

**JEAN VANIER  
CATHOLIC SECONDARY SCHOOL**



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

**STUDENT HANDBOOK 2009 - 2010**

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**Visit our website at: [www.jeanvanier.com](http://www.jeanvanier.com)**

**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**

Our school is named in honour of Jean Vanier, a prophetic, Catholic Canadian.

*"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.

### **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 in the world.

## **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.

### **Eucharistic Celebrations**

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. In addition, we often have liturgies in our chapel for certain classes throughout the year and on a voluntary basis after school.

### **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 and Reflection Days**

All students are **required** to participate in their religion classroom retreat annually. This activity is integrated into the overall **evaluation** for the course. All retreats are based upon themes related to the curriculum.

### **Social Justice and Community Projects**

The Religious Education and Chaplaincy Department 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 Program 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.

## **PROVINCIAL AND TCDSB CODES OF CONDUCT**

The Provincial Code of Conduct governs the behaviour of all participants of the publicly funded school system: students, parents/guardians, volunteers, teachers, staff members, and all school board personnel. The code ensures that all members of the school community are treated with respect and dignity, promotes responsible citizenship, maintains a respectful and civil learning environment, promotes safety for all in schools and discourages the use of alcohol and illegal drugs.

Full details of the Provincial Code of Conduct can be found at <http://www.edu.gov.on.ca/eng/document/brochure/conduct/conduct.html>

The TCDSB Code of Conduct recognizes that all members of the school community, and those who come in contact with or have an impact on school life, are responsible for ensuring safe, respectful, inclusive learning environments, guided by Catholic values and principles. Teachers and school staff, as role models in the school, are expected to maintain order and hold everyone to the highest standard of respectful and responsible behaviour while helping students work to their full potential and develop self-worth. **Jean Vanier Catholic Secondary School is governed by all parts of the TCDSB Code of Conduct.**

Students are expected to demonstrate respect for themselves, others and for the responsibilities of citizenship through acceptable behaviour, including being on time and prepared for school, refraining from bringing anything to school that may compromise the safety of others, and following established rules and the school code of conduct.

Full details of the TCDSB Code of Conduct can be found in the Board's Policy Register at <http://www.tcdsb.org/policyregister/SS09.htm>

### **Consequences for Inappropriate Behaviours**

The main model for dealing with student discipline issues is Progressive Discipline. Measures of discipline will be taken on a case-by-case basis, considering the student's history, the severity and frequency of the behaviour, ongoing behaviour interventions, best practices and the safety of the school community. Mitigating factors as stated in The Education Act shall be considered in all cases.

### ***Suspension***

Under subsection 306 (1) of the Education Act, a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol or illegal drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;

6. Bullying;
7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

If a principal decides to suspend a pupil for engaging in an activity described in subsection (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities. The minimum duration of a suspension is one school day and the maximum duration is 20 school days.

In considering how long the suspension should be, a principal will take into account any mitigating or other factors prescribed by the regulations. 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.

Under Board policy, activities for which a principal may suspend a pupil include:

1. Persistent opposition to authority;
2. Habitual neglect of duty;
3. Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
4. Use of profane or improper language;
5. Use of tobacco;
6. Theft;
7. Aid/incite harmful behaviour;
8. Physical assault;
9. Being under the influence of illegal drugs;
10. Sexual harassment;
11. Racial harassment;
12. Fighting;
13. Possession or misuse of any harmful substances;
14. Hate-motivated violence;
15. Extortion;
16. Distribution of hate material;
17. Inappropriate use of electronic communications/media and/or
18. Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

### ***Suspension Pending Possible Expulsion***

Under subsection 310 (1) of the Education Act, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing a sexual assault;
5. Trafficking in weapons or in illegal drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities. The following infractions may result in a suspension pending possible expulsion in accordance with Board policy:

1. Possession of explosive substance;
2. Serious or repeated misconduct;
3. Refractory conduct; and/or
4. Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others;
5. Mitigating Factors and Other Factors;
6. In considering whether to suspend a pupil or whether to recommend to the Board that a pupil be expelled, a principal will take into account any mitigating factors or other factors prescribed by the regulations.

### **Restorative Justice and Mediation**

Restorative Justice is a safe, controlled process which an alleged offender, a victimized individual and their respective families and supporters are brought together with a trained facilitator to discuss the offence and effects and to jointly decide how to right the wrong that has been done. It is important within this process to ensure that the offender assumes responsibility for his or her actions. This will ensure a sense of accountability not always found in the court system where offenders are represented by lawyers, encouraged to plead "not guilty" and seldom face their victims.

### **PACT in the TCDSB**

PACT (Participation, Acknowledgment, Commitment and Transformation) is a restorative justice program that involves restorative justice circles, life skills projects and reintegration coaching. PACT is a community initiative that has helped approximately 3,000 youth across the GTA. PACT has won numerous awards and has been recognized by the United Nations, the Canadian Urban Institute and Rotary International.

Jean Vanier Catholic Secondary School has staff that have been trained by PACT to mediate disputes between pupils. It is one way that a conflict may be resolved. Administration may suggest its use as a stand alone response to a dispute or in combination with other measures. Area coordinators have received additional training and will provide supplementary support to our school if needed.

### **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. All behaviour that contravenes the Provincial, TCDSB or Jean Vanier Codes of Conduct will be addressed using Progressive Discipline.

#### **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. Property damage 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. 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 cut off. Students enjoy decorating the inside of locker doors. Items such as pictures of family members, friends, pets, etc, are acceptable provided they are attached using masking tape. Other items are not acceptable. Staff 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 valuables to school. During Physical Education classes, follow instructions from the teachers regarding wallets, watches and other valuables;
- Do not bring large sums of cash to school. If, for some reason, you must do so, then leave it with the office staff for secure storage in the school vault.

The school will do its best to ensure that students have a safe environment to learn in; thus theft will be discouraged and preventative measures taken where appropriate. Teachers, administrators, and other 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: **the school is not responsible for these items if they are lost or stolen.**

### **Lunch**

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 full uniform during the lunch periods. Students must eat only in the cafeteria.

### **Visitors to the School**

Jean Vanier 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 visitors must report to the office immediately upon arrival at the school.

### **Electronic Equipment**

No type of electronic device, including radios, MP3 players, iPods, cell phones, cameras and pagers, are permitted in class or within the school. These devices are not to be used in school. Electronic devices will be confiscated and returned at the school's discretion. Their use is restricted to outside of the school building. Students are allowed to use their cell phones in front of the school or at the side doors before and after school. In all cases use is restricted to outside of the building and during non-instructional time. Students are not allowed to record staff or students using a camera or cell phone. Devices such as laser pointers are also prohibited as they disturb the learning environment.

### **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 must be in uniform when they come to school. Students will be sent home to get into uniform if they come to school out of uniform. Parents are expected to support the school in regard to enforcing the uniform. Each student is expected to wear the uniform appropriately all through the school day.

Students who are out of uniform or who are wearing the uniform inappropriately will be directed to the main office and may be sent home to change. Students who come to school each day with uniform infractions will be habitually neglecting duty and will face appropriate consequences. The guidelines below define how the uniform will be enforced at the school:

#### *Guidelines for Uniform and Dress Code*

- Students must arrive and leave the school in full uniform, and must remain in full uniform throughout the day, including lunchtime;
- 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. Earrings and nose rings must be plain, small, simple studs or hoops. Necklaces should be inside clothing;
- Jackets are to be worn only when entering or leaving the building;
- Students are to wear only non-logo, plain black or white T-shirts underneath their uniform. These T-shirts must not extend below the length of the school shirt. In the event that a T-shirt does extend below the uniform, the student will be sent to the office where he/she will be asked to remove the coloured T-shirt so that the uniform is properly worn. Failure to comply with such requests will result in suspension;

- 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;
- Hats and other head gear are not permitted to be worn in school and will be confiscated by staff;
- Bandanas are not permitted to be worn or carried in school or on school property and will be confiscated by staff.

### *Uniform for Girls*

- Kilt or grey slacks (identical in colour and style to McCarthy's). No jeans or tight pants are permitted. Socks or tights must be worn at all times with the uniform. The length of the kilt must be no higher than 13 cm above the knee;
- A blue Jean Vanier logo short-sleeve or long-sleeve golf shirt. In the colder weather, students will need a McCarthy's monogrammed school zip polo. Please note that the long or short sleeve golf shirt must be worn at all times, even when wearing the zip polo;
- Black, grey or navy, socks or black or navy stockings;
- Plain, solid black below-the-ankle shoes. Any logos, striping or markings on the shoes are not allowed. The shoes must be closed heel and toe and should have a heel that is no higher than 4 cm. NO version of open-toe sandals, open shoes, or slippers is part of our uniform.

### *Uniform for Boys*

- Grey slacks (identical in colour and style to McCarthy's). No cargo pants, jeans or "Dickie's" permitted;
- A blue Jean Vanier logo short sleeve or long sleeve golf shirt. In the colder weather, students will need a McCarthy's monogrammed school zip polo. Please note that the long or short sleeve golf shirt must be worn at all times, even when wearing the zip polo;
- Black, grey, navy, or dark socks;
- Plain, solid black below-the-ankle shoes. Any logos, striping or markings on the shoes are not allowed.

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.

**Any student who cheats will be given a mark of ZERO  
for the assignment/exam/test/quiz**

### **Absences During Exams, Tests, Quizzes, Presentations**

Students are expected 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;
- 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.

**Any student who does not legitimize their absence will be given a  
mark of ZERO on the exam/test/quiz/presentation**

### 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 this reason:

- 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 end of a course;
- Textbooks must be returned to the classroom teacher prior to the completion of a timetable change or school transfer.

## **GUIDANCE**

### Course Load

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

### 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.

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**

<b>Semester One</b>	December 4, 2009	<b>Semester Two</b>	April 26, 2010
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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.

### **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.

### **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

East Metro Youth Services: 416.438.3697

Catholic Children's Aid: 416.395.1500

Covenant House: 416.593.4849

Mobile Crisis Program: 416.289.2434

## **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 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. The Police may become involved and a suspension may result.

### **“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.

<b>Shelter in Place - Possible Environmental Danger in the School Neighbourhood</b>
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.
<b>Hold and Secure - Possible Danger in the School Neighbourhood</b>
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.
<b>Lockdown - Danger on the School Site</b>
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. A second offence will result in a one-week suspension from the activity. A third offence will result in an eight-week suspension from the activity;
- Students who are suspended will not be permitted to participate on the same day of an activity. A second offence will result in a one-week suspension from the activity upon the student's return to school. A third offence will result in an eight-week suspension from the activity upon the student's return from school;
- 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.

<b>CLUBS &amp; COMMITTEES</b>				
Photography	Math Club	Prom Committee	International Students Club	Band
SAC-Student Advisory Council	Vanier Vision (Yearbook)	Empowered Student Partnerships	Destination Imagination	Art Club
Quad Clean-Up	Tech. Crew	Paper Cut-School Newspaper	Outdoors Club	Chess Club
Jean Vanier's Schola Cantorum	Social Justice Club	Skills Canada Team	Mock Trial	ESL Spanish Students and Parents Club
CSLIT Committee	Jean Vanier Film Society	Drama Club	ESL Peer Buddy & Homework Club	ESL & ELL Language Lab
ESL Drop-In Club	English Conversation Circle	Improv Club	Vanier Vibe (Podcast)	Leadership
	Cabayan Youth Network	Auto Club	Volunteer Now	

<b>ATHLETICS</b>			
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>	<b>ALL YEAR</b>
Jr. Boys Soccer	Badminton	Jr. Boys Volleyball	Athletic Association
Boys Golf	Table Tennis	Girls Softball	House Leagues
Cross Country	Jr. Boys Basketball	Sr. Boys Soccer	Weight Training
Jr. Girls Basketball	Sr. Boys Basketball	Girls Soccer	Cheerleading
Sr. Girls Basketball	Jr. Girls Volleyball	Indoor Soccer	
Sr. Boys Volleyball	Sr. Girls Volleyball	Track and Field	
Flag Football	Skiing	Boys Baseball	
	Indoor Track	Boys Rugby	
		Boys Softball	

## SCHOOL HOURS AND SCHEDULES

<b>SCHEDULE 1 "REGULAR DAY"</b>	<b>SCHEDULE 2 "MASS"</b>
(OE 8:50 am – 8:53 am) Period 1 8:53 am – 10:08 am Period 2 10:13 am – 11:30am (MA 10:13 am – 10:15 am) <u>Lunch 1</u> 11:30 am – 12:10 pm Period 3a 11:35am – 12:50 pm Period 3b 12:15 pm – 1:30 pm <u>Lunch 2</u> 12:50 pm – 1:30 pm Period 4 1:35 pm – 2:50 pm	Mass 8:50 am – 10:15 am (OE 10:20 am – 10:25 am) Period 1 10:25 am – 11:15 am Period 2 11:20 am – 12:15 pm (MA 11:20 am – 11:25 am) <u>Lunch 1</u> 12:15 pm – 12:55 pm Period 3a 12:20 pm – 1:10 pm Period 3b 1:00 pm – 1:50 pm <u>Lunch 2</u> 1:10 pm – 1:50 pm Period 4 1:55 pm – 2:50 pm
<b>SCHEDULE 3 "SCHOOL ASSEMBLY"</b>	<b>SCHEDULE 4 "LATE START"</b>
(OE 8:50 am – 8:53 am) Period 1 8:53 am – 10:18 am Assembly 1 9:00 am – 9:30 am Assembly 2 9:40am – 10:10 am Period 2 10:23 am – 11:40 pm (MA 10:23 am – 10:25 am) Assembly 3 10:35 am – 11:05 am <u>Lunch 1</u> 11:40 pm – 12:20 pm Period 3a 11:25 pm – 12:55 pm Period 3b 12:45 pm – 1:35 pm <u>Lunch 2</u> 12:55 pm – 1:35 pm Period 4 1:40 pm – 2:50 pm	(OE 10:20 am – 10:25 am) Period 1 10:25 am – 11:15 am Period 2 11:20 am – 12:15 pm (MA 11:20 am – 11:25 am) <u>Lunch 1</u> 12:15 pm – 12:55 pm Period 3a 12:20 pm – 1:10 pm Period 3b 1:00 pm – 1:50 pm <u>Lunch 2</u> 1:10 pm – 1:50 pm Period 4 1:55 pm – 2:50 pm

\*OE – Opening Exercises \*MA – Morning Announcements

# Jean Vanier Catholic Secondary School

## September 2009

August 2009

S	M	T	W	T	F	S
26	27	28	29	30	31	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	31	1	2	3	4	5

October 2009

S	M	T	W	T	F	S
27	28	29	30	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	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 PD Day	3 Staff Day of Reflection	4	5
6	7 Labour Day	8 First Day of Classes School Year Begins Staff Meeting - 8 am	9	10 Student Success Meeting BBQ-Jean Vanier's Birthday, Common Lunch	11	12
13	14 Gr 9 & 11 Assemblies	15 Gr. 10 & 12 Assemblies Literacy Committee Meeting	16 Opening Mass Mass Schedule	17 Fire Drill	18 Back to School Dance Grade 12 Retreat	19
20	21 Department Heads' Meeting	22 Hold and Secure Drill	23 CSAC AGM Student Success Meeting MADD Presentation (Grade 11 & 12)	24 LSSAC Meeting Grade 10 Retreat	25 Gr. 9 Orientation University Fair	26
27	28 Fire Drill	29 Parent Information Evening (6:30-8:30) SAC Dress Down Day	30 Staff Meeting Schedule 4 Stratford Trip	1	2	3

September 2009

S	M	T	W	T	F	S
30	31	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	1	2	3

# Jean Vanier Catholic Secondary School

November 2009

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	1	2	3	4	5

## October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 University Day Safe School Action Team Meeting Grade 9 Retreat	2 SAC Pep Rally Assembly Schedule Gr. 9 SAC Elections	3
4	5 Student Success Meeting Me to We Day	6 Yearbook and TTC Picture Day Literacy Committee Meeting	7 Grade 9 Review Meeting Modified Schedule Fire Drill	8 Grade 10 Review Meeting (Modified Schedule) Modified Schedule OYAP Presentation--10 AM	9 Mass Schedule Thanksgiving Liturgy	10
11	12 Thanksgiving Day	13	14 Early Warning Letters	15 Teachers ALP Due Grade 11 Retreat Grade 11 Retreat	16 Geography Trip to Niagara Falls SBST Fear Fest	17
<b>OFSAA Golf</b>						
<b>Ontario Comprehension Assessment--P2</b>						
18	19 Department Heads' Meeting	20	21	22 Student Success Meeting CN Tower Climb For United Way	23	24
25	26 Student Success Meeting ARC Meeting, Jean Vanier, 7pm	27 Photo Retake Day Literacy Committee Meeting	28 CSAC Meeting Staff Meeting Schedule 4	29 Student Success Meeting Grade 9 Retreat	30 Halloween Dress Down Day Staff Mass	31

October 2009						
S	M	T	W	T	F	S
27	28	29	30	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	31

# Jean Vanier Catholic Secondary School

December 2009						
S	M	T	W	T	F	S
29	30	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	31	1	2

## November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Open House 'Rehearsal (Period 2)	3 Open House 'Rehearsal (Period 1)	4 Take our Kids To Work Day Take our Gr. 8s to High School Day Gr. 8 Open House	5 Joint Team Meeting, 9-12	6 Term One Ends	7 OFSAA X-Country
8	9 Marks Due Term Two Begins Literacy Committee Meeting	10 Marks Verification After School Literacy Class (ASLC) Begins--Tues/Thurs	11 Remembrance Day Assembly Assembly Schedule Report Cards Mailed Home	12 College Day (Period 1) Student Success Meeting ASLC Grade 10 Retreat	13 SAC Dress Down Day SAC Night In--Movie	14
15	16 Department Heads' Meeting	17 Academic Awards Assembly ARC Meeting, Cardinal Newman, 7pm ASLC	18	19 Parent/Teacher Interviews ASLC	20	21
<b>OFSAA Boys' Volleyball and Girls' Basketball</b>						
22	23 P1: LITERACY ACTIVITY Student Success Meeting	24 ASLC	25 CSAC Meeting Staff Meeting Schedule 4	26 Safe School Action Team Meeting P2: LITERACY ACTIVITY SBST ASLC	27 Staff Mass Semi Formal	28
29	30 P3: LITERACY ACTIVITY	1	2	3	4	5

November 2009

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	1	2	3	4	5

# Jean Vanier Catholic Secondary School

## December 2009

January 2010

S	M	T	W	T	F	S
27	28	29	30	31	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
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 ARC Meeting, Neil McNeil, 7pm ASLC	2 Festival of Sight & Sound - Night 1 (Music & Comm. Tech.)	3 Examination of Conscience 12 Days of Christmas Begins ASLC	4 Sacrament of Reconciliation	5 Sacrament of Reconciliation
6	7 P4: LITERACY ACTIVITY	8	9 Festival of Sight & Sound - Night 2 (Drama & Art)	10	11 Travel and Tourism Trip, Downtown	12
13	14	15 Grade 11 Retreat	16 Advent Liturgy Mass Schedule	17 Staff Luncheon Common Extended Lunch	18 Modified Schedule Christmas Assembly	19
20	21	22	23	24	25 Christmas Day	26
<b>Christmas Break...</b>						
27	28	29	30	31	1	2
<b>...Christmas Break</b>						

December 2009

S	M	T	W	T	F	S
29	30	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	31	1	2

# Jean Vanier Catholic Secondary School

## January 2010

February 2010

S	M	T	W	T	F	S
31	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	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 New Years Day	2
<b>...Christmas Break</b>						
3	4	5	6	7 Safe School Action Team Meeting	8 Semester 1 Trip/Event Moratorium	9
10	11	12 Literacy Committee Meeting	13 Grade 9 EQAO Math Test All Exams Due To Dept. Heads No Afternoon Announcements During Test	14 Grade 9 EQAO Math Test No Afternoon Announcements During Test	15 Grad Assembly	16
17	18 All Exams Due in the Main Office	19	20 CSAC Meeting	21	22 Staff Mass	23
24	25 Tutorial Day	26	27	28	29 End of Semester 1	30
<b>Exams</b>						
31	1	2	3	4	5	6

# Jean Vanier Catholic Secondary School

## February 2010

January 2010						
S	M	T	W	T	F	S
27	28	29	30	31	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
31	1	2	3	4	5	6

March 2010						
S	M	T	W	T	F	S
28	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	31	1	2	3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>31</b>	<b>1</b> Start of Semester 2 Department Heads Meeting Literacy Committee Meeting	<b>2</b> Distribution of Registration Materials After School Literacy Classes (ASLC) Begin-- Tues/Thurs	<b>3</b> Staff Meeting Schedule 4	<b>4</b> Option Selection Assemblies ASLC	<b>5</b> Term 1 Turn Around Day (Special Schedule) Term 1 Turn Around Day (Special Schedule) All Marks Due to Department Heads for	<b>6</b>
<b>Course Registration Week</b>						
7	<b>8</b> Deadline for Mark Entry Into WebMarks (9:00 AM) ARC Meeting, St. Patrick, 7pm	<b>9</b> Mark Verification Student Success Meeting ASLC	<b>10</b> Course Registration Day	<b>11</b> Report Cards Mailed Home ASLC	<b>12</b> SAC Night In--Valentines' Dance	<b>13</b>
<b>14</b>	<b>15</b> Family Day	<b>16</b> Staff Pancake Breakfast ASLC	<b>17</b> Ash Wednesday Liturgy	<b>18</b> Grade 12 Retreat ASLC	<b>19</b> Black History Month Assembly	<b>20</b>
<b>Ontario Comprehension Assessment--P2</b>						
<b>21</b>	<b>22</b> Literacy Committee Meeting Hold and Secure Drill	<b>23</b> ASLC	<b>24</b> CSAC Meeting	<b>25</b> Canadian Math Competition, Gr. 9-11 Grade 9 Retreat ASLC	<b>26</b> Staff Mass OYAP Leadership Conference	<b>27</b>
<b>Exchange of Information</b>						
<b>28</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

February 2010

S	M	T	W	T	F	S
31	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	1	2	3	4	5	6

# Jean Vanier Catholic Secondary School

## March 2010

April 2010

S	M	T	W	T	F	S
28	29	30	31	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	1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1 P1: LITERACY ACTIVITY	2 ASLC	3 Grade 9 Registration Night P2: LITERACY ACTIVITY	4 Safe School Action Team Meeting Grade 9 Retreat ASLC	5 SAC Dress Down Day SAC Night In	6
<b>Grad Photos</b>						
7	8 P3: LITERACY ACTIVITY	9 Student Success Meeting Joint Team Meeting ASLC	10 P4: LITERACY ACTIVITY	11 Early Warning Letters ASLC	12 Europe Trip Leaves	13
<b>OFSAA Girls' Volleyball and Boys' Basketball</b>						
14	15	16	17	18	19	20
<b>Mid-Winter Break</b>						
21	22 P4: LITERACY ACTIVITY Literacy Committee Meeting	23 SBST ASLC	24 Examination of Conscience P3: LITERACY ACTIVITY	25 Sacrament of Reconciliation ASLC	26	27
Palm Sunday 28	29 Department Heads Meeting	30 ASLC	31 Staff Lenten Celebration P1: MOCK LITERACY TEST	1	2	3

March 2010						
S	M	T	W	T	F	S
28	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	31	1	2	3

# Jean Vanier Catholic Secondary School

May 2010						
S	M	T	W	T	F	S
25	26	27	28	29	30	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	31	1	2	3	4	5

## April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b> Holy Thursday Easter Paraliturgy Special Assembly Schedule ASLC	<b>2</b> Good Friday	<b>3</b>
<b>4</b> Easter Sunday	<b>5</b> Easter Monday	<b>6</b> Grad Photo Retakes LITERACY TEST ASSEMBLY--P2	<b>7</b> Staff Meeting Schedule 4 Canadian Math Competition, Gr. 12	<b>8</b> OSSLT	<b>9</b> Term One Ends	<b>10</b>
<b>11</b>	<b>12</b> Term Two Begins Marks Due	<b>13</b> Marks Verification LSSAC Meeting	<b>14</b> Student Success Meeting	<b>15</b> Report Cards Mailed SAC Charity Event Grade 10 Retreat	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> Student Council Election Campaigning Begins	<b>20</b> Literacy Committee Meeting IPRC Meetings, Gr 9/10 Travel and Tourism Trip, Downtown	<b>21</b> CSAC Meeting Fire Drill IPRC Meetings, Gr. 11/12	<b>22</b> Parent/Teacher Interviews IPRC Meetings, DD/ME	<b>23</b> PD Day	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> SBST	<b>28</b> Multicultural Night	<b>29</b> Safe School Action Team Meeting Grade 10 Retreat	<b>30</b> Staff Mass	<b>1</b>
<b>Spirit Week</b>						

April 2010

S	M	T	W	T	F	S
28	29	30	31	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	1

# Jean Vanier Catholic Secondary School

## May 2010

June 2010

S	M	T	W	T	F	S
30	31	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	1	2	3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 Graduation Committee Meeting	4 Fire Drill	5 Festival of Sight & Sound - Night 1 (Music & Comm. Tech.)	6 Student Council Election (Homeroom) Student Council Election Speeches Grade 11 Retreat	7	8
9	10 Department Heads' Meeting	11 Literacy Committee Meeting SAC Dress Down Day	12 Festival of Sight & Sound - Night 2 (Drama & Art)	13 Fire Drill Grade 11 Retreat	14 Principal's Breakfast	15
16	17 Graduation Committee Meeting IPRC Meeting, Gifted	18	19 Staff Meeting Schedule 4	20	21 Travel and Tourism Trip, Niagara Falls Summer Activity Day	22
23	24 Victoria Day	25	26 CSAC Meeting	27 Safe School Action Team Meeting	28 Semester 2 Trip/Event Moratorium	29
30	31	1	2	3	4	5

**TDCAA Track**

**Metro Track**

# Jean Vanier Catholic Secondary School

## June 2010

May 2010

S	M	T	W	T	F	S
25	26	27	28	29	30	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	31	1	2	3	4	5

July 2010

S	M	T	W	T	F	S
27	28	29	30	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	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
					<b>OFSAA Boys' Rugby, Track, Boys' and Girls' Soccer</b>	
6	7 Athletic Banquet	8 Gr. 9 EQAO Math Test	9 Gr. 9 EQAO Math Test	10 End of Year Mass	11	12
			<b>OFSAA Baseball</b>			
13	14 Graduation Committee Meeting	15	16	17 Tutorial Day	18 Exams	19
20	21	22	23	24	25	26
	<b>Exams</b>					
27	28 PD Day Grad Breakfast Grad Mass	29 PD Day Graduation	30 PD Day Staff Mass	1	2	3