



VANCOUVER COLLEGE

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Elementary School Student Handbook and Agenda 2010-2011

This Agenda Belongs To:

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____

VANCOUVER COLLEGE
Elementary School Handbook & Planner
 2010-2011
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VANCOUVER COLLEGE

Staff Directory

2010-2011

Administration

Mr. John McFarland	Principal
Ms. Barbara Seppelt	Assistant Principal, Elementary School
Mr. Michel DesLauriers	Assistant Principal, Middle School
Mrs. Mary-Joy Derouin	Assistant Principal, Senior School
Mrs. Kelly Lattimer	Business Manager
Ms. Margaret Vossen	Registrar
Ms. Ronith Cogswell	Advancement & Development Officer

Brother Anthony Murphy President Emeritus

Elementary School

Beers, Susie	<i>Kindergarten</i>	Olson, Lori	<i>Elementary Music</i>
Conti, Ed Br.	<i>Grade 5</i>	Parker, Sarah	<i>Grade 1</i>
Giacomazza, Sal	<i>Elementary Physical Education</i>	Planta, John Paul	<i>Grade 4</i>
Herb, Nancy	<i>Elementary Library/Primary Learning Assistance</i>	Rapier, Michelle	<i>Elementary French</i>
Marcotte, Tricia	<i>Grade 3</i>	Seraphim, Megan	<i>Kindergarten</i>
McLaughlin, Meredith	<i>Grade 2</i>	Walters, Erik	<i>Grade 6</i>
Misley-Fakidis, Sonia	<i>Intermediate Learning Assistance</i>	Wolfman, Cathy	<i>Kindergarten</i>

Middle School

Accili, Cyndi	<i>Mathematics</i>	Milosevic, Milan	<i>Fine Arts</i>
Bembenek, Mark	<i>Humanities</i>	O'Loughlin, Peter Br.	<i>English</i>
Bernett, Todd	<i>Social Studies</i>	Penn, Gordon	<i>Physical Education</i>
Budai, Henry	<i>2nd Languages</i>	Rogers, Shellee	<i>English</i>
Burke, Joe	<i>Humanities</i>	Small, Anthony	<i>2nd Languages</i>
Choo, Ten Hon	<i>Physical Education</i>	Tagulao, Jon	<i>Social Studies/Physical Education</i>
Clayton, Lawrence	<i>Sciences/Mathematics</i>	Vernier, Joseph	<i>Sciences/Mathematics</i>
Kozikowski, Rob	<i>Humanities</i>	Yanko, Daren	<i>Humanities</i>
Li, Fiona	<i>Sciences/Mathematics</i>		

Senior School

Anderson, Wade	<i>Physical Education</i>	Kim, Ben	<i>Sciences</i>
Beliveau, Kevin	<i>Social Studies/Religion</i>	MacDonald, Nicole	<i>Drama</i>
Bell, Jim	<i>English</i>	Marghetti, Marilia	<i>Sciences</i>
Beltgens, Eileen	<i>Planning</i>	McKnight, Jenny	<i>Fine Arts</i>
Canil, Jim	<i>Social Studies/Religion</i>	Morden, David	<i>Humanities</i>
Cotterall, Shireen	<i>2nd Languages</i>	Nardi, Enzo	<i>Mathematics</i>
Dardano, Giuseppe	<i>Religion</i>	Olson, Larry	<i>Fine Arts</i>
Devenport, Brian	<i>English</i>	Pineda, Juan	<i>Sciences</i>
Field, Anne	<i>English</i>	Prescott, Carole	<i>English/Religion</i>
Freire, Carlos	<i>Mathematics/Religion</i>	Prout-Bernett, Andrea	<i>Sciences</i>
Gattone, Charles Br.	<i>Religion/2nd Languages</i>	Schwandt, Lee Ann	<i>Social Studies/Religion</i>
Harbidge, Jordan	<i>Physical Education/Sciences</i>	Scrubb, Lloyd	<i>Information Technology/Mathematics</i>
Kelly, Kathy	<i>Law</i>	Zelis, Fani	<i>Mathematics/Sciences</i>

Accili, Greg	<i>Student Services</i>	Giacomazza, Sal	<i>Intramural Coordinator</i>
Beck, Monica	<i>Student Services</i>	Ryan-Glennon, Cliona	<i>Director, The Learning Centre (Middle & Senior)</i>
Duggan, Randy	<i>Senior Library</i>	Vass, Scott	<i>High Performance Coordinator, Athletic Director</i>

Education Assistants (The Learning Centre)

Kat Costales	Sally McCandless
Trixie Cruz	Kate Pugh
Lina Marino	Judith Thurston

Support Staff

Castelino, Karen	<i>Administration Secretary</i>	Narvaez, Melanie	<i>Controller</i>
Gazzola, Rick	<i>Maintenance</i>	Plant, Kathy	<i>Receptionist</i>
George, Frances	<i>Database Administrator</i>	Thorne, John Br.	<i>Groundskeeper</i>
Gong, Ji-Guang	<i>Accounting Assistant</i>	Torbica, Nenad	<i>Maintenance</i>
Mandic, Drago	<i>Security</i>	Wong, Jane	<i>Controller</i>
Mocevic, Alex	<i>Security</i>	Wang, Carrie	<i>Accounting Assistant</i>
Mocevic, Mirko	<i>Security</i>		

Before & After School Care

To Be Announced *September 2010*

School Chaplain

Horgan, John Rev. *Chaplain*

Department Chairs for 2010-2011

Olson, Larry	<i>Applied & Fine Arts</i>	Gattone, Charles Br.	<i>Religion</i>
Field, Anne	<i>English</i>	Marghetti, Marilia	<i>Sciences</i>
Nardi, Enzo	<i>Mathematics</i>	Budai, Henry	<i>Second Languages</i>
Beck, Monica	<i>Student Services</i>	Anderson, Wade	<i>Physical Education</i>

Advisory Council

Advisory Council Members include all Department Chairs and the following:

Mr. John McFarland	<i>Principal</i>
Ms. Barbara Seppelt	<i>Assistant Principal, Elementary School</i>
Mr. Michel DesLauriers	<i>Assistant Principal, Middle School</i>
Mrs. Mary-Joy Derouin	<i>Assistant Principal, Senior School</i>
Miss Tricia Marcotte	<i>Head Teacher, Elementary School</i>
Mr. Scott Vass	<i>Athletic Director</i>
Mr. Kevin Beliveau	<i>Campus Minister</i>

VANCOUVER COLLEGE: A MISSION STATEMENT

The staff of Vancouver College is committed to providing today's Christian young men with educational experiences which will lead to the development of their whole persons: culturally, emotionally, intellectually, physically, socially, and in particular, spiritually.

THE CHRISTIAN BROTHERS: A MISSION STATEMENT

We, the Christian Brothers of St. Joseph's Province, Canada, gifted and called by the Spirit, experience the deep presence of Christ in ourselves, in each other in a caring community, and in those we serve in our mission of evangelization. We are sent by the Church to proclaim the Good News of the Kingdom to the People of God, particularly to today's youth; to the poor, especially to the materially poor; so that by our lives and apostolate of Christian education we may develop the awareness within them of God's loving presence.

THE ESSENTIAL ELEMENTS OF AN EDMUND RICE CHRISTIAN BROTHER EDUCATION AT VANCOUVER COLLEGE

Introduction

Blessed Edmund Rice received a unique gift from God: a Gospel that reveals Jesus Christ as present and appealing to him in the poor.

Young men were among the poor people of nineteenth century Ireland without access to basic education and religious instruction. Edmund responded to this need by establishing schools as well as founding the Congregation of Christian Brothers in 1802. Schools conducted by the Congregation of Christian Brothers are now established throughout the world. Vancouver College was established in 1922.

Today, the Edmund Rice Christian Brothers North America and their colleagues at Vancouver College reaffirm the essential characteristics of an Edmund Rice Christian Brother Education.

Edmund Rice Christian Brother educational ministries, including Vancouver College, continue to assure mission effectiveness because they can test their faithfulness to Edmund's vision and their basic educational values against the background of clearly stated Essential Elements. *The Essential Elements of an Edmund Rice Christian Brother Education at Vancouver College* find their source in ministry begun by Jesus Christ and their inspiration in the vision of Blessed Edmund Rice. These Essential Elements serve as a guide and standard at Vancouver College.

Preamble

Blessed Edmund Rice was given the grace to respond to the call of Jesus by identifying with Christ in the poor. His example evoked a deep awareness of God's loving presence in all with whom he came in contact. He also awakened within them a consciousness of their dignity as children of God. He invited his followers to share the Gospel insight to reach out to the needy, especially the materially poor.

The life of Blessed Edmund Rice – businessman, husband, father, widower, religious brother, teacher, and founder – challenges all involved in Christian Brother Education to live and teach Gospel values. His vision inspires the *Essential Elements of an Edmund Rice Christian Brother Education at Vancouver College*:

*“Edmund Rice was moved by the Holy Spirit
to open his whole heart to Christ present
and appealing to him in the poor.”
(1984 General Chapter).*

In Ministry begun by Jesus Christ and inspired by the vision of Blessed Edmund Rice, a Catholic education at Vancouver College calls our faith and learning community to:

1. EVANGELIZE YOUTH WITHIN THE MISSION OF THE CHURCH

- Vancouver College proclaims the Good News of Jesus Christ in word and deed in communion with and under the leadership of the Archbishop of Vancouver.
- The Gospel message of Jesus permeates the entire curriculum, the activities and all other aspects of education at Vancouver College
- Encourage young people to a deeper relationship with Jesus Christ.
- Provide opportunities for liturgies, retreats, vocation awareness workshops and daily prayer.

2. PROCLAIM AND WITNESS TO ITS CATHOLIC IDENTITY

- Vancouver College gives priority to religious instruction with opportunities for faith formation and theological understanding.
- Vancouver College participates in the sacramental life of the Church and models a living faith through the prominent use of signs and symbols.
- Vancouver College fosters devotion to Mary and the communion of saints.
- Catholic identity permeates all endeavours of education at Vancouver College: all classes and activities, procedures and policies, services and programs.
- All staff involved in education at Vancouver College give daily witness to their integral role in the community's faith formation.

3. STAND IN SOLIDARITY WITH THOSE MARGINALIZED BY POVERTY AND INJUSTICE

- Vancouver College promotes policies and structures that reflect a climate of compassion for the disadvantaged.
- Education at Vancouver College includes advocacy and education for peace and justice, care for the earth, and global awareness. It prepares students to work towards the creation of a just society.
- Vancouver College actively encourages ministries that work with and serve the poor and marginalized.
- Education and support for mission areas at home and abroad characterize a Catholic education at Vancouver College.
- Vancouver College establishes tuition and scholarship policies that open its education to the poor and disadvantaged.

4. FOSTER AND INVIGORATE A COMMUNITY OF FAITH

- Vancouver College witnesses and celebrates Gospel values.
- Vancouver College provides a disciplined, safe atmosphere in which students are free to grow and to take responsibility for their own learning and for the life of the community.
- Sustain caring, compassionate and respectful relationships throughout the Vancouver College educational community.
- Embrace the human condition and welcome God's healing.

5. CELEBRATE THE VALUE AND DIGNITY OF EACH PERSON AND NURTURE THE DEVELOPMENT OF THE WHOLE PERSON

- Vancouver College promotes respect for each individual as created in the image and likeness of God.
- Vancouver College values the diversity of the human family and seeks to reflect local diversity in its student population and professional staff.
- Strong programs of personal, professional and pastoral care are integral to education at Vancouver College.
- Vancouver College values co-curricular activities, special events and other programs that are important to students' sense of self worth, feelings of accomplishment, and complete education.
- Vancouver College strives to provide just remuneration for its staff.

6. CALL FOR COLLABORATION AND SHARED RESPONSIBILITY IN ITS MISSION

- Vancouver College empowers all members of the community to share responsibility in the shaping of its mission.
- Vancouver College collaborates with parents who are the primary educators.
- Vancouver College fosters collaboration with other Christian Brother ministries on local, national and international levels to address common concerns and to celebrate a common heritage.
- Vancouver College encourages a deeper understanding and living of the charism of Blessed Edmund Rice.
- Vancouver College promotes active governance by its Board of Directors.

7. PURSUE EXCELLENCE IN ALL ITS ENDEAVOURS

- Strong academic curriculum, high expectations and a quest for excellence characterize a Catholic education at Vancouver College.
- Catholic education at Vancouver College develops a curriculum that promotes the harmonious growth of the whole person, fosters the development of higher order learning and prepares its students for life-long learning.
- Each boy is encouraged to do his best in all classes and school activities.

8. PROMOTE VOCATIONS

- Vancouver College encourages its students to consider vocations to the priesthood and religious life.

EDMUND RICE: A VISION

The vision which must be part of the fabric of the work of all Christian Brothers' Schools, finds its roots in the vision of Brother Edmund Ignatius Rice. In the early eighteen hundreds, Edmund's apostolic work led to the formation of the Congregation of Christian Brothers, an order of laymen dedicated to the education of youth.

Edmund Rice looked on the world that God had made. For himself, he found it good. Around him, however, he saw others whose world was blighted - the poor, despoiled of their birthright, wounded by sin and ignorance. He saw the children of the poor, who could not come to Christ because there was no one to lead them. His heart filled with compassion, he opened his arms to them, and took them into his own care. In receiving them, he welcomed his Lord and Master.

The children responded. They learned to grow in wisdom and grace as Edmund prepared them for their life's work, explained their faith to them, all the while comforting, convincing, correcting them with the kindly patience of a father.

By doing, he taught them. He opened his heart so that the glorious gospel of Christ might reach these children with its illuminating rays.

Those who continue the work of Edmund Rice must have the faith that what develops the human person can lead to God. It is in this spirit that all tasks should be undertaken.

The world today, war-torn, hungry, confused, in places overcrowded and at times degenerate, is longing for a saviour; peoples cry out in their distress to gods that cannot save, unaware of, or unwilling to accept, the saving power of Christ. Amidst a multitude of other attractions, Christ's message often goes unheeded.

The apostolic concern of the Congregation of Christian Brothers is the Christian education of youth striving to reach maturity in a rapidly changing world that is unsympathetic to the message of Christ. All around are hearts to be won, minds to be enlightened, and personalities to be formed.

In this mission of evangelization, gospel values must be proclaimed, and the dignity of all persons affirmed in an attempt to achieve peace in a truly just society. Educational efforts must promote the harmonious growth of the whole person - a synthesis of faith, life and culture.

VANCOUVER COLLEGE HISTORICAL BACKGROUND

The Congregation of Christian Brothers was founded by Edmund Ignatius Rice in Waterford, Ireland in 1802, to provide a Christian education for destitute boys, and was officially recognized as a teaching congregation of lay people by Pope Pius VII in 1829. The Congregation became established in Newfoundland in 1876, and over the years has extended its work. Vancouver College was established in 1922 by Brother Jerome Lannon, in premises near Holy Rosary Cathedral, and moved to its present location in 1924.

RELIGIOUS EDUCATION

Vancouver College is a Catholic School. All students are expected to fully participate in all aspects of our Religion Program. The Catholic tradition forms the basis for the life and work of the school. The Religious Studies program is at the core of the curriculum and life of the school. Through the explicit curriculum of the Religion courses and the retreats and liturgies which are part of the daily life of the school, the students are exposed to the rich traditions of the Catholic Church to assist them in their growth as children of God. A student is expected to pass Religion at each grade level in order to continue into each subsequent grade and to graduate from Vancouver College and participate in the Graduation Ceremonies.

The Religious Education program is one facet of the Christian education process. Creating a Christian community is the task of faculty, students and parents alike; all are encouraged to enter fully into the spiritual life of our school. A respectful presence is expected from all students at liturgical celebrations.

“Christ Our Life Series” (School Sisters of Notre Dame) is a sound program; a series that proclaims God’s goodness, centers on Christ, includes the entire Christian message, follows Church documents, flows from Scripture, relates life experiences to the Good News, recognizes modern developmental theories, ministers to the family, involves the parish community, stresses topics of concern for today’s Church. Throughout the year the elementary school journeys with the whole Church by celebrating each liturgical season. There are celebrations of the Eucharist wherein a special theme is enhanced, or other times. There are other liturgical services that celebrate other changes and events that take place in the lives of our students. The elementary religion program is designed to build on the faith developed in the student’s home. The student text has a number of pages for parents to help them guide the student through a review of what has been examined in each unit. Other family-oriented activities are suggested at the completion of each theme to help the student grow in faith in the context of the family. God’s invitation in Baptism is examined at each grade level.

First Communion

First Communion is a very important sacramental event in the lives of our elementary students. In Grade 2 they are prepared by parents and teachers for the reception of this sacrament. Since Vancouver College is not a parish school, the students receive this sacrament in their own parishes. Parents must register their children at their parish in September of their Grade 2 year.

Classroom Prayer

Students are encouraged to develop and contribute to a prayerful atmosphere in the school, especially in their homerooms. Daily prayers have a special relevance for both students and teachers, giving meaning to all their activities.

Apostolic Activity

Students are called upon regularly to make offerings out of their own pockets to the Missions. The funds raised are sent to help support our mission schools in Antigua and Dominica. Students are informed periodically of the improvements made due to their efforts.

ACADEMICS

For most people, formal education in an academic environment ends in early adulthood, but learning continues throughout life, and the staff of Vancouver College approach their responsibilities with this in mind. In all areas of study, the attempt is made to teach students to teach themselves. Students are encouraged to probe, to investigate, and to develop the ability to learn on their own whenever possible.

Instructional Hours

Classes in the Elementary School are in session from 8:30AM to 2:40 PM. In order to ensure the safety of the students it is essential that parents deliver and pick up their sons at the designated times, unless the student is involved in supervised extra-curricular activities. If your son is consistently left unattended on the school property, his re-registration will be withheld for the following year unless we are certain that arrangements have been made for proper pick up, day care, or supervision.

Parents are asked to wait outside of the main halls until 2:40 pm when picking up their sons as waiting immediately outside the classroom disrupts and distracts both the students and the teachers.

Kindergarten Classes ** (revised as of June 2010)

Commencing in September 2010, Vancouver College will begin offering full-day Kindergarten classes, in accordance with the Ministry of Education’s plan for province wide implementation by 2011/2012. At Vancouver College, there will be two sections of our Kindergarten program. Both classes will follow the current structure of the Elementary School schedule. Parents are asked to contact Ms. Seppelt, Assistant Principal – Elementary School, for further information or if they have questions or concerns.

Late Starts

A late start to accommodate a full Staff Meeting will be implemented on some Wednesdays throughout the school year. Students from Kindergarten to Grade 12 may not arrive at school prior to 9:45 am. Classes will begin at 10:00 am. Alternatively, the school website (www.vc.bc.ca), under School Calendar, is an important resource for information pertaining to dates/schedules.

Inclement Weather

If inclement weather occurs outside of school hours that might render road conditions unsafe for students, parents and staff traveling to and from Vancouver College, Administration will announce if school is to be closed by 6:30 am via our website (under Daily Notices) as well as by radio CKNW 980 am, CBC 690 and 1130 all News Station. Please be advised that if school is open with dangerous local conditions, use your own judgment as to your method of travel and whether or not to send your child to school.

Homework Requirements

Homework is considered an integral part of the educational program. It may take the form of private study or written assignments.

Kindergarten:	At the teacher's discretion
Grade 1:	Home Reading Program
Grade 2:	20-30 minutes (4-5 nights per week)
Grade 3:	30-45 minutes (4-5 nights per week)
Grade 4:	30-45 minutes (5 nights per week)
Grades 5 & 6:	60 minutes (5 nights per week)

Homework Infractions

Homework infraction notices may be sent home if a student's work is incomplete without an acceptable reason. Parents are expected to read, sign, and return the notice by the next school day. Students may be asked to stay in during a break or after school to complete the missing assignments.

Student Evaluation

The marking system is based on results obtained from quizzes, assignments, projects, tests, discussion and participation. Both oral and written work is considered in the evaluation. Results are recorded anecdotally and with effort grades in the primary division. Percentage scores and checklists are used in the intermediate grades. Individual effort is also assessed and recorded. Teacher comments round off the evaluation and offers constructive advice and an elaboration of the student's progress. It is an expectation that the teacher return tests, assignments, and projects within one week of the due date.

Report Cards

Report cards are issued three times per year, the first report being given in late November and the others coinciding with the spring break and summer holidays. Report cards will not be sent prior to the assigned date due to family holiday. If your son will not be at school when the report cards are distributed, please make arrangements to have his picked up.

Early in the school year a parent/teacher interview is held to give an overview of the student's approach to course work since the beginning of the school year.

Parents are invited to meet with teachers at designated times following each reporting period, and are encouraged to contact teachers at school at any time during the school year should there be concerns that require discussion. Teachers are only to be contacted at home when there is an emergency. Specifically, parent-teacher interviews are in late October, and student-led conferences are held in February or March.

Honour Roll

Students in Grades 4, 5, and 6 have the ability to achieve honour roll status if they meet the following criteria:

First Class Honour Roll - The student achieves 85.5% average or above in Religion, Language Arts, Math, Social Studies, and Science.

Second Class Honour Roll - The student achieves 79.5% average or above in Religion, Language Arts, Math, Social Studies, and Science.

Effort Award - The student has not met honour roll criteria, however, has shown significant effort in all academic areas.

Student Awards

Mitchell Ho Memorial Award

Given annually to a Vancouver College student who meets the following criteria:

- demonstrated care and concern for others, qualities of honesty, respect and compassion;
- demonstrated courage, commitment and perseverance to overcome adversity;
- sportsmanship;
- Christian leadership and demonstration of Faith;

- participation in extra-curricular activities, primarily in school sports;
- academic achievement; and
- fellowship with students and staff.

Norah Sendall Award

This award is presented annually to the Grade 6 student who best exemplifies the Christian ideals of Vancouver College, who has high academic standing and who demonstrates strong school spirit. It is named after Norah Sendall, who served as the elementary librarian for over 25 years. This award was developed in honour of her outstanding service and commitment to the school.

Sharon Kavelac Award

Presented annually to an elementary student who best exemplifies the love of literature

Year End Class Awards

The students will take part in a year end award ceremony in their classes, where each student will be presented with a certificate which will recognize every individual for academic accomplishments, talents, or service to the school.

Governor General Award

A literature award presented to the students in Grades 4 to 6 who score the highest in poetry, children's narrative, and short story.

Oratorical Award

Computers

We have implemented a computer class once a week for students in Grades 4, 5 & 6. Proper keyboarding and word processing will be the main emphasis of these classes. The intermediate classes also have computers within their own classes. They are to use these computers to practice what is taught in the lessons. Primary classes are taken periodically to the computer lab to do assisted research projects.

Music Program

The elementary students are involved in an active music program, which includes both instrumental and choral components. Students participate musically at school assemblies, masses, and concerts.

Music in K-2 includes songs, games, movement, and the playing of Orff rhythm and keyboard instruments. Students explore basic musical concepts including beat, rhythm, pitch, form, and tempo.

Music in grades 3-6 further develops musical skills and appreciation with the introduction of recorder playing, part-singing experiences, and continued development on the Orff keyboard and rhythm instruments. Related music theory and history are incorporated into the lessons.

French Program

The entire elementary French program is based on the communicative method of language acquisition, with small differences between the primary and intermediate grades.

At the primary level, the principal aim is to develop the student's comprehension of French, because the listening and understanding stages are indispensable in second language learning. This communication-based program associates the learning of a second language with pleasant experiences in order to foster a positive attitude towards French.

At the intermediate level, more advanced skills are included. In addition to comprehension, reading, writing, and student-initiated conversation is all part of the program. The students set their goals at the start of each unit. Conversations are done in a natural pictorial setting. They work as a class and in groups; they manipulate concrete materials and share ideas. This way they develop an intuitive sense of structure. All this is done through the teacher, as animator, bringing the language to life.

Physical Education

All primary and elementary classes participate in the physical education program. Classes are usually held in Cartier Hall. Students wear the school PE strip, consisting of an "Irish" T-shirt and school-approved black or yellow shorts. Running shoes must be worn in Cartier Hall as well as in any the school gymnasium.

SPECIAL EDUCATION POLICY

Statement of Policy

Vancouver College will endeavour to provide the resources required to support learning for all students, including special needs students who have enrolled at Vancouver College in accordance with the Admissions Policy of the School.

Terms

- 1) A special needs student is a student who has a disability of an intellectual, physical, sensory, emotional or behavioural nature.
- 2) Special education programs and services enable special needs students to have equitable access to learning and opportunities to achieve the goals of their educational program.
- 3) Class size limitations have been set at Vancouver College as listed below, to address space and class size issues:

Grade	No. of Students	Grade	No. of Students
K	26	7	60
1	26	8	160
2	26	9	160
3	26	10	160
4	30	11	160
5	30	12	160
6	30	Special Education	6

- 4) A Special Education Classroom is a classroom assigned to students whose learning needs require intensive intervention where at least 50% of instructional time at school is spent on 1 on 1 support or small group instruction. That 1 on 1 or small group support is conducted in a designated Special Education Classroom.

Article I. Rationale

- 1) Vancouver College believes that each student at the school should strive to achieve excellence in accordance with their abilities.

Authority

- 1) Essential Elements of an Edmund Rice Christian Brothers Education at Vancouver College.
- 2) Individual Education Plan (IEP) Order M638/95 sets out the requirements for schools to design and implement IEPs for all students who have special needs.
- 3) Admission Policy Guidelines Vancouver College.

Guidelines

- 1) Special Needs Programs, similar to all Programs at Vancouver College, have enrolment limitations, related to class size and space limitations.
- 2) Students admitted to the school in Accordance with the Admissions Policy of the School who fall into the categories listed below, or any students who require a level of support that is above and beyond that which is typically provided in the general education classroom, will have an Individual Education Plan, prepared by the school with corresponding Learning Assistance Support or other appropriate support services where required.
 - Mild Intellectual Disabilities
 - Learning Disabilities
 - Students requiring Behaviour Support or students with Mental Illness
 - Gifted
- 3) Students who have been designated for Level I, Level II or Level III categories for funding listed below, will be admitted in accordance with our Admissions Policy.

Each of these students will have an Individual Education Plan, prepared by the school with appropriate support services, adapted materials, referencing, instruction and assessment practices.

Level I

- Physically Dependent
- Deaf / Blind

Level II

- Moderate to Profound Intellectual Disabilities
- Physical Disability / Chronic Health Impairment
- Visual Impairment
- Deaf or Hard of Hearing
- Autism Spectrum Disorder

Level III

- Students Requiring Intensive Behaviour Intervention or Students with Serious Mental Illness

Policy Review

A Special Education Policy Review will take place every 2 years. This review shall be undertaken by the Education Committee of the Board of Directors of Vancouver College. This review should include, but not be limited to the following:

- Ministerial Adjustments
- Funding Levels
- Legal Considerations
- Impact on the Learning Environment

VANCOUVER COLLEGE CODE OF CONDUCT

"Were we to know the merit of only going from one street to another to serve a neighbour for the love of God, we should prize it more than gold or silver."

Blessed Edmund Rice
August 10, 1806

A code of conduct evidences the values and vision of a school in which relationships are conducted in a respectful and dignified manner. Vancouver College shares the responsibilities with parents to develop students' personal and social skills to inculcate these values and achieve this vision.

As part of the Catholic Community at Vancouver College, we, the students, staff and parents, are expected to conduct all our relationships so that our actions will reflect the following Catholic Christian-centred values and beliefs:

*Hope and Confidence
Individuality and Community
Understanding and Forgiveness
Achievement and Celebration
Honesty and Integrity
Humility and Gratitude*

*Responsibility and Cooperation
Caring and Compassion
Enthusiasm and Dedication
Respect and Harmony
Faithfulness and Reverence*

As a consequence of this, each person in the Vancouver College Community:

- has the responsibility to participate in creating and maintaining a safe, positive faith and learning environment.
- has a right to be emotionally and physically safe while at school, while going to and from school, and while attending any school function.
- has a right to know that his personal belongings are safe and will not be interfered with.
- is expected to proclaim gospel values which affirm the dignity of all persons and promotes the achievement of peace in our community.
- has a right to expect that all in the community will participate in creating a safe, positive faith and learning community.

GLOSSARY OF TERMS

Bullying - Aggressive behaviour towards another person with negative intent, particularly where there is a power imbalance.

Harassment - Any unwelcome or unwanted act or comment directed at another person that is hurtful, degrading, humiliating, or offensive.

Intimidation - An act designed to instil fear in another person as a means of controlling that person.

The following are examples of bullying, harassment, or intimidation:

Discrimination	such as judging or attacking a person because of their race, ethnic origin, or gender...
Hazing	such as inappropriate and unacceptable initiation practices for clubs or teams...
Verbal abuse	such as insults, offensive jokes, put downs, making fun of or mocking a person...
Exclusion	such as gossiping, spreading rumours, isolating a person, refusing to acknowledge a person, or trying to convince others to exclude or reject a person...
Physical aggression	such as fighting, hitting, pushing, spitting...
Retribution	such as negative action against a person who has reported an incident to a parent, teacher, or the Administration...

STUDENTS

SAFETY OF PERSONS

Every student at Vancouver College shall:

- respect and promote the physical safety and well being of others.
- participate in creating a safe, positive environment where faith and learning go hand in hand.
- Inform parents, teachers, or the Administration as appropriate, of any instances of bullying, harassment, or intimidation.
- Be responsive to appropriate consequences.

SAFETY OF POSSESSIONS

Every student at Vancouver College shall:

- keep money or valuable personal possessions, including schoolbooks and supplies, secure on his person or in a secured locker.
- bring to school only the money and possessions necessary for daily use as a student.
- respect the personal possessions of others.
- deliver to the office any unattended possessions found in the school or on the campus.
- inform parents, teachers, or the Administration, as appropriate, of any suspicious activity that appears to be theft, or that compromises the safety of possessions.
- not divulge the combination of the lock that has been assigned to him.
- report any lost or stolen items to the Administration.

USE OF ALCOHOL OR ILLEGAL DRUGS OR POSSESSION OF WEAPONS

Every student at Vancouver College shall:

- refrain from the use of alcohol or illegal drugs at school, while going to and from school or when attending any school function,
- refrain from carrying or having in his possession any weapon including any facsimile thereof at school, while going to and from school or when attending any school function,
- inform parents, teachers, or the Administration, as appropriate, of any instances involving weapons or the use of alcohol or illegal drugs.

ACADEMIC PERFORMANCE

Every student at Vancouver College shall:

- make a commitment to excellence in academics; that is to make all efforts necessary to achieve a level appropriate to their ability.
- be on time, with appropriate equipment and materials, for every class or other school activity.
- come to class properly prepared for that day's instruction, including having completed all homework or otherwise reasonably necessary assignments.
- leave the campus during the school day only for reasons approved by the student's parents or guardians or by a Vancouver College staff member, and only after first reporting the reason for any absence to the main office.
- not seek credit for work done by another person and, in particular, refrain absolutely from plagiarizing assignments or cheating on tests or examinations.
- engage in extra-curricular activities as required by the student's program or the school in a manner that does credit to both the student and Vancouver College.
- actively support the efforts of the staff and other students in promoting Vancouver College as a center of Catholic education in such programs as the Edmundians, retreat programs, liturgical celebrations, and all other faith formation activities.

DEPORTMENT AND BEHAVIOUR

Every student at Vancouver College shall:

- conduct himself in an orderly, respectful and courteous manner at all times, while at school, while traveling to and from school, or attending any school function.
- use language that is appropriate to a Catholic Christian community.
- be truthful and candid in his dealings with other students and with Vancouver College staff members.
- not bring into a classroom unnecessary articles such as school bags or electronic equipment that is not required in the instructional program.
- remain on campus during the entire school day with the exception of students in Grade 12.
- eat lunches or snacks only in the cafeteria or the area immediately outside the cafeteria.
- not use tobacco while on campus or while attending any school activity.
- in accordance with the spirit of inclusiveness, a key element of our Vancouver College faith and learning community, communicate only in English while on campus or while attending any school function.
- adhere to the Vancouver College Dress Code while on campus or while attending school activities which require Dress Code attire, which adherence requires not only correct articles of clothing but also that this clothing be correctly worn.
- use cellular telephones only outside school buildings after school hours, only for the purpose of necessary communications with family members, and only in a manner that does not interfere with others.
- compensate the school, staff or other students, to the extent and in a manner reasonably decided by the Vancouver College administration, for loss or damage caused to person or property by improper conduct or wilful neglect in or about the campus or while engaged off-campus in school activities.

STAFF

Every staff member at Vancouver College shall:

- participate in creating a safe, positive environment where faith and learning go hand in hand.
- ensure that information on bullying, harassment, or intimidation is included in the curriculum or in special presentations at Vancouver College.
- be alert to behaviour that may be bullying, harassing or intimidating.
- treat information received from students or parents regarding bullying, harassment, or intimidation as confidential, taking such steps as the circumstances warrant to protect the source.
- establish and make known a procedure that will ensure the return of lost possessions.
- ensure that secure areas of the school are kept secured to deter theft.
- be alert to students who may be in possession of, or under the influence of, illegal drugs or alcohol or who may be in possession of weapons.
- establish procedure to ensure safety of students if a person brings weapons to the school.
- treat information received from students or parents regarding theft, alcohol, drugs, or weapons as confidential.
- model, teach, and reinforce appropriate behaviour.
- conduct themselves in an orderly, respectful, and courteous manner at all times.

PARENTS & GUARDIANS

Every parent at Vancouver College shall:

- call the Main Office before 9:00 am if their son is going to be away from school.
- send a written note with their son upon his return to school.
- participate in creating a safe positive learning environment where faith and learning go hand in hand.
- work and cooperate with the school to resolve concerns with respect to the behaviour of students.
- communicate with the Administration if they suspect that their son is being, or may be, bullied, harassed, or intimidated.
- ensure that students come to school with only the required possessions and money.
- report any lost, stolen, or missing items to Assistant Principals.
- work and cooperate in partnership with the school to resolve concerns involving your children.
- model, teach, and reinforce appropriate student behaviour.
- conduct themselves in an orderly, respectful, and courteous matter at all times.
- encourage their son to commit to excellence in academics.

THE VANCOUVER COLLEGE DISCIPLINE SYSTEM

- Incidents that threaten the physical or emotional safety of the person are a breach of the *Code of Conduct for Students*.
- Incidents of theft are a breach of the *Code of Conduct for Students*.
- Incidents involving illegal drugs, alcohol, or weapons are a breach of the *Code of Conduct for Students*.
- Failure to meet our expectations on academic performance, deportment and behaviour are a breach of the *Code of Conduct for Students*.
- Disciplinary action is preventative and restorative rather than merely punitive. Consequences are intended to provide an opportunity to learn and reinforce appropriate behaviour.
- Vancouver College practices Progressive Discipline such that, in general, the consequences will become more serious for repeated breaches of the *Code of Conduct*.
- When making decisions regarding disciplinary action, the Administration may give primary consideration to the education, health, or safety of the collective student body.
- Possible consequences of involvement in acts of bullying, harassment, intimidation, theft, use of alcohol, or possession of weapon include mediation, conflict resolution, counselling, Saturday detention, in-school suspension, probation, or expulsion as well as other consequences as deemed appropriate by the Administration.
- In instances where an unlawful activity is reported, the police or child welfare authorities will be notified.

REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Vancouver College recognizes that for a variety of reasons, including fear of retribution, students and parents are sometimes reluctant to report incidences of bullying, intimidation, harassment, theft, possession of drugs or weapons to the Administration. However without such information, the Administration is often unable to make an appropriate response.

Incidents can be reported to the Administrators in person but also over the phone, by e-mail, or in any other way that is non-threatening.

Note that, in accordance with the *Code of Conduct for Staff*, every Vancouver College staff member has a responsibility to "treat information received from students or parents as confidential, taking such steps as the circumstances warrant to protect the source."

CREATING A CLIMATE OF RESPONSIBILITY

Regulations Surrounding Safety of Possessions

As part of the Catholic Community at Vancouver College, we, the students, staff, and parents, are expected to conduct all of our relationships so that our actions will reflect the following Catholic Christian-centred values and beliefs:

**Honesty and Integrity
Responsibility and Cooperation
Respect and Harmony**

The Elementary Students at Vancouver College are required to participate in creating a climate of responsibility that is expected through the school. There are procedures and habits that the boys should develop as young as Kindergarten that will benefit them throughout their lives.

Regulations and Requirements for Elementary Schools Students

- Do not bring collectibles or valuables to school.
- Do not bring money to school.
- Keep the back pack zipped up after retrieving items.
- Do not leave personal items unattended on school property.
- Ensure that all items brought to school are clearly labeled to increase probability of return if lost.
- Keep all gym strip items, including runners, in a gym bag.
- Report immediately to your teacher any items that have gone missing.
- Bring all found items directly to a teacher.

Students Who Engage in Theft

Despite everyone's best efforts, there will be instances where students will seriously violate our Code of Conduct and engage in theft. Theft has a negative impact not only on those victimized by it but also on their families and the Vancouver College community at large. In a community where every student "has a right to know his personal belongings are safe and will not be interfered with" it is imperative that we are both proactive and reactive in how we deal with this sensitive issue.

As a result, students caught engaging in theft will receive the following consequences:

- Minimum of two day suspension or possible expulsion from Vancouver College.
- Meeting with parents prior to son's return to school.
- Placed on probation for the remainder of the school year.

Consequences are ultimately the prerogative of the Assistant Principal in conjunction with the Principal. It may involve all of the above stated consequences at the discretion of the Administration.

REGULATIONS RELATED TO THE CODE OF CONDUCT

Attendance

Absence without an excuse for any part of the school day is a serious breach of school discipline, as is frequent lateness. If a student is absent or late with reason, it is the parents' responsibility to phone the office between 8:00 and 9:30 a.m. 604.261.4285, and also to provide a note of excuse on his return to school. Phoning moms will be calling families whose child is late or absent but who have not yet informed the school. Similarly, a note is required for a student who needs early dismissal. Medical and dental appointments should be made after school hours if at all possible. Absence from school for such reasons as family holidays is discouraged, and requires prior notification of the administrator. Attendance records appear on each report card.

Dress Code

All uniform items can be purchased at Top Ten School Wear Inc., 1368 S. E. Marine Drive, Vancouver, BC. Telephone: 604.322.1626.

- 1) **Mandatory:** Purple School Sweater (V-Neck or Cardigan); gray dress slacks; white shirt – tucked in, buttoned to the neck; school tie; gray socks extending beyond the ankle; plain black dress shoes with leather uppers, cut below the ankle (non-scuff) (no black runners). If a belt is worn, it must be black. During all formal events (e.g. Masses, assemblies, etc), students must wear their purple school sweater.

Optional: Gray vest.

- 2) **Summer:** Vancouver College golf shirts and Vancouver College dress shorts may be worn from the day after Mothers Day Mass (mid-May) to the day before the President' Honour Society Assembly (late October). Regular gray socks and black dress shoes or sandals may be worn with the summer attire.
- 3) **Hair:** Should be clean, well groomed, of moderate length no longer than the top of the shirt collar, and not radically styled or colored.
- 4) **Jewelry:** Modest jewelry, no piercing, no earrings, and no tattoos.

- 5) Dress code will be effective everywhere on campus, throughout the school day. Removal of dress code during or at the end of the school day is permitted only if the student is engaged in supervised school sponsored sports.
- 6) All clothing and shoes should be clearly labeled with your child's name.
- 7) Parents are asked to ensure uniforms are clean, neat, and in good condition - holes in pants and tattered sweaters will not be permitted.
- 8) On specific occasions the dress code may be relaxed for suitable reasons, to be announced by the administration.

Violations of Dress Code and Grooming Policy

The success of our dress code depends upon the cooperation of the entire Vancouver College community - students, parent, staff, and administration.

- 1) If a student appears in class or in the hallways and common areas out of Dress Code, teachers will make every effort to ensure the student is compliant with the Code (i.e. remove outer garments, tuck in shirt, draw tie to the neck, etc.) If a student remains non-compliant (i.e. not tie, running shoes) he should be referred immediately to an Administrator. A student may not be in class out of Dress Code without a note from an Administrator.
- 2) A student referred to an Administrator for a Dress Code violation on a second and subsequent occasion will be required to serve a detention or give community school service.
- 3) If there are repeated breaches of the Dress Code Policy, consequences will become more serious consistent with our practice of Progressive Discipline. Consequences include contact with parents, counseling, in-school suspension, suspension, withholding of re-registration, or expulsion.

Out of Bounds

- 1) The following areas are out of bounds to the students unless for a school or class function and are supervised by a teacher:
 - Second and third floors of the entire building
 - Faculty lounge
 - All office areas
 - Photocopier Room
 - Blessed Edmund Rice Hall, Alumni Gymnasium, and Hardy Gymnasium
- 2) Use of any school facilities outside school hours requires the prior permission of the administration.
- 3) The gyms may be used by the students only with supervision.

Visitors

All visitors to the school, whether in the buildings or on the campus, must first register with the office. Students of the College are responsible for ensuring that their friends follow this procedure.

Textbooks

Textbooks (non-consumables) are the property of the school, and are to be returned to the school in good condition at the end of the school year. The student shall reimburse the school for any text books which are lost or destroyed.

PARENTS' ROLE

By enrolling their sons in Vancouver College, parents accept the school philosophy as outlined.

Volunteering Opportunities

There are opportunities for parents to volunteer their services in various school activities, and a form is sent out in early September outlining areas where help is needed. Parents with talents in other areas that might be of use to the school are encouraged to contact the office.

There is a mandatory Parent Participation Program. Each family is required to provide 30 hours of volunteer service to the school. This program is coordinated by the Parent Association.

Parents' Responsibility Regarding Attendance

If a student is absent from school for any reason, parents are asked to be sure to telephone the office and supply a note of excuse upon his return, as outlined in the section on Attendance. If there is a question of whether to send your son to school or not, it is good to remember that if your son is unable to go out for recess he is not well enough to be in school.

Dress Code

Parents are requested to pay particular attention to the requirements of the dress code when outfitting their sons for school. In order to reduce the number of articles of clothing being misplaced or taken by mistake, all clothing and shoes must be clearly marked with the student's name.

Messages for Students

Telephoned messages will only be relayed to students in an emergency.

Personal Belongings

Students are not to bring personal items, trading cards, toys, electronics, or any other items to school which do not directly have to do with their instructional program. These items detract from the instructional day, take away from the sense of community, and are targets of theft.

Personal Invitations

Student invitations to private parties such as birthdays or other celebrations are not to be distributed in the school. Parents are asked to distribute the invitations through the mail or by some other method.

Parents are welcome to send a small treat to school to celebrate their son's birthday. However, parents are asked not to send individual treat bags to school on birthdays or holiday celebrations as the candy distributed to students should be minimal.

Medications

It is the policy of the elementary school that no medications will be administered by the staff. If a student must personally take a prescription medication while at school, then he is to bring a note from the parents stating that he is permitted to administer the medication to himself. It is vital that any medical concerns be reported to the classroom teachers and to the administration.

Money

Large sums of money are not to be taken to school. A student may bring enough money to pay for lunch and bus fare; however, anything above this amount is considered excessive.

Student Drop Off and Pick Up ** (revised as of May 2010)

The Parent Parking Patrol was implemented in 1994 to improve safety conditions for all of our students. In order to ensure the safety of the students, it is essential that parents respect the signs and regulations set out by the PPP in conjunction with the city of Vancouver and the Vancouver Police (School Safety Patrol).

Effective May 17, 2010, the boys in the Elementary School from kindergarten to grade 6 will be dismissed directly from their classrooms. All parents must pick their son(s) up from his class at 2:40p.m. We understand that this does mean that parents must now park and walk to the classroom. We suggest parking along West 37th Avenue.

At 3:00 p.m., the teachers will take attendance and make note of the remaining students. Students left at school after 3:00 p.m. will be taken to the cafeteria where they will sit at an assigned table, and will be under supervision. Students who are consistently left longer than 3:00 p.m. will receive notification of probation and parents must make alternative arrangements for their son's pick up to avoid being unable to re-register for the following year.

Pets

Although today's society is more tolerant of dogs in public areas, Vancouver College upholds the following policy:

- All dogs brought to Vancouver College campus must be on a leash at all times;
- Under no circumstances are dogs to be inside the school building.

Communication between the School and Home

The school's preferred method of communication is by email as this is more efficient and cost effective. It is the parents' responsibility to provide the school with an active family email address and to inform the Main Office in person or by email at info@vc.bc.ca of any changes to this address. Should families require mailings to be sent to more than one parent, email addresses should be provided accordingly.

There is a section on the school website with news pertaining specifically to the Elementary School at http://vc.bc.ca/elementary_news.htm. You will receive regular emails notifying you of updates to this page.

Teachers may be reached by telephone or by email. Although communicating by telephone is acceptable, we have found communicating by email more efficient and effective. Teachers' email addresses are listed on the school website (http://vc.bc.ca/about_us/school_directory.htm) under About Us/Contact Us & School Directory.

Change of Contact Information

Please notify the office of any change of address, email address, phone number, and/or Emergency Contact person/number.

School Website

It is the parents' responsibility to stay informed regarding school activities and current events through the school website (www.vc.bc.ca). There is a section on the school website with news pertaining specifically to the Elementary School at http://vc.bc.ca/elementary_news.htm. You will receive regular emails notifying you of updates to this page.

Selling of Personal Belongings

Under no circumstance are students allowed to bring personal items to school for the purpose of selling. Students must have the prior permission of the Administration in order to sell any item.

RESOURCES

Learning Assistance

Two part-time learning resource teachers are available for Grades 1-6. Students who, in the opinion of their teacher(s), appear to be having some minor or more serious difficulties in schoolwork are selected for remediation on the basis of performance on a battery of tests and in consultation with the remediation teacher. An Individual Education Plan (IEP) may be set up in accordance with the student's needs.

Library Program

The Elementary Library and the Learning Centre serves grades K-6 and offers a large collection of books, periodicals and audio-visual materials suitable to primary/elementary levels. A part-time teacher-librarian conducts scheduled classes for primary and intermediate students to stimulate an interest in reading as well as enhance their basic library and research skills. Co-operative teaching promotes and connects the library to the classrooms so that it becomes a focal point for all learning. The annual Library Book Fair takes place during the final week of September.

Health Program

The nurse's office is located on the first floor of Lannon Hall. The Public Health nurse visits Vancouver College weekly for a half day. Through her, the services of the Vancouver Health Department are available to students. These services include: keeping accurate health records for all students, giving health advice as required or requested, providing immediate assistance in times of emergency, and assisting teachers in their attempts to respond to the health care needs of the students in their classes.

Routine vision screening is done in grades 1 and 3, or for any student at the request of parent, teacher or student. Hearing tests can be arranged as required at the beginning of the school year. Immunizations are offered to those students who require them for diphtheria and tetanus, oral polio, measles, mumps, rubella. Permission slips and notification of clinic times are sent to parents before any immunization is given.

Cafeteria

The cafeteria is open to serve the students between 7:30 am to 3:30 pm. We have ongoing meetings and discussions with the cafeteria staff to ensure that a healthy menu is being offered to the students. Students must pay per visit or have an account set up for pre-payment. Grade 1 students are asked not to use the cafeteria until November of their grade 1 year as we would like to boys to have a two month period to become accustomed to the cafeteria.

Food Allergies

Some of our students have severe allergies to nuts and in order to provide a safer school environment for them, we ask that no nut products be sent to school at any times. (No peanut butter sandwiches, no granola bars containing nuts, no cookies with nuts, etc.)

EXTRA-CURRICULAR

There is a varied sports program, which includes volleyball, basketball, and track and field. Initial skills are taught at grades 4, 5 and 6, with emphasis on personal improvement and enjoyment of the sport. Our teams compete in the Catholic Youth Association League under the guidance of their coaches.

It is our belief that all aspects of school life are intertwined directly or indirectly as we strive to educate the whole child. Therefore, it is the policy of our elementary school that participation in extra-curricular activities be dependent on academic effort, attitude, and overall classroom and school behavior. Each student will be required to meet the standards expected of all students in the elementary school. If at any time, in the opinion of the teachers, coaches or principal, these standards are violated by any student, then his extra-curricular privileges may be temporarily or permanently withdrawn.

School regulations are in force, for their guests and well as themselves, at all school functions, including sports activities.

Field Trips

Field trips are considered and planned as an integral part of the educational process and attendance at such trips is obligatory.

Projects and Work Displays

When a student does work that is "outstanding" in terms of his own ability, he is encouraged to "publish" or display whatever work it might be. The classrooms of the elementary school are our regular place for displaying good work. Parents are encouraged to view these works before or after school hours when the hallways are not too busy.

Walkathon

The annual Walkathon, usually held in October, is the major fund raising effort of students and staff of the whole school. All students are expected to participate.

Mayfair

Throughout the year, students are asked to participate in activities in preparation for the annual Mayfair. The major activity is the Raffle. Each family is required to purchase at least one book of tickets.

INFORMATION TECHNOLOGY

Waiver

All students who use or access Vancouver College computers, e-mail, or network services are understood to accept the policies and rules as described in the "Acceptable Use Policy." Those failing to adhere to the "Acceptable Use Policy" may have their school account(s) taken away. Violations will be referred to the appropriate Assistant Principal and further consequences may result. Where violations of local, provincial, or federal laws have occurred, incidents will be referred to local authorities for possible legal action. The administration of Vancouver College considers ANY form of computer vandalism or theft to be a serious matter and it will be dealt with accordingly.

Acceptable Use Policy

All computers at Vancouver College, whether networked or not, are to be used in a responsible, efficient, ethical and legal manner as outlined in the sections below.

General Computer Use and Network Policies

- Computer access and school accounts are a privilege not a right.
- For the purposes of this document, appropriate means: anything that you would be **proud** to say in front of your parents or teachers.

- The system administrators have access to all accounts, including e-mail, although they will not examine the contents of accounts unless there is a suspicion of misuse. Be aware that your activity on-line is logged.
- It is unwise to publicize your home address, phone number, drivers license, SIN, or other personal information on home pages, mailing lists or news groups.
- Abuse or vandalism to the equipment is a serious School offense. This includes, but is not limited to: altering or damaging facilities, hardware, software, system files, the files of others, or operating system software in any way that would prevent or interfere with the intended use of the computer system by others.
- Accounts and/or passwords are strictly confidential. Access only your own personal account. Passwords should be changed frequently to maintain security. Account owners are responsible for all activities associated with their account.
- Plagiarism in any form is a serious issue. Any information obtained on-line must be properly documented.
- Vulgar, profane, obscene, sexist, harassing, racist, abusive, or inappropriate language will not be permitted on-line.
- Computer equipment (e.g. digital camera) will be used only after receiving training.

General Computer Use and Network Rules

- Your account associates you with Vancouver College. Accounts must not be used in a way that reflects inappropriately on the school.
- The amount of disk space available for student directories is limited and you must maintain only active and frequently used files on the server. Do not exceed 10 Mb.
- When expressing opinions on the Internet, you must add a disclaimer to the effect that the opinions expressed are your own and may not represent the school's position.
- Misuse of the Internet has far-reaching implications. Members of the VC community who are aware of any misuse must report such misuse to a system administrator or Assistant Principal.
- The school's network system files may be accessed and manipulated only by approved system administrators. In addition to loss of account(s), students disrupting network system files may be assessed a fine equivalent to the amount of time required to repair the system.
- Software copyright restrictions must not be violated.
- Accounts may not be used for commercial purposes or for political lobbying.
- The computers may not be used for the accessing, duplication, storing, or transmitting of offensive or inappropriate material. Access to the Internet and e-mail provides connections to other computer systems all over the world. Users (and parents of users) must understand that neither the administration nor staff of Vancouver College controls the content of the information available. Some of the information is controversial and may be offensive. Vancouver College does not condone the use of such materials and will deal accordingly with students accessing such material.
- Accounts must not be used to spread computer viruses, crash the system, fraudulently imitate system responses, or gain unauthorized access to privileges, accounts, data, software, computers, or networks.
- All material posted on student web pages must be original (created by the account holder), public domain, or commercially produced items where written consent for use had been obtained.
- School computers should not be used to access remote e-mail accounts, participate in on-line "chats", play games, or any other activity not directly related to learning.

Email Accounts

- a. Only appropriate e-mail should be sent.
- b. Do not send mail from "guest" or "anonymous" accounts. Do not attempt to change, falsify, or hide your name (as author) from any messages that you send.
- c. Forward any "inappropriate" mail to the system operator (Mr. Lloyd Scrubb), lscrubb@vc.bc.ca.
- d. Use proper "netiquette" when sending messages.
- e. Do not forward personal communications of another person (where "personal" is some form of "sharing" of feelings or thoughts relating to non-public aspects of people's lives) without the author's prior consent.
- f. Do not forward chain letters sent by e-mail or participate in pyramid schemes.
- g. Do not "mail bomb" or abuse the network in any other way.
- h. Delete messages after you have finished with them so as to conserve storage space on the School's system (mail may be stored on personal floppy disks).

PERSONAL INFORMATION PROTECTION

Vancouver College Limited (“VCL”) is committed to maintaining the security, confidentiality and privacy of your personal information. A copy of our detailed Privacy Policy is available from our Privacy Officer. The following summarizes how we collect, use, disclose, and protect personal information of parents, guardians and students. If you have any questions or concerns, please contact our Privacy Officer at 604-261-4285, or visit us at www.vc.bc.ca.

VCL may collect your personal information for the following purposes:

- To assess applications for admission to (or continued enrolment in) Vancouver College;
- To determine your financial status (including through credit reports)
- To provide and administer services through Vancouver College;
- To disclose to the Vancouver College Parents’ Association for the purpose of co-ordinating its activities from time to time;
- To disclose to the those administering our Parent Participation Program for the purposes of such Program from time to time;
- To disclose grades, as required, to the BC Ministry of Education.
- To disclose, with permission from student, grades to the BC Ministry of Education for disclosure to prospective universities as applied to by the student.
- To disclose, with permission of the Parents or Guardians, information requested by third parties.
- To protect VCL and others from fraud and error and to safeguard the interests of VCL and its students, staff and representatives;
- To authenticate individuals’ identities;
- To collect debts owed to VCL;
- To ensure staff and contractors comply with their agreements and legal obligations to VCL;
- To manage or transfer assets or liabilities of VCL, for example in the provision of security for a credit facility or the change of a supplier of products;
- To administer relations with the BC Ministry of Education, the Federation of Independent Schools of BC, the Catholic Public Schools of Greater Vancouver and other educational organizations with whom VCL has relations from time to time;
- To comply with any legal or regulatory requirement; and
- To use and disclose such information for any other purpose directly or indirectly related to the operations of Vancouver College.

The above collections, uses and disclosures are or may become a reasonably necessary part of your relationship with VCL.

VCL may also collect your personal information for the following purposes:

- To contact you regarding special events, fundraising and other matters in which it is involved, directly or indirectly, from time to time;
- To publish in directories;
- To share with the Vancouver College Alumni Association, Vancouver College Millennium Foundation, suppliers and reputable third parties so that they may solicit your membership or assistance or offer their products or services to you; and
- To use your social insurance number as an aid to identify you with credit bureaus and other financial institutions for credit history file matching purposes.

You may instruct VCL to refrain from using or sharing your personal information in any or all of the four last ways described above at any time by providing written notification to our Privacy Officer.



VANCOUVER COLLEGE

2010-2011 Year at a Glance

Tuesday September 7 th 2010	School Opens (Grade 7, 8 & 9 Orientation)
Wednesday September 8 th 2010	First day of school for students (1-12)
Friday September 10 th 2010	Staff Retreat - <i>School Closed</i>
Monday September 13 th 2010	Elementary Parent Orientation (K-6)
Friday October 8 th 2010	Walkathon
Monday October 11 th 2010	Thanksgiving - <i>School Closed</i>
Tuesday October 12 th 2010	Thanksgiving Holiday - <i>School Closed</i>
Friday October 22 nd 2010	Provincial Pro-D Day - <i>School Closed</i>
Thursday November 11 th 2010	Remembrance Day - <i>School Closed</i>
Friday November 12 th 2010	Remembrance Day Holiday - <i>School Closed</i>
Friday December 17 th 2010	Last Day before Christmas (dismissal at 12:00pm)
Tuesday January 4 th 2011	School Resumes (All Students)
Monday January 24 th 2011	Exam Week (9-12)
Monday February 14 th 2011	Catholic Educators Conference - <i>School Closed</i>
Tuesday February 15 th 2011	Catholic Educators Conference - <i>School Closed</i>
Friday March 18 th 2011	Last Day before Spring Break
Monday March 29 th 2011	School Resumes (All Students)
Friday April 22 nd 2011	Good Friday - <i>School Closed</i>
Monday April 25 th 2011	Easter Monday - <i>School Closed</i>
Wednesday May 4 th 2011	Mother's Day Mass
Monday May 23 rd 2011	Victoria Day - <i>School Closed</i>
Tuesday May 24 th 2011	Blessed Edmund Rice Day - <i>School Closed</i>
Monday June 13 th 2011	Senior School Exams Begin
Wednesday June 15 th 2011	Grade 9 Exams Begin
Wednesday June 22 nd 2011	Last Day for Students (K-8)

Full Staff Meetings

C-Schedule, 10:00am start for ALL students

Wednesday September 29 th 2010	Wednesday October 27 th 2010
Wednesday November 24 th 2010	Wednesday February 23 rd 2011
Wednesday March 16 th 2011	Wednesday April 20 th 2011
Wednesday June 1 st 2011	

Please note: the "C-Schedule", and the associated late starts, have been implemented to accommodate a Full Staff Meeting. Students from Kindergarten to Grade 12 may NOT arrive at the school prior to 9:45 am. Classes will begin at 10:00 am for ALL students.

Dress Down Days

Please note: these dress down days are in support of the Parent's Association and our annual Mayfair. Students are requested to bring in the appropriate donation per each non-uniform event. Other such days may be scheduled throughout the year in support of other outreach projects, such as Missions, etc., and will be announced at such time.

Thurs Oct 21 2010 : New & Used Clothing	Thurs Nov 25 2010 : New & Used Clothing
Fri Jan 21 2011 : Toys & Games, Sporting Goods, Clothing	Thurs Feb 17 2011 : New & Used Clothing, Jewellery, Books
Wed Mar 16 2011 : Sporting Goods, Toys & Games, Clothing	Wed Apr 27 2011 : Candy Jars Drive
Friday May 13 2011 : Baking, Preserves, Cakes, Donuts	