



# VANCOUVER COLLEGE

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## ***Middle & Senior School Student Handbook and Agenda 2010-2011***

This Agenda Belongs To:

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_

**VANCOUVER COLLEGE**  
**Middle & Senior 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>Music</i>
Conti, Ed Br.	<i>Grade 5</i>	Parker, Sarah	<i>Grade 1</i>
Giacomazza, Sal	<i>Physical Education</i>	Planta, John Paul	<i>Grade 4</i>
Herb, Nancy	<i>Elementary Library</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>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>2<sup>nd</sup> Languages</i>	Rogers, Shellee	<i>English</i>
Burke, Joe	<i>Humanities</i>	Small, Anthony	<i>2<sup>nd</sup> 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>2<sup>nd</sup> 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/2<sup>nd</sup> 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 &amp; 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	Judith Thurston	Lina Marino

**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>
Moceivc, 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 &amp; 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.

***It is very important for students in Grade 12 to ensure they have this requirement completed.***

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.

#### **Classroom Prayer**

Students are encouraged to contribute to a prayerful atmosphere in the school and in their classes. Daily prayers have a special relevance, giving meaning to all other activities. Normally each class session will begin with a short prayer.

#### **Grade Level and School Liturgical Celebration**

All students are expected to attend all scheduled religious services throughout the year. *This includes those students who might have an unscheduled block during a planned liturgical celebration.* There are a series of liturgical events that highlight the main religious feasts of the year. These are indicated in the school calendar along with opportunities to celebrate Eucharist by Grade level or by class.

#### **Apostolic Activity**

Mature faith must overflow into action, and individual Christian volunteer work in the community is encouraged as part of the religion program. In addition, students are called upon to make regular offerings out of their own pockets to Mission funds, which help to support Christian Brothers' Third World mission schools. In addition the Edmundian Society facilitates a program of service in the school.

#### **Community Service**

*"Were we to know the merit and value of going from one street to another to serve a neighbour, we should prize it more than gold or silver."*

Blessed Edmund Rice  
Spiritual Founder

Vancouver College Community Service is founded on the vision of Blessed Edmund Rice, Founder of the Congregation of Christian Brothers. Edmund left behind wealth and status to serve those abandoned by society.

The challenge for the staff and students of Vancouver College is to practice Gospel values in a volunteer setting both in and out of school.

The purpose of the Community Service requirement, an integral part of the Religion curriculum, is to encourage students to utilize their talents and gifts to serve those in need, those less fortunate. This service will allow students an opportunity to give back to the community and to be enriched by serving others.

- As part of the Religion Program in the Middle School, every student is asked to complete a minimum of 8 hours of community service per term. This service is to be outside the immediate family and cannot be for remuneration (money). The

volunteer hours can be completed entirely within the Vancouver College community or within the students' own community, or the hours can be completed as a combination of the two.

- Each Senior School Student must complete 30 hours of community service helping those less fortunate as part of his Religion grade. This will make up 15% of the Religion grade. The service is done with people whom the student would not ordinarily be serving. Certainly, the student would not be paid for his service. Doing jobs like helping your parents or answering phones, stacking chairs or ushering at a parish function are valuable but do not fit the description of helping individuals less fortunate than you. The service should be people-centered.

<b>ACADEMICS</b>
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The aim of the faculty, while presenting the subject matter at hand, is to encourage students to probe, investigate, and develop the ability to learn on their own. The course of studies is that prescribed by the British Columbia Ministry of Education, and all texts used are either prescribed or approved by the Ministry or specially authorized by the Board of Directors with the recommendation of the Principal.

**Middle School Program**

The staff of the Middle School is committed to creating a Christian environment providing role models and offering educational experiences which lead to the development of the whole child.

Vancouver College's Middle School for Grades 7 to 9 offers a transition from Elementary School to Senior High. The Middle School provides teaching teams that stress mastery of skills and response to individual needs - not only academic, but also personal and social. Middle School marks are as follows:

<b>A</b>	<b>86 - 100</b>	<b>C</b>	<b>60 - 66</b>	<b>F</b>	<b>49 and below</b>
<b>B</b>	<b>73 - 85</b>	<b>C-</b>	<b>50 - 59</b>	<b>I</b>	<b>In Progress</b>
<b>C+</b>	<b>67 - 72</b>				

Exams are introduced at the Gr. 9 level during Term 2 at the end of January and in June. They are worth 20% of the students overall mark for the term. In Gr. 7 and 8, Report Card marks are determined from a variety of sources including tests, assignments, projects, participation, homework completion, and in religion, completion of 8 hours of Service Work per term.

Middle School students should be prepared to do one hour and fifteen minutes of homework per night.

**Senior School Marking System**

For students in Grades 10 - 12, term and end-of-year marks are composed of a class mark and an exam mark. Each exam is worth approximately 20% of the student's term mark. The class mark includes tests, assignments, projects and class participation. For all grades, the passing mark is 50%. Those students who achieve academic honours are acknowledged at special assemblies. \*Note: For Grade 12 subjects that involve provincial examinations, the exam accounts for 40% of the final mark, as laid down by the Ministry of Education.

For Grade 10 and Grade 11 subjects that require Provincial Examinations, the Provincial Exam accounts for 20% of the final mark, as laid down by the Ministry of Education.

Senior School marks are as follows:

<b>A</b>	<b>86 – 100</b>	<b>C</b>	<b>60 – 66</b>	<b>F</b>	<b>49 and below</b>
<b>B</b>	<b>73 – 85</b>	<b>C-</b>	<b>50 – 59</b>	<b>I</b>	<b>In Progress</b>
<b>C+</b>	<b>67 - 72</b>				

#### **Middle School and Senior School Honour Roll**

Students who have achieved excellence in academics are recognized by being awarded either First or Second Class Honours.

A student who achieves an academic average greater than 85.5% is awarded First Class Honours while a student who achieves an academic average between 79.5% and 85.5% is awarded Second Class Honours.

First and Second Class Honour Certificates are awarded following each reporting period.

#### **President's Honour Society**

In the tradition of the pursuit of excellence at Vancouver College and in the spirit of Blessed Edmund Rice, students in Grades 9, 10, 11, and 12 who receive an academic average of 90% or greater on their final school grades will be designated a member of the President's Honour Society.

These students are recognized for their outstanding achievement at an academic assembly of the entire school joined by parents, faculty, and special guests.

#### **Academic Honours Eligibility \*\* (revised as of June 2010)**

Any senior student who withdraws from a Vancouver College course will not be eligible for the Honour Roll or the President's Honour Society. Only courses completed at Vancouver College will be used in determining Honour Roll and President's Honour Society eligibility and status.

#### **Academic Program**

As Catholic educators, a deep concern for the welfare of the student is at the heart of our common bond and permeates our relationships at all times.

Student Services and the Administration of Vancouver College wish to fulfill a supportive role in helping parents and students choose an academic program consistent with interest and ability. However the school reserves the right to determine a program that as professional educators we believe to be in the best interest of the student.

While it is the right of every student, in consultation with his parents, to choose his program of studies; there are guidelines in place which will determine whether a student will be able to do his desired program at Vancouver College.

Enrolment in a specific course will meet the following criteria:

1. Meet the course prerequisite established by the department.
2. Complete all assignments and maintain a C+ for the course
3. Receive a positive recommendation from the present teacher.
4. Has the endorsement of the administration of the school.

Students are required to accept the recommendation of professional educators when it comes to what they believe is in the best interest of the student. Parents may request a meeting to have the program choice explained and come to understand the reasons for the placement, but are not in a position to change the placement. Failure to accept the program designed by the school officials means that parents are free to pursue educational opportunities at another educational institution.

**Report Periods**

Senior School report cards are issued in November, February, and June while Middle School reports are issued in November, March, and June. Interim reports are issued halfway through each term for students who are not achieving at a level consistent with their ability.

**Conferencing**

Parent-Teacher Conferencing for both Middle School and Senior School teachers are held at the beginning of December and then again at the end of March. Parents are invited to bring their son to the Parent-Teacher Conference. In addition to these scheduled interviews, parents, who may have a concern about their son's performance, are encouraged to contact teachers by phone at 604-261-4285 or by email. Teacher email addresses are posted on the school website. Both teachers and parents indicate that email is most effective in initiating communication.

**Homework Requirements**

Senior School students, Grades 10 to 12, should be prepared to do approximately two hours of homework and/or home study per night.

**Course Changes in Senior Grades**

Prior to September of each school year, students are issued a timetable of courses. Once issued, only changes essential to Ministry graduation requirements, the logistical necessities of the school, or changes due to summer school results will be considered. Students are not to assume they will be permitted to retake a course which they passed but did not do as well as they expected or wished. Students must follow the assigned timetables until the appropriate Administrator has officially approved changes.

Students who have lost or forgotten individual timetables may obtain a replacement from Ms. Castelino for a fee of \$2. Agenda booklets will be replaced for a cost of \$8.

**School Schedules**

1. Block Rotation

Middle School							Senior School						
		M	T	W	T	F			M	T	W	T	F
8:30 - 9:35	1	A	F	C	G	D	8:30 - 9:35	1	A	F	C	G	D
9:40 - 10:40	2	B	G	D	H	E	9:40 - 10:40	2	B	G	D	H	E
10:40 - 10:55	Break						10:40 - 10:55	Break					
10:55 - 11:55	3	C	H	E	A	F	10:55 - 11:55	3	C	H	E	A	F
12:00 - 12:45	Lunch						12:00 - 1:00	4	D	A	F	B	G
12:45 - 1:45	4	D	A	F	B	G	1:05 - 1:45	Lunch					
1:50 - 2:50	5	E	B	BB	C	H	1:50 - 2:50	5	E	B	BB	C	H

2. B Schedule - To be used when there are early dismissals as the need arises, or special events to schedule in the school day.

**Middle School**

8:30 – 9:20	1
9:25 – 10:15	2
10:15 – 10:30	Break
10:35 – 11:25	3
11:30 – 12:15	Lunch
12:20 – 1:05	4
1:10 – 1:55	5
2:00 -	X

**Senior School**

8:30 – 9:20	1
9:25 – 10:15	2
10:15 – 10:30	Break
10:35 – 11:25	3
11:30 – 12:15	4
12:20 – 1:05	Lunch
1:10 – 1:55	5
2:00 -	X

3. C Schedule - To be used on the last Wednesday of the month to accommodate a Full Staff Meetings or other Sectional Meetings, as required. Students may NOT arrive at school prior to 9:45 am. Please refer to the school calendar or the Important Dates at a Glance reference sheet in this handbook for scheduled dates.

**Middle School**

10:00 – 10:50	C Block
10:50 – 11:05	Break
11:10 – 12:00	D Block
12:05 – 12:50	Lunch
12:55 – 1:45	E Block
1:50 – 2:50	F Block

**Senior School**

10:00 – 10:50	C Block
10:50 – 11:05	Break
11:10 – 12:00	D Block
12:05 – 1:00	E Block
1:00 – 1:45	Lunch
1:50 – 2:50	F Block

**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, parents and students should use their own judgment regarding the advisability of travel.

**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.

*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:

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| <i>Hope and Confidence</i>           | <i>Responsibility and Cooperation</i> |
| <i>Individuality and Community</i>   | <i>Caring and Compassion</i>          |
| <i>Understanding and Forgiveness</i> | <i>Enthusiasm and Dedication</i>      |
| <i>Achievement and Celebration</i>   | <i>Respect and Harmony</i>            |
| <i>Honesty and Integrity</i>         | <i>Faithfulness and Reverence</i>     |
| <i>Humility and Gratitude</i>        |                                       |

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.”

## REGULATIONS RELATED TO THE CODE OF CONDUCT

### 1. DRESS CODE AND GROOMING

#### **Dress Code**

The purpose of a Dress Code is to encourage students to be neat and clean at all times, to foster in them a sense of community and to create an atmosphere of gentlemanly behaviour and serious study.

For students in Grades 7-12 the Dress Code is as follows:

- White long sleeved dress shirts
- School tie (purple/black)
- Regular black, dress shoes, with leather uppers, cut beneath the ankle
- Socks extending beyond the ankle (dark dress socks recommended)
- Slacks: Grades 7 to 11 - Grey Dress Pants; Grade 12 - Creased suit quality Dress Pants
- Only white undershirts can be worn

It is not only important what students wear, but how they wear it. In all instances slacks must be worn at the waist with shirts tucked in and buttoned to the top with the school tie drawn to the neck. If a belt is worn it must be black and dress quality.

#### **Optional**

In instances of cool or inclement weather, students may elect to wear a garment over their shirt and tie. If students elect to do this, only the following garments will be considered to be in Dress Code:

- Black, monogrammed Vancouver College sleeveless vest
- Black, monogrammed Vancouver College V-neck sweater
- Traditional purple Letterman’s sweater
- Traditional blue Edmundian sweater
- Traditional beige Student Council sweater
- An approved Grade 12 Graduation sweater

The Dress Code will be in effect everywhere on campus, throughout the school day and at out of school activities when requested. This applies to unscheduled blocks and lunchtime. On specific occasions the Dress Code may be relaxed for suitable reasons such as Mayfair Casual days, as announced by Administration.

#### **Optional Summer Dress Code for Grades 7 - 12**

Summer Dress Code is in effect from the beginning of the school year until the day before the President’s Honour Society Student Assembly and then again on the day following the Mother’s Day Masses. The Summer Dress Code consists of the following:

- A Vancouver College Golf shirt with collar turned down or a white dress shirt and school tie
- Dress pants or Vancouver College shorts
- Dress shoes or sandals, strapped at the heel
- Socks
- If a belt is worn, it must be black and dress quality

**Grooming**

Hair should be clean, well groomed and of moderate length, no longer than the top of the shirt collar, nor radically styled, nor unnaturally coloured.

Jewelry must be in good taste and subdued in nature. No body piercing rings are permitted. Earrings, while permitted must be either a stud or a single small ring.

Decisions regarding the suitability of grooming are left to the discretion of the Vancouver College Staff and Administration.

**Violations of Dress Code and Grooming Policy**

The success of the Dress Code and Grooming Policy depends upon the cooperation of the entire Vancouver College Community - staff, students, parents and administration.

- a) If a student appears in class or in the hallways and common areas out of Dress Code, teachers will make every effort to insure the student is compliant with the Code (i.e.: remove outer garments, tuck in shirt, draw tie to the neck). If a student remains non-compliant (i.e.: no 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 or his or her designate.**
- b) 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.

**2. CELLULAR TELEPHONES AND OTHER PERSONAL SIGNALING DEVICES**

Although cell phones and other personal signaling devices are often used as an important means of communication for families, they also can be used in ways that are highly inappropriate during the school day. Examples of inappropriate or unacceptable use include cheating on tests or exams, harassment, intimidation, electronic forgery, cyber-bullying, cyber-threats and invasion of personal rights.

**Students who choose to bring cellular telephones or other personal signaling devices to school must secure those devices in their personal locker from the time they arrive at the school until the end of the instructional day.**

Any cell phones noticed during the instructional school day will be confiscated. (This applies to unscheduled blocks and lunch).

If at the end of the instructional day, a student chooses to use cell phone to contact family or friends, it cannot be used in school buildings.

Students requiring the use of a telephone during the school day must use the school phone. Parents needing to communicate with

their son during the school day must call the main switchboard at the school.

The school is not responsible for lost or stolen cell phones or signaling devices.

Students who act in violation of this policy shall be subject to Vancouver College Progressive Discipline as follows:

**First Violation** - Electronic signaling devices will be confiscated by school staff and secured in a safe location with the appropriate Assistant Principal. The electronic device will normally be returned to the student at the end of the school day.

**Second Violation** - The device will again be confiscated by staff, secured in a safe location with the appropriate Assistant Principal. The electronic listening device will not be returned until the student's parent or guardian meets with administrative staff.

**Third Violation** - The device will be confiscated and returned only to the student's parent or guardian and only when administrative staff receive assurances that the student will not bring the device to school again.

**Subsequent Violations** - Could include suspension or withdrawal of re-registration or expulsion.

3. **ELECTRONIC DEVICES – LAP TOPS, I PODS, MP3 PLAYERS, GAME BOYS, OTHER GAMING DEVICES**

Students and parents are encouraged to keep all valuable non-instructional electronic equipment at home. These devices often distract students from the business of the instructional day, detract from the school's sense of community and are targets of theft.

If a student chooses to bring these electronic devices to school, they must remain secure in their locker from the time they arrive at school until the end of the instructional day.

The school is not responsible for loss or theft of any electronic devices.

Students utilizing these Electronic Devices during the school day will have them confiscated.

The Vancouver College Progressive Discipline will be utilized accordingly:

**First Violation** - Electronic signaling devices will be confiscated by school staff and secured in a safe location with the appropriate Assistant Principal. The electronic device will normally be returned to the student at the end of the school day.

**Second Violation** - The device will again be confiscated by staff, secured in a safe location with the appropriate Assistant Principal. The electronic listening device will not be returned until the student, parent or guardian meet with administrative staff.

**Third Violation** - The device will be confiscated and returned only to the student's parent or guardian and only when administrative staff receive assurances that the student will not bring the device to school again.

**Subsequent Violations** - Could include suspension or withdrawal of re-registration or expulsion.

4. **ELECTRONIC AND SOCIAL-NETWORKING** \*\* (Revised as of June 2010)

Increasingly, members of the Vancouver College communicate utilize various *online social-networks* (eg. text messages, Facebook, MSN, blogs, etc.) to communicate with one another. While this can be an effective way to communicate, it can also be used in ways that are highly inappropriate. Examples of inappropriate or unacceptable use include but are not exclusive to: cyber-bullying, intimidation, harassment, threats, invasion of personal rights, and creation of and involvement in a negative Facebook page.

In many instances, this form of communication takes place in the privacy of the student's home or at places away from the school. Parents remain the primary educator when it comes to the use of online social activity and other matters, including education.

However, when the school becomes aware of inappropriate use as noted above, it becomes a serious violation of our Code of Conduct and the student shall be subject to Vancouver College's progressive discipline as follows:

- Assurances from the parent and student that they will no longer have access to the electronic device until further notice by the parent.
- Meeting with the parents prior to the son's return to school.
- Placed on Probation for the remainder of the present school year.
- Minimum of 1 to 3 day suspension.
- Possible expulsion from Vancouver College.

The Assistant Principal, in conjunction with the Principal, is ultimately responsible for implementing the appropriate consequences as outlined above. It may involve one, or combination, or all of the above stated consequences at the discretion of the Administration.

5. **LATES**

Students are expected to arrive to school on time and be on time for each class.

Students who arrive late to school on two occasions in a week will be required to serve an after school detention.

Flagrant offenders will receive progressively more serious consequences. Tracking these students who are late to school and holding them accountable will be the responsibility of the Main Office and the Assistant Principals.

Students who arrive late to class other than the first block, regularly or frequently, should be referred to an Assistant Principal.

**First Referral** – After school detention.

**Second Referral** – Two after school detentions.

**Third Referral & Subsequent Referrals** – Meeting with parents, possible in-school suspension, withdrawal from class, withholding re-registration

6. **ATTENDANCE**

If a student is absent from school for a reason, it is the parents' responsibility to phone the office **prior to 9:00 am** at 604.261.4285 ext. 399, and also to provide a signed note, explaining the reason

for absence upon his return to school. Students will not be admitted to class following an absence without an admit slip. If a student does not have a note from his parent/guardian upon his return to school, only an Administrator is authorized to issue an admit slip.

7. **TRUANCY**

Absence without an excuse for any part of a school day is a serious breach of our Code of Conduct. A student can be deemed to be truant only by an Administrator after investigating the reason for absence. A student who is deemed to have been truant from school shall be subject to the following sanctions:

**First Violation** - Two after school detentions.

**Second Violation** - Meeting with parents, suspension (1 day).

**Subsequent Violations** - Subsequent violations could lead to a variety of consequences including further suspensions, suspension of extra-curricular privileges, counseling, withdrawal from class, withholding re-registration and expulsion.

8. **SAFETY OF POSSESSIONS**

**Creating a Climate of Responsibility**

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 & Integrity
- Responsibility & Cooperation
- Respect & Harmony

With respect to safety of possessions at Vancouver College, the following observations are deemed to be accurate:

- Many boys, particularly in Middle and Senior School bring money or valuable possessions to school.
- Most items that are reported lost or stolen are not secured either on person or in a locker.
- A majority of items reported lost or stolen, occur in the Physical Education or Athletic Change rooms. Most frequently these lost or stolen items are left unsecured.
- Theft occurs from bags or backpacks left unattended in:
  - gymnasium
  - hallways
  - cafeteria
  - outside library
  - outside High Performance Centre
  - band room, classrooms, particularly in the last block of the day
- Clothing items that are lost or stolen, most frequently are ties and sweaters or vests.
- Lost & Found centres are located in the Elementary School Office, the Senior and Middle School offices.
- Unclaimed Lost & Found articles are donated to Covenant House on a monthly basis.

### **Regulations and Requirements for Students**

- Hallways adjacent to the Athletic and Physical Education Change rooms are out of bounds for all students at all times except when students are proceeding to change for Physical Education classes, Intramurals, practices or games.
- Secure all valuables at all times including clothing. All students are required to have two locks - one for hallway lockers and a second for Physical Education. Students who participate in Athletics are required to have a third lock.
- Keep all lock combinations confidential.
- Report any missing items immediately to an Assistant Principal. Complete a missing item report.
- Check regularly at Lost & Found to recover missing items.
- Inform teachers or Administration of any suspicious activity that appears to be theft.

### **Expectations of Staff**

- Physical Education Staff will monitor Physical Education change rooms to insure all valuables are secured.
- Coaches will monitor Athletic change rooms to insure all valuables are secure.
- Any unsecured bags in gymnasiums, hallways, cafeteria, library, high performance centre and instructional spaces should be turned into the Main Office.
- Students must not be dismissed from class early under any circumstances.
- Staff will record names of students who leave a classroom to use the washrooms.
- Staff will not allow bags or valuables of any sort into any instructional area.
- Administration will prepare an annual report summarizing the incidence of theft at Vancouver College to provide further guidance in the development of alternative strategies.

### **Expectations of Parents**

- Label all clothing particularly ties.
- Have your son check regularly in Lost & Found and/or check regularly yourself.

### **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 2 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.

## 9. SAFETY OF PERSONS

### **Preamble**

As stated in the Vancouver College Code of Conduct 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...”

Vancouver College has a duty to ensure the safety and well-being of our students while they are at school. To help with this responsibility we ask the following of parents:

- Unless students are involved in a teacher-supervised activity (i.e.: practice, rehearsal, tutorial, intramurals) they should not be dropped off or arrive at school before 8:00 am.
- Unless students are involved in a teacher-supervised activity after school, students should be picked up or leave school promptly after school ends and prior to 5:00 pm.

We would similarly ask the following of students:

- If you arrive at school prior to 8:00 am, you should only be in the cafeteria. Students arriving before 8:00 am will not be allowed to access lockers or classrooms prior to 8:00 am.
- If you remain at school between 4:00 pm and 5:00 pm, you should only be in the cafeteria.

### **Policy**

The school will open in the morning for students at 7:00 am. Students arriving at the school between 7:00 am and 8:00 am must stay in the cafeteria. Only students who have a planned teacher-supervised activity (i.e.: practice, rehearsal, tutorial) will be permitted into other areas of the school. Between 7:00 am and 8:00 am the cafeteria is the only area of the school that will be supervised except in circumstances where students are involved in planned teacher-supervised activity. All other areas will be unsupervised until 8:00 am.

After the conclusion of the school day, between 3:30 pm and 5:00 pm, students who are not involved in a teacher-supervised activity and who are waiting for a bus or family pick-up to return home, must stay in the cafeteria. Between 3:30 pm and 5:00 pm the cafeteria is the only area of the school that will be supervised. All other areas will be unsupervised after 3:30 pm except in circumstances where students are involved in planned teacher-supervised activity. At 5:00 pm the doors of the school will be locked and all students who are not involved in a teacher-supervised activity will be asked to leave the school.

In summary, for Middle and Senior School students:

- There is no student access to the school before 7:00 am or after 5:00 pm, except for involvement in teacher-supervised activities.
- The cafeteria is the only area of the school that will be supervised before 8:00 am and after 3:30 pm.
- Students who are at school before 8:00 am or after 3:30 pm and who are not involved in a teacher-supervised activity must stay in the cafeteria.

## **OTHER SCHOOL REGULATIONS**

### **EXTRA-CURRICULAR FUNCTIONS**

School regulations are in force, for guests as well as students, at all school functions and any off-campus events involving Vancouver College.

### **LOCKERS**

All lockers are assigned both in gym and school. Lockers occupied without authorization will be emptied and the books returned to the book room.

Only combination locks purchased at school are acceptable; others will be removed without warning. Two combination locks are required, one each for book and gym lockers. Students using the lockers are reminded to always keep them locked and not to share their combination with other students. Theft of items from lockers is a concern and students are not to leave any items of value in their lockers during phys-ed classes or after-school practices. Students who participate in Athletics are required to have a 3<sup>rd</sup> lock.

### **PARKING**

A limited number of student parking spaces are available on campus; otherwise, on-street parking is available for student vehicles. Cars inappropriately or illegally parked on the street may be ticketed and towed. Please be respectful of our neighbours. All students driving to school are expected to complete a vehicle registration form available from Ms. Castelino.

### **TEXTBOOKS**

Students are fully responsible for all texts issued to them by the school. Replacement costs will be assessed if texts are lost.

Students will not be issued textbooks for the next school year if their account has an outstanding balance.

### **USE OF FACILITIES**

Use of school facilities outside school hours requires the prior permission of the Administration. The weight room may be used only with authorized adult supervision. Failure to follow the posted regulations will result in loss of privileges for extended periods of time.

## **VISITORS**

All visitors to the school must report to either Main Office or the Parent Participation Office to obtain a "Visitor's Pass" which should be worn at all times while visiting the school.

## **LOST AND FOUND**

Lost and Found items for Middle and Senior Schools students are available at the Assistant Principals' office. Please see Ms. Castelino regarding such items.

## **STUDENT APPEAL PROCEDURES**

At Vancouver College, parents, students, teachers and support staff form an integral part of the Catholic Christian school community. The administration, teachers and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to be familiar with, accept and support the philosophy and policies of the school.

From time to time, issues may arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a Catholic Christian manner, respecting each other's point of view. All parties involved must maintain confidentiality with respect to all information surrounding the particular issue. For purposes of this policy, any reference to a number of days shall mean calendar days.

Where differences of opinion and conflict continue to exist surrounding certain decisions made by the administration or staff with respect to students, the following procedures will be followed:

### APPEALS COMMITTEE

The Appeals Committee will consist of all members of the Education Committee of the Vancouver College Board of Directors except the Principal. An appeal will be heard by three or more members of the Appeals Committee. The Chair of the Education Committee will also be the Chair of the Appeals Committee.

The Appeals Committee may, in extraordinary circumstances, delegate the hearing of an appeal to an ad hoc panel consisting of three members chosen by the Chair of the Appeals Committee.

### BASIS FOR APPEAL

A basis for a student appeal exists when a decision is made by administration or staff that affects the student in the following ways:

- a. grade level promotion;
- b. long-term suspension;
- c. suspension from graduation activities; or
- d. expulsion.

### INITIATING AN APPEAL

1. Before an appeal can be initiated, the complainant must first meet with the Principal and attempt to resolve the dispute.
2. If the dispute is not resolved, the complainant may initiate an appeal within fourteen (14) days of the complainant becoming aware of the decision to be appealed by:
  - a. sending a written Notice of Appeal to the Chair of the Appeals Committee, care of Vancouver College office; and

- b. sending a copy of the Notice of Appeal to the Principal.
- 3. The Notice of Appeal shall state:
  - a. the name, address, grade and homeroom placement of the student;
  - b. the name, address and phone number of the person(s) making the appeal;
  - c. the decision which is being appealed;
  - d. the date on which the student and/or parent/ guardian bringing the appeal became aware of the decision;
  - e. the name(s) of the persons who made the decision that is being appealed;
  - f. the grounds for the appeal and the relief sought;
  - g. a summary of the steps taken by the student and/or parent/guardian to resolve the matter.
- 4. If a student initiates the appeal, a copy of the Notice of Appeal will be sent to his parent/guardian.

APPEAL PROCESS

1. Within seven (7) days of receipt of a Notice of Appeal, the Chair of the Appeals Committee will request a written response from the Principal. The Principal's report will be delivered to the Appeals Committee forthwith. After receiving the Principal's report, the Committee may request further information from the Principal, and the Principal will make all reasonable efforts to provide the information requested within seven (7) days.
2. The Chair of the Appeals Committee will prepare a report concerning the matter and will provide a copy of this report to all members of the Appeals Committee.
3. Where the Appeals Committee considers it desirable to receive oral submissions, it shall set a time, date and place for this purpose and shall give notice to all parties concerned. At any time during the appeal process, the appellant or any other person requested to appear before the Appeals Committee is entitled to be accompanied by a parent/guardian, or interpreter/translator.
4. The Appeals Committee may make any interim decision it considers necessary pending the disposition of the appeal.
5. The Appeals Committee shall make a decision as soon as possible but no later than fifteen (15) days after all necessary information has been gathered and shall promptly give notice of its decision, in writing, to the appellant, the principal, and any other interested party the Committee deems appropriate.
6. In making its decision, the Appeals Committee may give primary consideration to the education, health, or safety of the collective student body.
7. The decision of the Appeals Committee shall be final and binding.
8. The Appeals Committee may refuse to hear an appeal where:
  - a. the appeal has not been initiated within fourteen (14) days of the date on which the complainant became aware of the decision being appealed;
  - b. the appellant has refused or neglected to discuss with the Principal the decision being appealed;
  - c. the Appeals Committee determines that the decision being appealed does not provide a basis for appeal.

9. The Appeals Committee may, in exceptional circumstances, consider an appeal notwithstanding any defect in form or other technical irregularity.

## **RESOURCES**

### **Student Services**

The Student Services Department assists students in course selection, providing information on course prerequisites, course descriptions, graduation requirements, and course requirements for post-secondary institutions. Materials are also available to help students with career choices and applications to suitable universities and colleges. Students can access these services through the Student Services Department or the Administration.

Personal Counselling is also available.

### **Learning Assistance**

Assistance for students who are experiencing learning difficulties is available through a Learning Assistance Program provided for students in K - Grade 12.

Check with the appropriate Assistant Principal or Student Services if your son is in need of Learning Assistance.

### **Library**

The Senior Library provides a variety of materials to augment the curriculum, as well as books and magazines for light reading. A copier is available for student use for a nominal fee. Several computers and a printer are also available to the students. The library, open from 8:00 a.m. to 4:00 pm, is a place for quiet reading, study, and research. All books must be signed out, and students are fully responsible for all materials taken out in their name. A fine is imposed on overdue, damaged, or lost books.

### **Health Services**

The public health nurse is available as required to provide health services including minor health care, maintenance of health records, health instruction and immunization. Students who require the services of a nurse should first report to the main office.

## **STUDENT COUNCIL**

The Student Council represents the students and operates according to the following guidelines:

- a. The Council is moderated by a teaching staff member appointed by Administration.
- b. Students on the Council must be in good standing and acceptable to the Administration on the basis of their academic and personal records.
- c. The Council has the right to advise Administration, but shall have absolutely no authority in the administration of the school under any circumstances.
- d. The Council shall initiate student activities and encourage student participation in them.
- e. The members of the Council executive shall be the first representatives of the school when student representation in the public forum is required, as determined by the Administration.
- f. The Council collects and expends money only with the previous knowledge and explicit approval of the staff moderator. Credit or

- debit remaining in the Council's account at the end of a school year will be carried forward to the new Council the following year.
- g. The executive of the Student Council for any school year will be determined during the month of May of preceding school year. Other student representatives will be elected during the month of September.

## EXTRA-CURRICULAR ACTIVITIES

### Eligibility

Student involved in extra-curricular activities and athletics are required to maintain a satisfactory level of adherence to the school's behavioural and academic expectations. As school representatives they bring the school to the public. There is, therefore, a responsibility to maintain a high standard of conduct. Student performance will be regularly reviewed and those who fall short may anticipate consequences that affect their participation in extra-curricular activities.

### Clubs

In keeping with the aim of social integration, the school offers and encourages students to join various clubs, such as Debate and Public Speaking, Pro-Life, Math, Computer, STRINGS, and the Environment Club. They may also work on the *Collegian*, our annual yearbook, and *The Voice*, the school newspaper.

### Athletics

Due attention to physical activity is a time-honoured tradition at Vancouver College, dating back to 1922, to one of its founder, Brother Lannon. It continues today through a program of regular physical education classes in all grades and a wide variety of athletic opportunities. An intramural program supplements these activities.

### Lettermen's Association

The Lettermen's Association rounds out our athletic program. Its goal is the promotion and development of school spirit, especially as it applies to athletics. Membership is determined through an application process.

### Edmundian Society

This group of Senior and Middle School students assists with retreat programs, spiritual activities, and liturgies and support programs for students. It is named after Blessed Edmund Rice. Their primary mandate is to provide service to the school community.

## GRADUATION ACTIVITIES

At the beginning of each year, the graduating students will be assessed a blanket fee to cover all the in-school costs of graduation. This will include the gown rental, graduation breakfast, student ticket for the Grads and Dads dinner, Commencement, Reception, and School Diploma.

The following basic guidelines shall govern all activities and ceremonies associated with graduation: The official academic, liturgical and social graduation ceremonies are:

- Commencement Exercises
- Graduation Liturgy
- Staff/Student/Brunch/Lunch
- Dinner Dance

All aspects of these official graduation activities shall be under the direct authority of the Principal and supervised by staff. All other events

pertaining to graduation are the responsibility of the graduating students and their families.

Graduating students who are not in good standing will not be permitted to participate in the Commencement Exercises. Failure to attend the Graduation Liturgy renders a student ineligible to attend Commencement Exercises. In addition, a student must successfully complete Religion 12 before he is able to graduate from Vancouver College. All bills must be paid, textbooks, library books, and equipment returned, and any discipline matters resolved.

## **VANCOUVER COLLEGE ATHLETIC POLICY**

### **Preamble**

When Vancouver College was founded by Brother Lannon in 1922, it was advertised that “due attention will be paid to physical development.” From that beginning, Vancouver College has developed an athletic tradition so firm that it is most frequently referred to as “a heritage.”

Our mission as teachers and coaches at Vancouver College is to assist parents in the development “of the whole child.” We believe the Athletic Program is a significant part of the school and vital in meeting the objective stated above. The Athletic Program must reflect the Essential Elements and the gospel values that are crucial and integral to the operation of Vancouver College. We seek to glorify God by using our talents to the fullest.

### **Policy Objective**

The purpose of this policy is to guide staff, students, and parents in their participation in the Vancouver College Athletic Program and to assist in the development and well being of all participants. This policy cannot cover all the circumstances that may arise in the operation of an Athletic Program and is not intended to be a substitute for the application of Christian principles and common sense in the operation of the program.

Clearly, participation in the Athletic Program is a privilege for students, parents, and coaches and not a right. Thus along with that privilege, participants – students, coaches, and parents – must accept several responsibilities that are articulated in this policy.

Ultimately, all expectations outlined hereafter are intended to provide for all an environment in which the growth and wellness of all participants are safeguarded.

### **Philosophy**

The philosophy of the Athletic Program at Vancouver College is rooted in two of the Essential Elements of an Edmund Rice Christian Brother Education at Vancouver College:

- Celebrate the Value and Dignity of Each Person and Nurture the Development of the Whole Person
- Pursue Excellence in All Its Endeavours

The Athletic Program at Vancouver College seeks to provide a wide range of athletic activities for boys between Grade 8 and 12 so that the highest possible numbers of students have an opportunity to compete and experience a quality athletic experience.

Vancouver College strives for excellence in its Athletic Programs, providing opportunities for individual and for teams to achieve at a level consistent with their God-given gifts.

An underlying philosophy of the athletic program is a desire that programs be developed and maintained in order to provide opportunities for all youth to develop ideals of sportsmanship, ethical conduct, and fair play. To achieve this goal, it is the expectation that these values be modeled by coaches and parents.

The ultimate objectives of the Athletic Program at Vancouver College are:

- To develop the character of the athlete by teaching sportsmanship, cooperation, responsibility, and respect for authority.
- To encourage and promote skill development, fitness, wellness, and healthy lifestyles.
- To help students develop life skills such as courage, commitment, honesty, humility, discipline, teamwork, and fair play.
- To help students develop a strong work ethic and sense of commitment.
- To help students experience the full joy of preparation and participation in athletic competition.
- To help students pursue post-secondary athletic opportunities.
- To help the student body develop a vibrant school spirit.
- To develop and enhance the sense of community and kinship at Vancouver College.

**Policies and Procedures**

*A. Program Offerings*

Prior to the commencement of each school year, the Principal in consultation with the Athletic Director, staff, and community will determine which sports will be offered at the school.

Currently the following athletic opportunities are available at Vancouver College:

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Badminton *	Basketball *	Golf *
Cross Country *	Field Lacrosse *	Rowing *
Football *	Wrestling *	Rugby *
Soccer *	Downhill Skiing &	Tennis *
Swimming *	Snowboarding *	Track & Field *
Volleyball *		Ultimate Frisbee

*\* denotes sports that are recognized by BC School Sports.*

Staff, students, or parents who wish to add a sport to the Program should submit a proposal in writing to the Principal. The Principal, in consultation with the Athletic Director and staff, will make the final decision on the addition or deletion of athletic teams.

*B. Team Selection*

1. All students participating in the program must adhere to the eligibility requirements as outlined by BC High School Sports under Section V of the “Competitive Rules and Regulations” available online at [www.bcschoolsports.ca](http://www.bcschoolsports.ca).
2. A team will be selected through a fair and impartial evaluation conducted by coaching staff. Tryout times and team selection

criteria will be clearly stated and announced. In most instances, final selections for a team are not to be made before the third practice at all levels of play. Students who feel they have not been given a reasonable opportunity to make the team are to approach the Head Coach to request additional opportunity to demonstrate their strengths.

3. The number of students selected to any one team is dependent upon the availability of resources and the number of team members needed as determined by the Head Coach and the Athletic Director.
4. Students are encouraged to play at appropriate Grade Level teams where they exist; for example.
  - Grade 8s - Grade 8 Football, Grade 8 Basketball, Junior Hockey;
  - Grade 9s - Grade 9 Basketball, Grade 9 Football, Junior Hockey, etc.
  - Grade 10s - JV Football, JV Basketball, Junior Hockey, etc
  - Grade 11s and 12s - Varsity Football, Varsity Basketball, Senior Hockey, etc.

Decisions regarding students playing above Grade Level should be made by the Head Coach of the sport after consultation with the coaching staff of the sport involved, the athlete, his parents, Athletic Director, and Principal.

5. Prior membership on a team or participation in any other facet of the school program will have no bearing on the final selection process.

#### *C. Participation*

1. Students must be considered to be "in good standing" with respect to his performance in school to earn the right to participate on a school team. The Administration, in consultation with staff and coaches, shall determine whether a student is "in good standing." With respect to his performance as a member of a team, the coach shall determine whether the student is "in good standing" and has earned a right to represent the school.
2. Students who are suspended from school are not permitted to participate in any school related activity for the duration of the suspension.
3. Students absent from school are not permitted to participate in any activity, practice session, or competition on that day. If there are special circumstances surrounding the absence(s), a request to participate may be made to the Administration.
4. Students are expected to attend all practice sessions unless absent due to illness or other reasons excused by the Coach. If a student will be absent from a practice prior notification from a parent is required. Practices are essential for proper conditioning, improvement of technique, and development of the whole team.

#### *D. Playing Time*

1. At all levels it is the coach's responsibility to determine who will play and how much they play in game competition. Students and parents should fully understand that by joining a team, they are

accepting the pleasures and benefits of participating as well as the responsibility and commitment to fill a meaningful role on the team.

2. Grade 8, Grade 9, and Junior Varsity are more developmental in nature. An athlete who attends practice regularly, works consistently, and displays a positive attitude, can expect to play an appropriate amount of time over the course of the season, dependent upon a variety of circumstances including skill level, commitment, attitude, and the best interest of the team. The amount of playing time is to be determined by the coach as the season progresses and it would be expected that in year-end tournaments or championship games, coaches may choose to substitute more sparingly.

Coaches of team sports will communicate with parents to discuss their practices regarding playing time. It is expected that each coach would develop a meaningful role for each team member that provides an opportunity for each student athlete to learn and grow.

3. Varsity athletic activities have a higher focus on competition. It is expected that each student athlete will play in game situations as much as is practical depending upon ability, game situation, relative importance of the competition, grade level, and other factors determined by the coaches. It is expected that each coach would develop a meaningful role for each team member that provides an opportunity for each student athlete to learn and grow.

#### *E. Multi-Sport Athlete/Out-of-Season Training*

Consistent with the Essential Elements and the “development of the whole person”, student-athletes should be encouraged to participate in a variety of school athletic activities, wherever possible. Normally it is not possible to participate in more than one activity in each sport season (i.e. Fall, Winter, Spring).

To ensure excellence, some sports, particularly at the school Varsity level, have vigorous out-of-season training schedules. In the case of multi-sport athletes, in-season sports have priority over athletes who are also involved in out-of-season training in another sport. Coaches should communicate with each other and with parents and athletes to ensure that conflicts are kept to a minimum. In season coaches shall receive priority consideration for utilization of facilities.

Out-of-season coaches need to be mindful of balance (God, family, and academics) for student-athletes as well as their full commitment to in-season sports while scheduling out-of-season training.

#### *F. Program Appraisal*

All Athletic Programs will be appraised regularly by the Administration and the Athletic Director to provide direct, systematic feedback to coaches, affirming the good work and providing opportunities to improve programs.

As part of the appraisal, information will be gathered from student-athletes and parents.

### *G. Recruiting*

BC High School Sports defines recruiting as follows:

**“B1.14.1 Definition:** Recruiting is defined as a representative of a school, either directly or through another party, encouraging a student to attend a school other than that in whose catchment area he or she resides, for the purpose of being involved in extra-curricular sport. The school representative could be a teacher, administrator, school district employee, school employee, student, parent, alumnus or any person representing themselves as a school contact.”

Any coach or representatives as defined above should not approach any parent or student regarding athletic opportunities for student-athletes at Vancouver College except if the student is currently in Grade 7 at a neighbourhood Catholic Elementary School. If an athlete or parent approaches a coach regarding athletic opportunities at Vancouver College, the parent or athlete should be directed immediately to an Administrator, Registrar, or Student Service regarding application and admission procedures.

### *H. Code of Conduct*

#### Athletes

1. To conduct themselves within Catholic Christian values.
2. To be punctual and prepared for all practices and games.
3. To achieve to their potential academic standards and to be responsible for class work missed for game or tournament participation.
4. To represent Vancouver College at all times in a dignified and positive fashion.
5. To be dedicated to their team and team mates. Athletes choosing to play an additional sport outside of the school during the same season are expected to honour the school's practice and game schedule. Students who are not able to make a solid commitment to attend school practices and games regularly should not try out for a team. Students need to communicate particular situations to the coach as the situations arise.
6. To initiate dialogue with the coach if concerns regarding one's role on the team arise. This dialogue should be initiated during the school day, away from the practice venue.
7. To take pride in striving to improve skills and knowledge every day.
8. To place primary commitments to God, family, and academics.
9. To treat officials and opponents with honour and respect.
10. Although membership on a team is voluntary, the athlete should make every effort to fulfill his commitment to the team and finish the season.

#### Coaches

1. To model Christ-like leadership.
2. To convey personal expectations, within the scope of this policy, to parents and student-athletes regarding schedule of practices, try-outs and playing time.
3. To establish effective communication between coach and parents.

4. To take appropriate action on concerns brought forth by student-athletes or parents by reporting to the Athletic Director and the Principal.
5. To ensure all student-athletes are nurtured into a role where they have the opportunity to learn and grow.
6. To understand and to effectively teach the fundamental skills and fitness requirements of the sport.
7. To use positive coaching techniques and respectful language when giving feedback to an athlete.
8. To display confidence in the honesty and integrity of opponents and officials.
9. To instill a desire in all student-athletes to compete honestly and exercise fair play.
10. Respect and encourage an athlete's commitment to God, family, and academics.

#### Parents

1. To exhibit Christ-like behaviour by positively supporting and encouraging teams.
2. To respect decisions made by officials and coaches.
3. To refrain from attempting to coach student-athletes from the stands.
4. To utilize the following protocol to address concerns or issues with a coach:
  - i. Encourage your son to approach the coach
  - ii. If the issue remains unresolved approach the coach yourself during the school day, away from the practice or game sites.
  - iii. If still unresolved, the issue should be referred to the Athletic Director
  - iv. If still unresolved, the issue should be referred to the Principal, who will make the final decision on any parental concern.
5. To assist students in achieving and maintaining a healthy lifestyle by promoting a balance among academic, athletic, spiritual, and personal goals.

#### *I. Vancouver College Lettermen's Membership Criteria*

##### **Preamble**

The Lettermen Association is a membership-based society comprising student athletes in Grades 10 - 12, who:

- have participated and excelled in recognized, inter-school sports;
- contributed significantly to the athletic program at Vancouver College; and,
- are willing to be of service to the Vancouver College community and others.

Membership to the Lettermen's Association is a very powerful symbol of commitment and excellence in Vancouver College's athletic program. It is preserved as such for those student-athletes who give of themselves, and who, in so doing, gain a degree of excellence that deserves recognition.

*\*\* Please note that further information pertaining to the Letterman Association, including the Types of Letters, Selection Criteria, etc., will be published in September after review and upon Administration Approval.*

## 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**

- Only appropriate e-mail should be sent.
- 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.
- Forward any "inappropriate" mail to the system operator (Mr. Lloyd Scrubb), [lscrubb@vc.bc.ca](mailto:lscrubb@vc.bc.ca).
- Use proper "netiquette" when sending messages.
- 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.
- Do not forward chain letters sent by e-mail or participate in pyramid schemes.
- Do not "mail bomb" or abuse the network in any other way.
- 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).

<b>PERSONAL INFORMATION PROTECTION</b>
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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](http://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.

## 2010-2011 Year at a Glance

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

### Full Staff Meetings

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

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

**Early Dismissal**

Early Dismissal will take place for the Middle and Senior Schools to allow for collaborative planning and to focus on school goals. On these days, Middle School will be dismissed at 1:45 pm and Senior School will be dismissed at 1:00 pm.

Wednesday October 13 <sup>th</sup> 2010	Wednesday November 17 <sup>th</sup> 2010
Wednesday December 8 <sup>th</sup> 2010	Wednesday February 9 <sup>th</sup> 2011
Wednesday March 30 <sup>th</sup> 2011	Wednesday April 13 <sup>th</sup> 2011
Wednesday May 18 <sup>th</sup> 2011	Wednesday June 8 <sup>th</sup> 2011

**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	

Notes: \_\_\_\_\_  
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