <u>will</u> appear on transcripts
<b>Friday May 17, 2024</b>	<b>Interim Marks Posted – Regular School Day</b>
<b>Monday May 20, 2024</b>	<b>Victoria Day – School Closed</b>
<b>Friday May 31, 2024</b>	<b>Senior Prom – Tentative Date</b> (12:40 Dismissal)
<b>Wednesday June 12 to Tuesday June 18, 2024</b>	<b>Final Examinations</b>
<b>Wednesday June 19, 2024</b>	<b>Graduation Ceremonies and Award Presentations</b>
<b>Thursday June 20 and Friday June 21, 2024</b>	<b>Final Marks Meetings</b> (No Classes) – Reports Posted

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HAVE A WONDERFUL AND SAFE SUMMER!



# Book List

2023-2024 Grades 7 and 8

## Mathematics 7 – FALL AND WINTER SEMESTERS

- My Math Path 7A, 7B & 7C, all 3 modules in total, Nelson, 2022 (ISBN 9780176943301)

## Mathematics 8 – FALL AND WINTER SEMESTERS

- My Math Path 8A, 8B & 8C, all 3 modules in total, Nelson, 2022 (ISBN 9780176943455)

## Science 7

- Nelson Science and Technology Perspectives 7, Nelson Education, 2009

## Science 8

- Nelson Science and Technology Perspectives 8, Nelson Education, 2009

## French 7

- VISA Pour La Langue Française (Cycle 2), RK Publishing
- *“Le Concours Extreme!”* short story by Natalie D’Elia (RK Publishing, 2010)
- Collin Robert English-French Pocket Dictionary

## French 8

- VISA Pour La Langue Française (Cycle 3), RK Publishing
- *“Choc en Martinique”* short story by Robert McConnell (Aquila)
- Collin Robert English-French Pocket Dictionary

## Computer Science 7

- No Text Required

## Computer Science 8

- No Text Required

## Writing Skills 7

- English Workshop 2<sup>nd</sup> Course (Revised Canadian Edition), Fay Greiffenberg, Harcourt Canada
- *“Mythology (75<sup>th</sup> Anniversary Illustrated Edition): Timeless Tales of Gods and Heroes”* by Edith Hamilton (Black Dog and Leventhal) **NEW**

## Writing Skills 8

- English Workshop 3<sup>rd</sup> Course (Revised Canadian Edition), Fay Greiffenberg, Harcourt Canada
- *“Mythology (75<sup>th</sup> Anniversary Illustrated Edition): Timeless Tales of Gods and Heroes”* by Edith Hamilton (Black Dog and Leventhal) **NEW**

### English Literature 7

- “The Outsiders” by S.E. Hinton (Penguin Publishers)
- “Counting by 7s” by Holly Goldberg Sloan (Rocky Pond Books) **NEW**
- “Cue For Treason” by Geoffrey Trease (Hard Press)
- “Dracula” Classic Graphic Novel Collection (Nelson)
- Short Story and Poetry Package provided

### English Literature 8

- “A Midsummer Night’s Dream” by William Shakespeare (Oxford School Edition)
- “Of Mice And Men” by John Steinbeck (Penguin Publishers)
- “Frankenstein” Graphic Novel (ISBN 9781906332495) **NEW**
- Short Story & Poetry Package provided

### Geography 7

- Nelson GEO 7, Graham Draper, Nelson Education, 2014
- **Students do not need to purchase as there will be a class set that students may borrow from**

### Geography 8

- Nelson GEO 8, Graham Draper, Nelson Education, 2015
- **Students do not need to purchase as there will be a class set that students may borrow from**

### History 7

- Nelson History 7, Theodore Christou et.al, Nelson Education, 2015
- **Students do not need to purchase as there will be a class set that students may borrow from**

### History 8

- Nelson History 8, Stanley Hallman-Chong et.al, Nelson Education, 2016
- **Students do not need to purchase as there will be a class set that students may borrow from**

### Global Issues and Citizenship 7

- No Text Required

### Global Issues and Citizenship 8

- No Text Required

### Health and Physical Education 7/8

- No Text Required
- **Gym shoes required for all Physical Education students, must be runners with non-marking soles**
- **Gym T-shirt required for all Physical Education students, available at the school:**
  - T-Shirts \$25.00 each
- **Students can wear their own athletic shorts/pants**
- **Gym T-shirts must be purchased during the first week (parent/guardian will be billed)**
- **Two T-Shirts are recommended**

### Visual Arts 7/8

- Exploring Art, Gene Mittler et. al., Glencoe/McGraw-Hill, 2005 **NEW**
- Art Supply Package required (parent/guardian will be billed \$90.00)



# Book List

2023-2024 Grades 9 to 12

## BUSINESS STUDIES

### Information and Communication Technology in Business 9 (BTT10)

- No Text Required

### Introduction To Business 10 (BBI2O)

- The World of Business (5<sup>th</sup> Edition), Wilson, Notman and Guest, Nelson Publishers, 2007

### Financial Accounting Fundamentals 11 (BAF3M)

- Fundamental Accounting Principles, Volume One (17<sup>th</sup> Canadian Edition), Larson and Dieckmann, McGraw-Hill Ryerson, 2022 **NEW**
- Fundamental Accounting Principles, Working Papers for Volume One

### Marketing: Goods, Services, Events 11 (BMI3C)

- No Text Required

### International Business Fundamentals 12 (BBB4M)

- Fundamentals of International Business, A Canadian Perspective (2<sup>nd</sup> Edition), Guest and Raposo, Thompson Educational Publishing, 2018 **NEW**

### Financial Accounting Principles 12 (BAT4M)

- Fundamental Accounting Principles, Volume Two (17<sup>th</sup> Canadian Edition), Larson and Dieckmann, McGraw-Hill Ryerson, 2022 **NEW**
- Fundamental Accounting Principles, Working Papers for Volume Two

## COMPUTER STUDIES

### Digital Technology and Innovations in the Changing World 10 (ICD2O)

- No Text Required
- Studio Fee required (parent/guardian will be billed \$25.00)

### Introduction to Computer Science 11 (ICS3U)

- No Text Required
- Studio Fee required (parent/guardian will be billed \$25.00)

### Computer and Information Science 12 (ICS4U)

- No Text Required
- Studio Fee required (parent/guardian will be billed \$25.00)

## DRAMATIC ARTS

### Dramatic Arts 9 (ADA1O)

- "The Crucible" by Arthur Miller (Penguin)
- "The Laramie Project" by Moises Kaufman (Vintage Books)

### **Dramatic Arts/Music-Integrated Arts 10 (ALC2O)**

- “The East End Plays (Part 1)” by George F. Walker **NEW**
- “The God of Carnage” by Yasmina Reza (Dramatists Play Service) **NEW**

### **Dramatic Arts 11 (ADA3M)**

- “The Flick” by Annie Baker (Theatre Communications Group)
- “The Pillowman” by Martin McDonagh (Farrar Straus and Giroux)
- “Buried Child” by Sam Shepard (Vintage)

### **Dramatic Arts 12 (ADA4M)**

- “The Flick” by Annie Baker (Theatre Communications Group)
- “The Pillowman” by Martin McDonagh (Farrar Straus and Giroux)
- “Buried Child” by Sam Shepard (Vintage)

### **Drama Production 12 (ADD4M)**

- TBA

## **ENGLISH**

### **English 9 (ENL1W)**

- “Romeo and Juliet” by William Shakespeare (No Fear Shakespeare - Spark Notes)
- “To Kill A Mocking Bird – A Graphic Novel” by Harper Lee and Fred Fordham (Harper Collins)
- “Hunting by Stars” by Cherie Dimaline (Dancing Cat Books) **NEW**
- Short Story & Poetry Package provided

### **English 10 (ENG2D)**

- “Macbeth” by William Shakespeare (No Fear Shakespeare - Spark Notes)
- “I’ll Give You the Sun” by Jandy Nelson (Dial Books) **NEW**
- “Ray Bradbury’s Fahrenheit 451: The Authorized Adaptation-Graphic Novel” by Tim Hamilton (Farrar, Straus and Giroux)
- Short Story & Poetry Package provided

### **English 11 (ENG3U)**

- “King Lear” by William Shakespeare (No Fear Shakespeare - Spark Notes)
- “Frankenstein” by Mary Shelley (Simon and Schuster) **NEW**
- “All the Light We Cannot See” by Anthony Doerr (Simon and Schuster)
- ISP Novel “Where the Crawdads Sing” by Delia Owens (G.P. Putnam’s Son)
- Short Story & Poetry Package provided

### **English 12 (ENG4U)**

- “Slaughterhouse-Five” by Kurt Vonnegut (Dial Press Trade Paperback) **NEW**
- “Hamlet” by William Shakespeare (Oxford School Edition)
- ISP Novel **[for Fall Semester only]** “Indian Horse” by Richard Wagamese (Douglas and McIntyre) **NEW**
- ISP Novel **[for Winter Semester only]** “Medicine Walk” by Richard Wagamese (Douglas and McIntyre) **NEW**
- Short Story & Poetry Package provided

### **English as A Second Language Level 2 (ESLBO) and Level 3 (ESLCO)**

- World English Level 3 with Student CD-ROM, Real People, Real Places, Real Language (2<sup>nd</sup> Edition), Nelson, 2016 (ISBN 9781285848372)
- World English Level 3 – Workbook (2<sup>nd</sup> Edition), Nelson, 2016 (ISBN 9781285848457)
- “Gladiator” by Dewey (provided by the school)
- “Strangers on a Train” by Patricia Highsmith (provided by the school)



## FRENCH

- **Collins-Robert French-English Pocket Dictionary required for all French classes**

### French 9 (FSF1D)

- Tu Parles! 1, R.K. Publishing, 2015
- Tu Parles! 1: Cahier

### French 10 (FSF2D)

- Tu Parles! 2, R.K. Publishing **NEW**
- Tu Parles! 2: Cahier **NEW**
- “V Pour Vampire” novel by Linda Shaunessy

## CANADIAN AND WORLD STUDIES: GEOGRAPHY

### Issues in Canadian Geography 9 (CGC1D)

- Making Connections: Issues in Canadian Geography (3<sup>rd</sup> Edition), Pearson Education Canada, 2014

### World Issues: A Geographic Analysis 12 (CGW4U)

- Global Connections: Canadian and World Issues (3<sup>rd</sup> Edition), Bruce Clark, John Wallace, Pearson Education Canada, 2020

## CANADIAN AND WORLD STUDIES: HISTORY

### Civics and Citizenship 10 (CHV2O)

- Civics in Action: In Your Communities, Across Canada and Globally, Biggley et.al., McGraw-Hill Ryerson, 2014

### Canadian History Since World War I 10 (CHC2D)

- The Canadian Challenge, Quinlan et. al., Oxford, 2008

### World History Since the Fifteenth Century 12 (CHY4U)

- The West and The World, Haberman and Shubert, Gage Learning, 2002

## CANADIAN AND WORLD STUDIES: LAW, POLITICS AND ECONOMICS

### The Individual and The Economy 11 (CIE3M)

- Principles of Microeconomics (10<sup>th</sup> Edition), John Sayre and Allan Morris, McGraw Hill Canada, 2021 (ISBN 9781260326475) **NEW**

### Understanding Canadian Law 11 (CLU3M)

- Law in Action: Understanding Canadian Law (2<sup>nd</sup> Edition), Pearson Education Canada, 2009

### Canadian and International Law 12 (CLN4U)

- Canadian and International Law, A. Blair et. al., Oxford University Press, 2004

### Analyzing Current Economic Issues 12 (CIA4U)

- Principles of Macroeconomics (10<sup>th</sup> Edition), John Sayre and Allan Morris, McGraw Hill Canada, 2021 (ISBN 9781260326482) **NEW**

### Canadian and International Politics 12 (CPW4U)

- Canadian and World Politics, Ruyers et. al., Emond Montgomery Publications, 2005

## SOCIAL SCIENCES AND HUMANITIES

### Introduction to Anthropology, Psychology, and Sociology 11 (HSP3U)

- [Social Sciences: An Introduction](#), Haskings et. al., McGraw-Hill Ryerson, 2011

### World Religions and Belief Traditions: Perspectives, Issues, and Challenges 11 (HRT3M)

- [Exploring World Religions](#), Kernahan et. al., Oxford University Press, 2001

### Challenge and Change in Society 12 (HSB4U)

- [Challenge and Change: Patterns, Trends, and Shifts in Society](#), T. De Coeur et. al., McGraw-Hill Ryerson, 2012

## GUIDANCE AND CAREER EDUCATION

### Career Studies 10 (GLC2O)

- No Text Required

## MATHEMATICS

- Scientific Calculator required for all Mathematics classes (graphing calculators cannot be used during tests or exams)

### Mathematics 9 (MTH1W)

- [Dynamic Math – Ontario Grade 9 Math](#), Taylor et.al., Dynamic Classroom, 2022 (ISBN 978-1-990448-33-1) **NEW**

### Principles of Mathematics 10 (MPM2D)

- [Principles of Mathematics 10](#), Canton et. al., McGraw-Hill Ryerson (Nelson), 2007

### Functions 11 (MCR3U)

- [Functions 11](#), Nelson, 2007

### Advanced Functions 12 (MHF4U)

- [Advanced Functions 12](#), Erdman et. al., McGraw-Hill Ryerson, 2008

### Mathematics of Data Management 12 (MDM4U)

- [Data Management 12](#), Wayne Erdman et. al., McGraw-Hill Ryerson, 2014

### Calculus and Vectors 12 (MCV4U)

- [Calculus and Vectors 12](#), J. Speijer et. al., McGraw-Hill Ryerson, 2008
- [Calculus and Vectors 12 Study Guide and University Handbook](#), Speijer et. al., McGraw-Hill Ryerson, 2008

## SCIENCES

### Science 9 (SNC1W)

- [ON SCIENCE 9](#), McGraw-Hill Ryerson, 2009

### Science 10 (SNC2D)

- [ON SCIENCE 10](#), McGraw-Hill Ryerson, 2009

### Biology 11 (SBI3U)

- [Biology 11](#), Clovis et. al., McGraw-Hill Ryerson, 2011

### Chemistry 11 (SCH3U)

- [Chemistry 11](#), Amdemichael et. al., McGraw-Hill Ryerson, 2011

### Physics 11 (SPH3U)

- Physics 11 University Preparation, M. Digiuseppe et. al., Nelson, 2011

### Biology 12 (SBI4U)

- Biology 12, Gerards et. al., McGraw-Hill Ryerson, 2011

### Chemistry 12 (SCH4U)

- Chemistry 12, Nixon-Ewing et. al., McGraw-Hill Ryerson, 2011
- Sharp EL-W506 calculator

### Physics 12 (SPH4U)

- Physics 12 University Preparation, D. Bruni et. al., Nelson, 2012

## PHYSICAL AND HEALTH EDUCATION

- **Gym shoes required for all Physical Education students, must be runners with non-marking soles**
- **Gym T-shirt required for all Physical Education students, available at the school:**
  - T-Shirts \$25.00 each
- **Students can wear their own athletic shorts/pants**
- **Gym T- shirts must be purchased during the first week (parent/guardian will be billed)**
- **Two T-Shirts are recommended**

### Healthy Active Living Education 9 (PPL10)

- No Text Required

### Healthy Active Living Education 10 (PPL20)

- No Text Required

### Healthy Active Living Education 11 (PPL30)

- No Text Required

### Introductory Kinesiology 12 (PSK4U)

- Kinesiology – An Introduction to Exercise Science, Temertzoglou et.al., Thompson Educational Publishing, 2014

## SPANISH

- **Collins Spanish/English Dictionary required for all Spanish classes**

### Spanish Level I (LWSBD)

- No Text Required
- Level 1 Workbook (to be purchased from the school, \$35)

### Spanish Level 2 (LWSCU)

- No Text Required
- Level 2 Workbook (to be purchased from the school, \$35)

### Spanish Level 3 (LWSDU)

- No Text Required
- Level 3 Workbook (to be purchased from the school, \$35)

## TECHNOLOGICAL EDUCATION

### Communications Technology 10 (TGJ2O)

- Portable hard drive required – 128 GB minimum
- Studio Fee required (parent/guardian will be billed \$75.00)

### Communications Technology: Broadcast and Print Production 11 (TGJ3O)

- Portable hard drive required – 128 GB minimum
- Smart phone with Camera
- Studio Fee required (parent/guardian will be billed \$75.00)

## FINE ARTS

### Visual Arts 9 (AVI1O)

- Art Works, Markus et. al., Edmond Montgomery Publications, 2011
- Art Supply Package required (parent/guardian will be billed \$110.00)

### Visual Arts 10 (AVI2O)

- Art Works, Markus et. al., Edmond Montgomery Publications, 2011
- Art Supply Package required (parent/guardian will be billed \$110.00)

### Visual Arts 11 (AVI3M)

- Discovering Art History (4<sup>th</sup> Edition), Gerald F. Brommer, Fitzhenry and Whiteside, Harper Collins, 2006
- Art Supply Package required (parent/guardian will be billed \$110.00)

### Visual Arts 12 (AVI4M)

- Discovering Art History (4<sup>th</sup> Edition), Gerald F. Brommer, Fitzhenry and Whiteside, Harper Collins, 2006
- Various art supplies required (students will purchase their own materials due to the nature of this course)
- Studio Fee required (parent/guardian will be billed \$50.00)

### Film and Video 12 (AWR4M)

- Portable hard drive required – 128 GB minimum
- Smart phone with Camera
- Studio Fee required (parent/guardian will be billed \$75.00)

### Media Arts 10 (ASM2O)

- Portable hard drive required – 128 GB minimum
- Smart phone with Camera
- Studio Fee required (parent/guardian will be billed \$75.00)

### Media Arts 11 (ASM3M)

- Portable hard drive required – 128 GB minimum
- Smart phone with Camera
- Studio Fee required (parent/guardian will be billed \$75.00)

### Media Arts 12 (ASM4M)

- Portable hard drive required – 128 GB minimum
- Smart phone with Camera
- Studio Fee required (parent/guardian will be billed \$75.00)



## **SCHOOL NETWORK ACCEPTABLE USE POLICY**

The school network (*“the network”*) has been established for a limited educational purpose, including classroom activities, career development, and high quality, educationally-enriching research. Use of the network and the school’s information technology resources (including Internet access and school-owned computer workstations, printers and other equipment) requires that students act in compliance with this Acceptable Use Policy. The policy defines appropriate educational and ethical uses of the network and the Internet, identifies student responsibilities and unlawful activities, discusses security and privacy, and outlines violations and liability.

Metropolitan Preparatory Academy will place reasonable restrictions on the material you access or post through the network, and may revoke access to these resources if you violate this policy or the law. Using the network and the school’s information technology resources is a privilege, not a right, and must be treated as such by all students. Network activities should always be legal, ethical, reflect academic honesty and school standards, and show restraint in the consumption of shared resources. Students must respect the integrity of the network, its equipment, the facilities, and system security mechanisms.

By using the network, the Internet, and/or equipment and facilities provided by Metropolitan Preparatory Academy, you agree to adhere to the regulations set forth in this Acceptable Use Policy. School administrators reserve the right to limit, restrict and/or deny network privileges and access to its resources and equipment for those who violate policy.

### **Acceptable Use**

During instructional times, the material that you access through the network should be for class assignments or for research on subjects similar to what you might study in the classroom or in the school library. In classrooms and other lecture spaces, use of a school-owned workstation for entertainment purposes, such as personal blogs, instant messaging, online shopping, or gaming, is not allowed. Users should not access information on the Internet that would be considered controversial or inappropriate if brought to school in any other format, such as pictures or articles of an adult nature.

You will not use the Internet to access the following: material that is profane or obscene; material that depicts – or describes in an offensive way – violence, nudity, sex, death, or bodily functions; material that is considered child pornography or has been designated adults only; material that promotes or advocates illegal activities (including copyright infringement) or dangerous acts (including bombs and weapons); material that promotes or advocates violence or discrimination towards other people (including hate groups and other potentially dangerous groups); or material that promotes or advocates academic cheating. Other Internet activities that are not permitted include: undertaking deliberate activities that waste or misuse class time or network resources; accessing, downloading, uploading or streaming audio or video during class unless approved by administrators as a school or class project; initiating or encouraging direct communications such as instant messaging or other online chat systems during lectures; publishing defamatory and/or knowingly false material on social networking sites, blogs, wikis or any other online publishing format; or using proxy sites to avoid Internet filtering.

Furthermore, you will not attempt to circumvent network security by: making unauthorized entry into this or other computer or communication systems; subverting or obstructing a computer network by introducing a virus; supplying false or misleading information to access computer or network systems; port scanning and network sniffing; attempting to gain unauthorized access to data, computers, or networks; or sending crippling amounts of data or traffic across the network.

The school has installed filtering appliances and software to protect against access to inappropriate material. If you feel that the Internet filtering is blocking your access to an appropriate site, please report this to a staff member or administrator. You must not seek to bypass the Internet filtering by using a proxy site, remote access, secure tunnel, or any other means. Doing so will result in revocation of your network access and/or computing privileges. If you mistakenly access inappropriate information, you should immediately notify a staff member or administrator. This will protect you against claims that you have violated this policy intentionally.

If a student misuses the Internet at school or encourages another student to misuse the Internet at school, Metropolitan Preparatory Academy staff and administrators have the right and responsibility to take immediate action and may suspend school network privileges. Unacceptable use may result in limiting, restricting and/or denying network privileges and access to the school’s information technology resources and equipment.

### **Responsibilities**

Students are expected to respect and protect account security. Only assigned accounts and passwords should be used. Do not view, use or copy passwords, data, or networks to which you are not authorized. Respect and uphold the Acceptable Use Policy, the school code of conduct and the law. You are not to intentionally access, transmit, copy, or create material that is illegal (such as articles or photographs that are pornographic, threatening, discriminatory, harassing, obscene, stolen, or copyrighted).

Students must respect and protect the integrity, availability, and security of the network and the school’s information technology resources. Students must not intentionally degrade or disrupt services or equipment. This includes but is not limited to: tampering with computer hardware or software; vandalizing data; invoking computer viruses; or attempting to gain access to restricted or unauthorized network services. Observe all network security practices, as described in the Acceptable Use Policy and as posted throughout the school. Be sure to report security risks or violations to a staff member or system administrator. Do not destroy or damage data, networks, or other resources that do not belong to you. You must also conserve, protect, and share these resources with other students and Internet users.

Most importantly, students are to respect and care for school equipment. Computers workstations and their parts should be treated as if they were their own, and students should take care not to cause damage. Do not interfere with plugs or cables, add software of any kind, or change any system settings without permission. Wireless access to the Internet is provided by the school for connection of personal devices. Connecting personal computers or other unauthorized devices via Ethernet cable is strictly prohibited without approval from administrators. Always obtain permission prior to printing in the computer laboratories, and do not print unnecessarily or excessively.

### **Unlawful Activities**

You will not attempt to gain unauthorized access to the school network or to any other computer system through the network, or go beyond your authorized access. This includes attempting to log in through another person's account, or attempting to access another person's files. Using files that are dangerous to the integrity of the network is strictly prohibited. You will not make deliberate attempts to disrupt this or any other computer system or destroy data by introducing any form of malicious software, virus or malware into the network, or by any other means.

Students will not engage in any other unlawful act, including: arranging for a drug sale or the purchase of alcohol; engaging in criminal gang activity; threatening the safety of any person; engaging in personal attacks, including harassment, prejudicial or discriminatory attacks, bullying; account theft or using any password other than your own; hacking into unauthorized areas; or using the network to perpetrate any form of fraud, including piracy of software, film, television, music or other copyrighted works. Unlawful file sharing or other peer-to-peer networking is not permitted on the network and may be a criminal offense.

### **System Security**

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use it. Under no conditions should you provide your password to another student, or try to discover other passwords. Passwords are to be kept strictly confidential.

Students should immediately notify a staff member or system administrator if they have exposed passwords or identified a possible security problem. However, they should not search out security problems because this may be construed as an unlawful attempt to gain access. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

### **Privacy**

Metropolitan Preparatory Academy staff and administrators monitor the use of information technology resources to help ensure that activities are secure and in conformity with this policy. You should not expect privacy in the contents of your personal files on the network or the records of your online activity. All student use of the Internet is monitored and can reveal all activities you engage in using the network. Parents/guardians have the right to request to see the contents and activities of your account, including your files and your Internet browsing history, at any time.

School administrators reserve the right to examine, use, and disclose any data found on the network in order to protect resources or property, and to further the health, safety, discipline, or security of any student or other person. They may also use this information in disciplinary actions or to furnish evidence of crime to law enforcement. Routine network maintenance and monitoring can also lead to discovery that you have violated sections of this policy, the school code of conduct, or the law. Targeted individual searches will be conducted if there is reasonable suspicion that you are in violation.

### **Violations**

Metropolitan Preparatory Academy shall be the final authority on the use of the network and how it relates to this policy. Violations will be reported to the school Principal and to parents/guardians, which may require a formal meeting with all parties involved.

Disciplinary action can include temporary or permanent loss of access to the network and/or the school's information technology resources. Written reports will also be placed in the student record for two years. Further disciplinary action may be taken against any student who willingly and knowingly continues to violate the policy, which can result in academic suspensions.

### **Liability**

Metropolitan Preparatory Academy will not guarantee that the functions or services provided through the network will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material.

Students and parents/guardians can be held financially responsible for any damage that results from intentional abuse or misuse of the network and school equipment (including replacement of damaged items).

**PARENTS/GUARDIANS SHOULD DISCUSS THIS POLICY WITH THE STUDENT AND ENSURE THAT IT IS UNDERSTOOD.**

**This document may be updated at any time.** Notice of changes to the Acceptable Use Policy will be posted at [www.metroprep.com](http://www.metroprep.com) and/or sent by mail. Please review the policy and our website from time to time to note any changes.



# **Anaphylactic Students Protection Act**

Plan To Ensure Safety For Students With Severe Allergies

## TO BE READ BY ALL STUDENTS AND PARENTS

On January 1, 2006 the Anaphylactic Students Protection Act, better known as Sabrina's Law, came into effect.

There are students at Metropolitan Preparatory Academy who are susceptible to anaphylactic reaction, which is a severe allergic reaction to a food, insect bite or medication.

Sabrina's Law requires all schools to create strategies to reduce risk of exposure to anaphylactic causative agents in classrooms and common school areas. We ask that you help us take care of these students by packing lunches and snacks that are free from peanuts or nuts. Please read the label of any food you plan to send to school with your child. If the label says "Contains nuts" or "May contain nuts or peanuts" please do not send it to school. Metropolitan Preparatory Academy is not a "peanut and nut free school", therefore children with known allergies should still take all precautions, such as not buying food from the vending machines or vendors, and should not accept food from other students.

Students who are severely allergic to bees or wasps should be very careful in the spring and fall not to eat foods outdoors, as bees and wasps will be attracted to the food. Any student who notices a hive in the vicinity of the school should notify the principal of its location, so that we can have it removed.

If your child has an allergy to food, insect bit or medication, which could lead to an anaphylactic reaction, we recommend that your child carry their epi-pen with them at all times and not leave it in a locker. It is very important that the student tell their teachers where the epi-pen may be found in case of an emergency.

This law is a very important one and can only work if parents, students, teachers and staff understand the seriousness of these severe allergies. If your child develops an allergy that can result in an anaphylactic reaction, it is imperative that you notify us immediately.

### **ATTENTION – NEW STUDENTS**

It is important that a current medical record be on file in the school. If you have not already done so, **please be sure to complete the Medical Profile that was included in your registration package and kindly return it to the school ON OR BEFORE the first day of classes.**

If you have any questions, please feel free to contact Debra McKelvey at the school.



# Medical Information Update

The medical information we have on file is now more than one year old.  
Please complete this form and return it to the school **by Monday September 18.**

Student Name: \_\_\_\_\_

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Gender:  Male  Female

Health Card Number: \_\_\_\_\_

**IN CASE OF EMERGENCY** – Please Notify:

Father: Name \_\_\_\_\_  Mother: Name \_\_\_\_\_  Guardian: Name \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Contact Also Required – If parent/guardian cannot be reached:

Name \_\_\_\_\_ Relationship To Student \_\_\_\_\_ Phone \_\_\_\_\_

**MEDICAL HISTORY**

Please check each of the following if your child has or has had... YES NO

- Epilepsy .....  YES  NO
- Diabetes .....  YES  NO
- Heart Trouble .....  YES  NO
- Asthma .....  YES  NO
- Ulcer or stomach problems.....  YES  NO
- Previous back injury .....  YES  NO
- Kidney disease.....  YES  NO
- Allergies (if yes, indicate type in space below) .....  YES  NO

\_\_\_\_\_

If allergic to foods or insect bites, does your child carry an EpiPen? .....  YES  NO

Has your child ever been under psychiatric care, or treated for a nervous disorder? .....  YES  NO

Immunizations are up-to-date? .....  YES  NO

Does your child take a prescription medication on a daily basis? (if yes, provide details below) .....  YES  NO

\_\_\_\_\_

Any other medical condition we should be aware of? (if yes, provide details below).....  YES  NO

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Signature