

**JEAN VANIER
CATHOLIC SECONDARY SCHOOL**



**959 Midland Avenue
Toronto, ON M1K 4G4**

STUDENT HANDBOOK 2015-2016

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www.tcdsb.org/schools/jeanvanier

In the Spirit of Vanier:

*Faith is to have the eyes of Jesus,
to see people as God sees them,
to see people with Love.*

*Not to judge or to criticize, but just to see what is most
beautiful in them and then reveal that beauty to them.*

Jean Vanier

INTRODUCTION

Jean Vanier's Vision

“To reveal someone’s beauty is to reveal their value by giving them time, attention, and tenderness. To love is not just to do something for them but to reveal to them their own uniqueness, to tell them that they are special and worthy of attention.”

Jean Vanier, Becoming Human

History of Jean Vanier Catholic Secondary School

From the beginning, Jean Vanier Catholic Secondary School has attempted to offer a comprehensive academic program for its students. Students can choose from a variety of courses at the academic, applied, and open levels. These, and other specialized courses, help prepare students for university, college, or the world of work after they have completed their studies at the school. Staff work with students to create a positive Christian atmosphere at the school that is conducive to learning. During the 2014-15 school year we co-celebrated the 25th anniversary of the school and the 50th anniversary of the L’Arche Communities. In addition, Jean Vanier was the recipient of the Templeton Prize, in recognition of his outstanding work with the less fortunate.

The Jean Vanier Community Covenant

All members of the school community share in the mission of helping each student to gain a good understanding of the Catholic faith. It is hoped that students will continue to learn discipline and experience goodness at our school and develop an understanding of their Catholic faith. It will also help them to be beacons of Christian hope, joy, and love.

PRINCIPAL'S MESSAGE

Dear Students, Staff, Parents/Guardians:

Welcome to a new school year! With anticipation I am looking forward to working *with* and *for* you as your new Principal for the 2015-2016 academic year. It is my hope to provide for you a source of support and encouragement for all of the good work that you do and the accomplishments that you achieve.

Jean Vanier C.S.S. is a community modeled after a great man whose ongoing works show immeasurable love for every member of society, not the least of whom are those who have been marginalized. The recipient of the 2015 Templeton Prize, Jean Vanier demonstrated to the world the central role that vulnerable people play in the creation of a more just, inclusive, and humane society. Vanier's profound love for the marginalized has enabled them to be a source of healing, unity, and peace for our society. In that spirit here in the Jean Vanier C.S.S. community, it is my hope that we will continue to do the same - by welcoming all of our students, staff, and their families in learning and fellowship in accordance with the Ontario Catholic Graduate Expectations.

TCDSB's pastoral plan for 2015-2018 echoes the sentiments of our school's patron by calling us to live, work, and speak "Together with One Voice - Harmonizing Faith in our Families, Parishes, and Schools." Jean Vanier C.S.S. has a 25-year legacy of nurturing in its students a love of service to the community. I encourage all students, staff, and friends of this school community to continue to internalize proudly that love of service to others and to go forth graciously to share your gifts of love and

humble service with everyone whose lives you continue to touch.

It is my hope that you will make every effort to participate in as many co-curricular aspects of school-life as possible. There is a broad range of activities in which you can participate that include the arts, sports, and clubs. It is through those sorts of activities, which complement your studies, that friendships are forged - and some perhaps that will remain life-long. No matter what path you take here at Vanier, may you enjoy a richly successful and highly enjoyable school year.

Mrs. L. Maselli-Jackman

RELIGIOUS EDUCATION AND THE SPIRITUAL DEVELOPMENT OF STUDENTS AT JEAN VANIER CATHOLIC SECONDARY SCHOOL

Religious Education Courses

All students at Jean Vanier Catholic Secondary School must take a course in Religious Education **each year** they are here at the school. All courses are recognized by the Ministry of Education and count towards the high school diploma. The religious education courses help students to understand the Catholic faith and how this is relevant in their own lives and our world today. Students also learn about the relationship of the Church to the modern world, Canadian society, and people of other faiths. A minimum of four religious education credits is a requirement for participation in a Catholic school graduation ceremony.

Eucharistic Celebrations

When students chose to attend a Catholic school, they are committing to taking part in the liturgical life of the school. Eucharistic Liturgies for the whole school are usually celebrated

at St. Maria Goretti Church. Students are required to go **directly** to the Church at **8:45 a.m.** on the days that these celebrations occur; **attendance** is taken at the Church. These liturgies are celebrated at special times and all students are **required** to attend these important communal celebrations.

Prayer

Each day begins with a prayer. Students will be invited to assist in the preparation of these prayers and to share them with the entire community.

Retreats

All students are **required** to participate in their religion retreat annually. This activity helps to enhance the overall experience and build community. They grade 9 and 12 retreats will take place as full grade retreats. Grade 10 and 11 retreats will be linked to the religion courses and be integrated into the overall **evaluation**. All retreats are based upon themes related to the curriculum.

Social Justice and Community Projects

The Religious Education and Chaplaincy Departments offer students a variety of opportunities to develop their faith. Our students and staff often volunteer time and donate food and money to Catholic organizations and other organizations involved with helping the poor and hungry in our world.

Conclusion

The Religious Education and Chaplaincy Programs are at the **heart** of school life. Students learn about their Catholic faith and how to express it in their personal life and the world they live in. Students are called to learn about the words and life of Jesus Christ and to be his disciple in the world today. This requires a commitment to learning about their faith and a sincere willingness to practice their faith in various ways during their four years at Jean Vanier Catholic Secondary School.

TCDSB CODE OF CONDUCT

Policy No: S.S.09, Revised: February 1, 2010, Abridged Version: August, 2008

The full version of the TCDSB's Code of Conduct Policy can be found on the board's web site. This condensed version serves to highlight sections that may be used for publication in a student agenda book or newsletter.

POLICY DEFINITIONS:

The following list of words and phrases are defined in the complete full version: **Bullying, Explosive Substance, Extortion, Firearm, Harassment, Hate Material, Inappropriate Use of Electronic Communications/Media, Physical Assault Causing Bodily Harm, Possession of a Weapon, Racial Harassment, Refractory Conduct, Replica Firearm, Robbery, Sexual Assault, Sexual Harassment, Threat to Inflict Serious Bodily Harm, Trafficking in Drugs and/or Harmful Substances.**

1. POLICY

The Toronto Catholic District School Board (TCDSB), including staff, students, parents and trustees, is committed to the mission of providing a safe and welcoming learning environment that supports academic excellence and is an example of Christian community. This mission is affirmed in TCDSB policies, including the Violence Prevention Policy. Every member of this community - student, teacher, parent/guardian, support staff, trustee, parish priest, volunteers or others, while on TCDSB property, at TCDSB sponsored events and circumstances that could have an impact on the school climate - is governed by the policies of the TCDSB and shares in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful.

The purpose of the TCDSB Code of Conduct is to further promote the mission of the TCDSB and to provide a framework for individual schools to develop local, school-based codes of conduct that foster a positive school climate and support

student academic achievement and wellbeing. In addition, the TCDSB Code of Conduct and local school-based codes of conduct must be modified regularly. **The TCDSB Code of Conduct is to be read together with the Violence Prevention Policy and all related TCDSB policies.** The TCDSB Code of Conduct also recognizes the importance of progressive discipline which focuses on prevention and early intervention as the key to maintaining a positive Catholic school environment. More information can be found under Progressive Discipline Policy S.S. 10.

2. LEGISLATIVE FRAMEWORK

The Education Act requires school boards to establish policies and guidelines with respect to the conduct of persons in schools. *Policy/Program Memorandum No. 128*, issued October 4, 2007, and the revised Policy/Program Memorandum No. *144* and No. *145 enforced February 1, 2010* requires that the standards of behaviour in school board codes of conduct be appropriate for local communities.

3. PROVINCIAL CODE OF CONDUCT

The Education Act permits the Minister of Education to establish a code of conduct governing the behaviour of all persons in schools.

4. GUIDING PRINCIPLES

All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel and trustees - are included in the Provincial Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities that may have an impact on school climate.

5. ROLES AND RESPONSIBILITIES

The *TCDSB Code of Conduct* recognizes that all members of the school community comply with the standards of behaviour

outlined in this policy.

Toronto Catholic District School Board

The TCDSB is committed to the principles and standards established by the Violence Prevention Policy. The TCDSB will not tolerate behaviour that jeopardizes the emotional well-being or physical safety of members of the school community.

Schools

Through the development or refinement of local codes of conduct, schools must communicate provincial and TCDSB standards of behaviour in a variety of languages suited to the respective communities.

Principals

Principals, under the direction of the school board, take a leadership role in the daily operation of the school. Bill 157 permits the Principal of a school to delegate limited powers under Part XIII of the Education Act to a vice-principal of the school or, in the absence of a vice principal, to a teacher employed in the school. Bill 157 requires the Principal to provide written acknowledgement of receipt of a report to the individual who initiate the report using the Incident Reporting Form – Part II. Bill 157 requires Principals to contact the parent/guardian of victims who have been harmed as a result of serious student incidents including incidents for which a suspension or expulsion must be considered. A principal will not contact the parent/guardian of a victim if:

- The student is 18 years of age or older,
- The student is 16 or 17 years of age and has withdrawn from parental control,
- In the opinion of the principal, contacting the parent/guardian will create a risk of harm to the student by the parent/guardian.

Teachers and School Staff

Under the leadership of the principal, teachers and staff shall maintain order in the school and are expected to hold everyone

to a high standard of respectful and responsible behaviour. Bill 157 requires all TCDSB employees, bus drivers and other non-TCDSB employees deemed appropriate, to report to the principal serious incidents that must be considered for suspension or expulsion using the Incident Reporting Form - Part 1. In addition, TCDSB employees, who work directly with students, must respond to incidents that may have a negative impact on school climate.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Police and Community Members

Police and community members are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police will investigate and respond to incidents in accordance with the Police/School Board Protocol.

6. STANDARDS OF BEHAVIOUR

Respect, Civility, Safety and Responsible Citizenship

The TCDSB does not tolerate any anti-social or violent behaviour that impacts on learning environments. All local school codes of conduct must set out standards of behaviour consistent with the standards established in the TCDSB Violence Prevention Policy. Standards of Behaviour must promote respect, civility, responsible citizenship and Catholic values.

Electronic Communications and Media Devices

Schools shall include provisions in their local codes of conduct to ensure that all personal communication devices such as cell phones are powered off and stored out of view in instructional spaces (unless approved by the teacher for program use) and washrooms.

7. CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS

Students

Local school codes of conduct shall set out consequences that are consistent with *The Education Act* and the Board Safe School policies for Suspension (S.S.06) and Expulsions (S.S. 05). Mitigating Factors as stated in *The Education Act* shall be considered.

The following charts are used by Principals when considering consequences for the inappropriate behaviour of students.

- *The term **shall**, as used in the legislation, means **must**.*
- *When the term **may** is used, it is important to note (according to the established Police/School Board Protocol) that if, through **balance of probability**, a criminal act that impacts on the climate of the school took place, the Principal must inform the Police.*

Activities for which a Principal Shall Consider a Suspension, Education Act, Part XIII, subsection 306 (1)		Principal May Issue Suspension	Notify Police	
			May	Shall
	Uttering a threat to inflict serious bodily harm on another person	1 – 20 Days		X
	Possessing alcohol or illegal drugs	1 – 20 Days	X	
	Being under the influence of alcohol	1 – 20 Days	X	
	Swearing at a teacher or at another person in a position of authority	1 – 20 Days	NA	NA

	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 – 20 Days		X
	Bullying	1 – 20 Days	X	
	Any activity that is an activity for which a principal may suspend a pupil under a policy of the board.	1 – 20 Days	X	

<u>Activities for which a Principal May Suspend a Pupil – Board Policy</u> <i>Education Act, Part XIII clause 306 (1) 7</i>	Principal May Issue Suspension	Notify Police	
		May	Shall
Persistent opposition to authority	1 – 20 Days	X	
Habitual neglect of duty	1 – 20 Days	NA	
Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises	1 – 20 Days	X	
Use of profane or improper language	1 – 20 Days	NA	
Use of tobacco	1 – 20 Days	X	
Theft	1 – 20 Days	X	
Aid/incite harmful behavior	1 – 20 Days	X	
Physical assault	1 – 20 Days	X	
Being under the influence of illegal drugs	1 – 20 Days	X	
Sexual harassment	1 – 20 Days	X	
Racial harassment	1 – 20 Days	X	
Fighting	1 – 20 Days	X	
Possession or misuse of any harmful substances	1 – 20 Days	X	
Hate-motivated violence	1 – 20 Days	X	
Extortion	1 – 20 Days		X
Distribution of hate material	1 – 20 Days	X	
Inappropriate use of electronic communications/media	1 – 20 Days	X	
Other*	1 – 20 Days	X	

Under clause 306 (1) 7 of The Education Act, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

* **Other** is defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others. Any such activity leading to suspension must be specifically detailed.

<u>SUSPENSION PENDING POSSIBLE EXPULSION</u> Principal shall issue a suspension pending possible expulsion <i>Education Act, Part XIII, subsection 310 (1)</i> Note: Principal must conduct an investigation within 5 school days. Following the investigation, principal must impose a suspension or refer to Board for Hearing.		Principal Must Issue Suspension	Notify Police	
			May	Shall
	Possessing a weapon, including a firearm	1- 20 Days		X
	Using a weapon to cause or to threaten bodily harm to another person	1- 20 Days		X
	Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	1- 20 Days		X
	Committing sexual assault (Please Refer to TCDSB Policy)	1- 20 Days		X
	Trafficking in weapons or in illegal drugs	1- 20 Days		X
	Committing robbery	1- 20 Days		X
	Giving alcohol to a minor**	1- 20 Days		X

**Minor as defined in The Education Act – under 18 years of age

The following infractions may result in a suspension pending possible expulsion in accordance with Board policy:

<u>SUSPENSION PENDING POSSIBLE EXPULSION – Board Policy</u> <i>Education Act, Part XIII, clause 310 (1) 8</i> Note: Principal must conduct an investigation within 5 school days. Following the investigation, principal must impose a suspension or refer to Board for Hearing.		Principal Must Issue Suspension	Notify Police	
			May	Shall
	Possession of explosive substance	1- 20 Days		X
	Serious or repeated misconduct	1- 20 Days		X
	Refractory conduct	1- 20 Days	X	
	Other *	1- 20 Days	X	

***Other** is defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others. Any such activity leading to suspension must be specifically detailed.

RELIGIOUS ACCOMMODATION IN THE TCDSB

In concert with the Assembly of Catholic Bishops of Ontario, the TCDSB supports freedom of religion and an individual's right to manifest his or her religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.

The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church.

It is understood all students registered in Jean Vanier Catholic Secondary School acknowledge and are committed to the school community that proclaims, celebrates, and cherishes its Catholic identity and traditions. At the same time Jean Vanier Catholic Secondary School is enriched and is committed to providing an environment that is inclusive, safe and that is free of barriers based on religion. With respect to Religious Accommodation, the TCDSB also acknowledges that all students, in accordance with the best of what our Catholic Church offers in its social teachings and reflective practice, are entitled to their rights and responsibilities under the Ontario Human Rights Code.

In the spirit of respect and inclusion, the TCDSB will work cooperatively and take all reasonable steps, to provide accommodation to individual requests to facilitate his/her religious beliefs and practices. We would ask those seeking accommodations to make their requests at the start of the school year so that consideration can be given early on.

It is important for parents and prospective students to

understand that the basic tenets of the Catholic faith are imbedded in ALL that we do, every day, in every class, in every activity. The celebration and acknowledgement of our faith is not limited to formal ceremonies.

JEAN VANIER CODE OF CONDUCT

In order to make students aware of their responsibilities as a member of the Jean Vanier community, we offer the following code of conduct for student behaviour. The Education Act requires the school administration to consider all previous infractions and/or interventions when determining appropriate consequences for all behaviour that contravenes the Provincial, TCDSB or Jean Vanier Codes of Conduct.

Behaviour Policy

Jean Vanier is a community that extends beyond our school walls. Students are expected to treat the school grounds, buildings and everyone and everything within them with respect. It is also important that we treat our neighbours and their properties with respect and dignity. Defacing or damaging property will be treated as a serious matter, and must be reported immediately to a staff member. Students are expected to be courteous and law abiding when visiting local establishments.

Vanier students are responsible for their behaviour when travelling to and from school, when interacting with students off-property, and while on trips. Any activity or behaviour related to the school comes under the authority of the Safe Schools Act and related Board and school policies.

Respect for School Staff at All Times

The school environment is safest when staff members are willing to interact with each and every student who is involved in inappropriate behaviour or who is suspected of being involved in inappropriate behaviour. Thus, it is critical that students respond respectfully to every staff member at all times. Students must identify him- or her-self by name or

proceed directly to the office if asked to do so. It is only when all staff members are respected and when all students are cooperative that the school environment is safe.

Lockers

Lockers are the property of the school and are loaned to students for use during the school year. At the discretion of the school administration, a school locker may be accessed as required to enforce school policies and ensure the safe running of the school. Each student will be assigned a locker and sharing is not permitted. Students are only permitted to use the locker they are assigned; no student is allowed to switch lockers. Only the locks supplied by the school may be used on lockers. Other locks will be removed without student's permission. Students may decorate the inside of their lockers with items such as pictures of family members, friends, etc using masking tape. School administration reserves the right to remove offensive or inappropriate items.

Personal Property

Students are responsible for the security of their own personal property. The following common sense suggestions should be followed:

- DO NOT share your locker combination with anyone;
- DO NOT bring cash or items of value to any classes. These items must be left secured in a student's locker;
- DO NOT bring valuables to school. Take particular care in shared spaces.
- DO NOT leave any valuables (**cell phones/IPOD /headphones etc.**) in the physical education change rooms.

The school will do its best to ensure that students have a safe environment in which to learn. However, with students carrying expensive electronic items with them, thefts are always a possibility. While we will endeavour to retrieve lost or stolen items, students are advised that school staff are **not responsible** for student items that are lost or stolen from classrooms,

lockers or change rooms. Students should leave expensive items at home.

Lunch

With parental permission, students may leave the grounds during lunch, provided they return for class on time. Our cafeteria service provides food for those who do not bring a lunch from home. Students must remain in school uniform during the lunch periods and must eat only in the cafeteria, or other designated areas.

Visitors to the School

Jean Vanier CSS is a secure facility. Friends are not allowed to visit with students during the school day and students should dissuade them from doing so. All other visitors must report to the office immediately upon arrival at the school.

Electronic Equipment

All personal communication devices such as cell phones are to be powered off and stored out of view at all times while on school property. In accordance with TCDSB policy, and with teacher approval, electronic devices may be used in the classroom for curriculum purposes. Students are not allowed to record images, audio or video of staff or students at any time without the express permission of the individuals involved. Parents and/or guardians are asked to remind their child of this policy. Parents are also requested to restrict all phone calls and/or texting to their child to before or after school hours. **In the event of an emergency, parents are to phone the main office at 416-393-5554.**

Uniform Policy

The Toronto Catholic District School Board requires each school to have a uniform and that the uniform policy will be enforced by administrators, teachers, and staff in a consistent way. All students at Jean Vanier Catholic Secondary School are expected to wear the uniform properly during the school day. Students may be sent home to obtain missing items. Parental support is

an important component of this progressive discipline process. Each student is expected to wear the uniform appropriately through-out the school day.

Guidelines for Uniform and Dress Code

- Students must remain in proper school uniform throughout the day, including lunchtime;
- **All students must wear a blue Jean Vanier logo short-sleeve or long-sleeve golf shirt.** A white or blue undershirt that is not visible may be worn under the golf shirt.
- In the colder weather, students may choose to wear **a McCarthy's monogrammed school zip polo or school pull over sweater.** Please note that the long or short sleeve golf shirt must be worn at all times, even when wearing the zip polo;
- All students must wear plain, solid black, below-the-ankle shoes. **Any logos, striping or markings on the shoes are not allowed.** No version of open-toe sandals, open shoes, or slippers is part of our uniform.
- **Girls** must wear a kilt or grey dress pants **only from McCarthy's.** No jeans, cargo pants or tight pants are permitted. Dress pants are not to be altered to make them tight. Black or navy blue socks must be worn. With the kilt, plain black/navy blue knee socks or black/navy blue opaque stockings/leotards must be worn at all times. The length of the kilt must be at or just above the knees.
- **Boys** must wear grey dress pants **only from McCarthy's.** No cargo pants, jeans or "Dickie's" permitted. Dress pants are not to be altered to make them tight. Black/navy blue socks must be worn;
- Hats and other head gear are not permitted to be worn in school. Bandanas or any material that covers the head/face/hair are not permitted to be worn or carried in school or on school property unless for religious reasons.
- Jackets are to be worn only when entering or leaving the

building (e.g. going to the portables)

- Make-up and hair should be appropriate for school and consistent with the look of a school uniform;
- Jewellery should be tasteful and in keeping with the values of a Catholic high school. Piercings must be plain, small, simple studs or hoops. Necklaces must be inside clothing. Rosaries are NOT considered jewellery, and must not be worn as such.
- On non-uniform days logos/signs/symbols on shirts should be consistent with Catholic values;
- Students are not permitted to change in the halls or inside the gymnasium. If changing is required for Physical Education, Drama etc, full uniform should be worn to class and changes made in the location designated by the class teacher.

The school uniform is available through R. J. McCarthy Ltd., 12 Trojan Gate, which is north of Finch Avenue East and West of Kennedy Road. For further information call 416.593.6900.

ATTENDANCE POLICIES

Students are required by law to attend school. This means that all students must attend those classes they have on their timetable. It is expected that all students will attend their classes and will only be absent for extenuating circumstances and serious sickness. Students who are truant will face appropriate consequences.

If a student is too ill to attend school, then the parents are requested to contact the school's attendance secretary at 416-393-5554 and select option "2." A message can be left explaining a student absence. This option is available 24 hours a day, and we request that attendance messages be left before

9:00 am of the day on which a student will be absent. If no message is left, students must sign in at the attendance office upon return from absence with a note from home or medical practitioner. Our automated call-out system will inform parents of absences and lates through the day.

Lates

The school day begins at 8:50 a.m. with Opening Exercises. Students arriving to class after the Opening Exercises will be marked late. To be on time, students must be prepared for class and in full and proper uniform. Those arriving after 9:00 am must sign in at the Attendance Office, receive a late slip and proceed directly to class. Through the day, students are expected to be in class at the sound of the bell. If a student is excessively late for class, they may be marked as skipping.

Signing Out

If students are under 18, they may only sign out of school with parental permission. Students under the age of 18 must present a note from home or a parent or guardian must be telephoned and verbal permission must be obtained before officially signing out.

If students are 18 or over and must leave school before the end of classes, then they must sign out through the Attendance Office. In this case, a parent note is not needed.

Extended Student Absence

Students must obtain special permission from the school Principal for absences longer than five days due to medical needs or urgent family business. All academic policies regarding missed work and evaluations will apply where appropriate.

ACADEMIC POLICIES

Academic Integrity

Academic dishonesty involves an attempt by a student to show

possession of knowledge or skill which they truly do not possess. Cheating is dishonest and contrary to Catholic values.

Cheating occurs when:

- A student talks during an exam/test/quiz in order to get answers from another student;
- A student gains an unfair advantage during an exam/test/quiz by using prohibited materials (ie: electronic devices, cheat notes, computers);
- A student plagiarizes.

Plagiarism is the presentation of someone else's ideas as if they were your own. It occurs when:

- A student copies the actual words or work (computer program, graph, illustration) of another, including other students, without giving credit to the original author;
- A student use ideas, information, or even patterns of organization without giving credit to the original author.

Absences During Exams, Tests, Quizzes, Presentations

Students are to write all exams/tests/quizzes and complete all presentations on the day scheduled by the teacher. Students who are legitimately absent on the scheduled day will be granted the opportunity to write or present at a time that is convenient to the teacher.

An absence is legitimate if:

- A student is participating in an extra-curricular activity and has informed the teacher prior to the scheduled day and/or administration;
- A student provides a doctor's note for an illness that occurred on the scheduled day;
- A student provides a note from a parent/guardian that provides a reasonable explanation for the student's absence on the scheduled day.

Assignments

Success depends greatly on the ability of a student to participate in all aspects of a course. To reach their full potential:

- Students are expected to complete all assignments for a course;
- Students are expected to complete homework on a daily basis;
- Students are expected to complete all assignments/homework in a timely fashion;
- Students are expected to complete all assignments/homework that is missed due to a legitimate absence.

Textbooks

Textbooks are important tools used to deliver the curriculum. For these reasons:

- Textbooks are provided on loan to the student from the school;
- Textbooks that are lost or damaged **must be replaced at the student's cost**;
- Textbooks must be returned to the classroom teacher prior to the exam;
- Textbooks must be returned to the classroom teacher prior to the completion of a timetable change or school transfer.

TCDSB Acceptable Use Policy for Technology

The **TCDSB Acceptable Use Policy (AUP)** reflects the growing technological presence of electronic communication systems in our schools and emphasizes the use of technology in a respectful manner that upholds the dignity of the human person and is consistent with our Catholic teachings. It recognizes that in 21st century there is a shared responsibility between the Board, families, schools and students to provide guidance on the appropriate

use of technology. The AUP has been created to establish guidelines for users to understand what governs "safe and appropriate use".

The AUP defines **electronic communication systems** to include social media, website publishing, and the use of **personal electronic devices (PED's)**. In addition it addresses expectations surrounding the **Bring Your Own Device (BYOD)** policy effective as of September 2012. While these devices are not mandatory for classroom activities, they may be included when there is a clear educational purpose that has been identified by the teacher.

All students are expected to familiarize themselves with the AUP. The full text of the TCDSB AUP can be found at:
<http://www.tcdsb.org/board/policies/aup>

Summary of the AUP expectations for students when using the TCDSB electronic communication system:

Behaviour Expectations:

- All students must sign a "Student Access Agreement" before receiving their individual user accounts and gaining access to the Board network. If a student is less than 18 years of age, a parent or guardian must also sign the agreement.
- Using the Board's electronic communication systems is a privilege, not a right, and can be restricted or, if appropriate, removed altogether.
- Individual user accounts must remain private.
- Students must act ethically, lawfully and in an appropriate manner when using the Board's electronic communication systems.

Personal Safety & Privacy:

- Students will promptly inform a school Administrator or teacher if they receive any inappropriate communication that makes them feel uncomfortable or unsafe.
- Students should always protect their personal information and privacy.

Unacceptable Activities:

- Attempts to access unauthorized areas of the Board's system, or any other computer system through the Board's network. This includes attempting to access another user's files or attempting to log on using another person's account.
- Malicious destruction or abuse of the Board's network, computer systems, hardware, software, or electronic devices.
- Accessing, installing or distributing unauthorized equipment, software or media files on the Board's network or computer systems.
- Engaging in any illegal activities such as the sale of drugs or alcohol, criminal activity or threatening the safety of another person.
- Engaging in any inappropriate behaviour such as cyberbullying, personal attacks, threats, harassment, hate motivated and discriminatory behaviours at school, school related events or in circumstances that negatively impact on the school climate. These actions will be dealt with according to the Education Act or school codes of conduct.
- Impersonation or using a false identity.
- Any use of inappropriate language (obscene, profane, threatening, harassing, bullying, racist or disrespectful) posted publically, privately, or on any websites.

Plagiarism and Copyright Infringement

- Students must not plagiarize works that they find on the Internet and properly obtain permission and/or site original ownership for copyright materials.

Bring Your Own Computer / Personal Electronic Device (PED):

- The student use of PEDs is a privilege, not a right and can be removed if it interferes with student learning, duties and obligations.
- Students are allowed to bring their own Personal Electronic Device (PED) including cell phones and laptops to school, but not to class unless permitted by the teacher, for an educational purpose.

- **For educational purposes, students may use their PEDs when not in class in the following designated areas: (INSERT HERE)**
- All other times PEDs MUST be securely stored away by the student and in silent mode during regular school hours. A student who uses a PED in class without the teacher's permission is subject to regular classroom and school disciplinary procedures.
- The teacher may send a student to see an administrator if a PED is used inappropriately during class. The administrator may confiscate the device and store it securely until the matter is resolved.
- The school administration may decide when and where PEDs are permitted and prohibited within a school environment
- Students may connect their devices to the Board's Guest network for internet access only, in designated study areas and as per school policy. PEDs are NOT permitted in examination rooms, unless the teacher has granted permission.
- Board Technical support will not be provided for any hardware, software or connectivity issues, and users may not install any Board/Ministry licenced software, unless the software has been licensed for home use.
- All PEDs must have anti-virus malware protection on them prior to connecting to the Board's network. If a PED is suspected of interfering with the Board's network it must be disconnected and securely stored by the student.
- Students may not use PEDs to capture video or images in private areas such as washrooms or change rooms. When photographing a student or students on school property their consent must be granted. Parental/guardian consent is required for photographing a student with special needs. Any images being posted or transmitted electronically while photographed on school property or at a school event must have the permission of the individual(s) or the principal. Any images or video that negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

Accessing TCDSB Wi-Fi Network with a Personal Device

- The TCDSB provides students with Wi-Fi access on their personal devices for educational purposes only. Students must restrict their use of Wi-Fi to this end.
- Access to Wi-Fi with a personal device is restricted to the **TCDSB-Guest** network.
- Any personal device connected to a Wi-Fi network other than the **TCDSB-Guest** (including but not limited to **TCDSB-Misc**) will be identified and banned from all TCDSB Wi-Fi networks.

Disciplinary Consequences:

- In the event that a student violates this policy, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator/designate.
- A school administrator/designate may deny, restrict or suspend a student’s access to the Board’s network upon any violation of this policy or other rules of the school. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board’s system.

GUIDANCE

Course Load

Grade 9/Grade 10/Grade 11	Grade 12* / Fifth Year**
4 courses per semester	at least 3 courses per semester
<p><i>* provided that the student has accrued a minimum of 26 credits <u>prior</u> to their grade 12 year</i></p> <p><i>** students who require a fifth year of secondary school <u>and</u> who are 18 years old may be asked to attend Monsignor Fraser College—a school for mature students</i></p>	

Continuing Education

Students should understand that **night school** and **summer**

school are not alternatives for the regular school year. In general, students take courses during the evening or summer for the following reasons:

- The course is not offered in day school;
- The course does not fit into a student’s timetable;
- The course is a graduation requirement;
- The student is attempting the course again because they were not successful during the regular school year.
- If a student chooses to upgrade a passed course they must complete a form for repeated courses from Guidance which is to be signed by a parent/guardian.

Students may wish to take courses through a Distance Education Model with our school (**E-Class**). We offer a limited selection of courses through an e-learning format. These courses can be taken through the day school or through Continuing Education.

Deadline for Dropping Courses

Semester One	November 26, 2015	Semester Two	April 29, 2016
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Students wishing to drop a course must keep course load requirements in mind. A **Course Withdrawal Form** must be completed by the student and signed by the teacher, a parent/guardian (if student is under 18), guidance counsellor, and a member of administration. The request will be granted if everyone agrees on the drop. If everyone is not in agreement with the request, a meeting of all of those involved will take place. The student will be expected to attend this meeting and abide by the decision. During this process the student must continue to attend all classes on their timetable. There will be no courses dropped or deleted from timetables after June 1.

Requirements for Participating in Graduation Activities

The following School Board and Ministry requirements must be met:

- The student must have successfully completed one

- Religious Education credit in each year at Jean Vanier;
- The student must have a total of 30 credits, including all compulsory credits (a “Credit Tracker” can be used to record a student’s progress and is available in the Student Services Office);
 - The student must have passed the Ontario Secondary School Literacy Test or completed the Ontario Secondary School Literacy Course;
 - The student must have completed 40 hours of Community Service by June 15 of the graduating year. Verification must be provided by the organization.

Honor Roll

Students who achieve an average of 80% or more in their subjects will be eligible for the Honor Roll. Grade 9, 10, and 11 students must be taking 4 courses per semester; Grade 12 students must be taking a minimum of 3 courses per semester. To be eligible for High Honors no final grade less than 65% is permitted.

Catholic School Graduate Expectations:

- A discerning believer formed in the Catholic faith community who celebrates the signs and sacred mysteries of God’s presence through word, sacrament, prayer, forgiveness, reflection and moral living;
- An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values;
- A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good;
- A self-directed, responsible, life-long learner who develops and demonstrates his/her God-given potential;

- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good;
- A caring family member who attends to family, school, parish, and the wider community;
- A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

School Support Services

Students are encouraged to seek assistance from classroom teachers or any staff member with whom they feel a sense of trust. Jean Vanier Catholic Secondary School has a Student Services Department, where the school's Guidance Counsellors can be found (direct telephone number: 416.397.6150), as well as a Chaplaincy Team, and several Child and Youth Workers, on staff to assist students.

Other Important Resources

Kid's Help Phone: 1.800.668.6868	Covenant
House: 416.593.4849	
East Metro Youth Services: 416.438.3697	Mobile Crisis
Program: 416.289.2434	
Catholic Children's Aid: 416.395.1500	

HEALTH AND SAFETY

Smoking

It is the policy of the Toronto Catholic District School Board that all buildings, sites and facilities are designated as non-smoking areas. The board has done this in order to comply with the provisions of the **Smoke-Free Ontario Act** which came into effect in 2006.

No student or parent is allowed to smoke on school property and doing so may result in being charged with violation of the abovementioned Act. Some of the penalties prescribed by the Act are:

- Giving or sharing a cigarette with anyone under 19, Fine of

\$365;

- Smoking/holding lit tobacco anywhere on school property, Fine of \$305.

Students who are caught smoking on school property will be dealt with severely and may even be charged by a By-Law Officer.

Students with Allergies

Some students at Jean Vanier Catholic Secondary School have severe allergies. The school identifies the students with anaphylaxis allergies. We advise staff of these students and, in order to facilitate treatment for any potential reactions, provide teachers with instructions about using an Epi-Pen.

In terms of student responsibilities, parents must ensure that:

- Their child carry an Epi-Pen with them at all times (a student will be sent home to get this if they do not have one);
- Parents must also provide an extra Epi-Pen for their child, to be stored in the Office;
- Parents must make sure that their child know how to use an Epi-Pen and can identify an allergic reaction.

Theft

Students are expected to treat each other and their property with the highest respect. Theft, in addition to being a criminal act, is morally unacceptable. Anyone found involved with theft will be expected to attend an interview with Administration and their parent(s)/guardian(s). The student will be expected to make full restitution. It is the standard practice of the school to involve Police in instances of theft of electronic devices, except where mitigating circumstances would indicate otherwise. Any items of value should always be placed in the student's locker.

“Shelter in Place, Hold & Secure, and Lockdown”

The Toronto Catholic District School Board has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. Central administrative

policies and procedures, developed through community consultation and through collaboration with the Toronto Police Service, provide direct support to school Principals and Vice Principals in the management of a crisis situation.

Shelter in Place - Possible Environmental Danger in the School Neighbourhood
This response is generally initiated by the Toronto Police Service or other agencies, including Toronto Fire Services, having jurisdiction over the incident. The threat poses no immediate danger to students or staff unless they leave the building.
Hold and Secure - Possible Danger in the School Neighbourhood
This response is initiated when the threat is proximate to, but not inside the building. The threat poses no immediate danger to students or staff unless they leave the building.
Lockdown - Danger on the School Site
This response is initiated when imminent danger is present on the school site and the safety of students and staff is threatened.

In order for all students and staff to become familiar with expectations during a threat to school safety, our school will be practicing threat response procedures as we have normally done with fire drills. During these drills, signs will be posted on the entrance doors indicating that the school is in *Shelter in Place, Hold and Secure* or *Lockdown*. The doors *may* be locked and no one will be allowed to enter or exit the school.

Should a real threat to school safety procedure be initiated, the school will inform parents of the event that led to the particular response by letter or phone out system. Any questions about procedures should be directed to the School Administration.

CO-CURRICULAR ACTIVITIES

Jean Vanier Catholic Secondary School has a proud co-curricular tradition. Teams and clubs have enjoyed success at the local, city and provincial levels. Co-curricular activities promote self-discipline, friendship, team work and the pursuit of excellence. Each student is to be mentored and supported to enable them to achieve success to the best of their abilities. Coaches and facilitators will help participants to reach their potential using the following guidelines.

Eligibility Policy

Students who have attendance problems and/or are not achieving academic success will be reviewed by a committee, chaired by the Staff Facilitator, consisting of the Subject Teacher(s), Student Success Team and Administration. In the case of Athletics, this review committee will be chaired by the Athletic Director and consist of the Coach(es), Subject Teacher(s), Student Success Team and Administration. The purpose the review will be to determine the conditions for continued involvement in the activity.

- Students participating in Jean Vanier's co-curricular activities must represent the school in an exemplary manner.
- Students are to demonstrate support and respect for their coach(es), staff facilitator(s), team mates and/or fellow participants.
- Students must follow the rules and conditions governing their activity and respect the judgments of those responsible for administering these rules.
- Students who wish to join a co-curricular activity must demonstrate regular attendance. Students who have an unauthorized absence for any part or all of a school day on the day of an activity, may not participate in the activity/club. This includes games and practices.
- Students who are suspended will not be permitted to participate on the same day of an activity

- Students involved in athletics must obtain permission from the coach(es) and moderator(s) in order to participate in overlapping activities.
- Students who repeatedly fail to demonstrate commitment to the other members of the team or group will be suspended or removed from the activity at the discretion of the coach(es) or facilitator(s).
- Students who quit an activity without explanation will be subject to suspension from further participation in co-curricular activities as determined by the Athletic Director or Staff Facilitator and their respective Review Committees.

Spectator Guidelines

- Spectators must arrive in full uniform and remain in full uniform for the duration of the activity;
- Students are not allowed to have backpacks, coats or electronic devices in the gym;
- Students are not allowed to have food or drink in the gym;
- Students are to treat players, coaches, parents and referees with respect;
- Students from other schools are not allowed to attend co-curricular events at Vanier. This may be waived at the discretion of the activity supervisor and an administrator;
- A student must leave the activity when asked to do so by the supervising staff or administrator.

CLUBS & COMMITTEES				
Jean Vanier Anime Club	Art Club	Auto Club	JR Band, SR Band, Drum Line,	Board Games Club
Cabayan Youth Network	Cooking Club	Math Club	CSLIT Committee	Destination Imagination
Drama Club Presentation	Eco Team	Empowered Student Partnerships	ESL Drop-In Club	ESL/ELL Language Club

ESL/ELL Homework Club	ESL/ELL Cooking Club	English Conversation Circle	NOW Program Follow Ups	GO LOCAL
SAC-Student Advisory Council	Improv Club	International Students Club	Leadership	Women's Workout Wednesdays
Maverick Athletic Council	Mock Trial	Morning Fitness Club	Musical Club	Yearbook
Dance Squad	Photography	Prom Committee	Volunteer Now	History Club
Skills Canada Team	Social Justice Club	Book Club	Cricket Club	Robotics Club

ATHLETICS			
FALL	WINTER	SPRING	ALL YEAR
Jr. Boys Soccer	Badminton	Jr. Boys Volleyball	Athletic Association
Boys Golf	Table Tennis	Girls Softball	
Cross Country	Jr. Boys Basketball	Sr. Boys Soccer	Weight Training
Jr. Girls Basketball	Sr. Boys Basketball	Girls Soccer	
Sr. Girls Basketball	Jr. Girls Volleyball	Indoor Soccer	
Sr. Boys Volleyball	Sr. Girls Volleyball	Track and Field	
Grade 9 Girls and Boys Flag Football	Indoor Track	Boys Baseball	
		Boys Rugby	
		Boys Softball	