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Website: <http://vci.ucdsb.on.ca>

Facebook: @VankleekHillCI

2023-2024

Vankleek Hill Collegiate Institute PARENT AND STUDENT HANDBOOK

Our Mission: We prepare every student for a successful life in society by creating the culture and educational programs that allow our students to experience ongoing opportunity, success, and growth.

Our Vision: To engage every child to reach his or her potential.

VCI Values: We value respect for all, success for all students, a safe learning environment, positive relationships, diversity and multiculturalism.

Principal: Ewen McIntosh
Vice-Principal: Kim Swerdfeger

PARENT AND STUDENT HANDBOOK

Communication between parents, students, teachers and the community is very important. This handbook, for both parents and students, is provided as a source of general information about Vankleek Hill Collegiate Institute. Another communication tool is the internet; the school's website can be found at <http://vci.ucdsb.on.ca>. The school's Facebook page can be found at <https://www.facebook.com/@VankleekHill.CI>. General school information, current events, the annual Course Calendar and extra-curricular activity information can be found on the website, while school event highlights will be shared from time-to-time on the Facebook Page. News and updates will be communicated using UCDSB email channels to the VCI Guardians email list and the VCI student email list. If you are not on the email list, please call us at the school for assistance, or go to https://www.ucdsb.on.ca/for_families/my_family_room to sign up for school communications.

This document has been created with you in mind. Its purpose is twofold. One, to outline some of the regular processes and procedures for the day to day operation of VCI and two, to provide some insight into what we do and why we do it. At Vankleek Hill Collegiate Institute, we strive to promote a culture of learning: a culture that challenges our students, staff and community to be lifelong learners, to be curious, to explore, to think critically, and to apply of our learning to the world ahead.

VCI STUDENT PRINCIPLES

As proud students of Vankleek Hill Collegiate Institute, we believe in the following:

- **Always keep respect in mind – respectful language, respect peers, respect self, respect property, respect parents/guardians, staff and administration, and respect community!**
- **Keeping our focus on improvement**
- **Getting involved in school life**
- **Honouring positive conflict resolution**
- **Always being ambassadors for our school**

Be mindful...

- Bring a note or have your guardians call the school when you are absent.
- Use computers in an acceptable way as per the computer and internet user agreement.
- Do not leave valuables in the change rooms. Keep expensive items at home. Don't share your locker number.
- **Book bags must be left in assigned lockers and not brought to class.**
- Follow our emergency response plan (ERP). Absolute cooperation is expected for all drills, training and actual emergency situations.
- Lockers are not to be shared or switched. They are registered at the office, and only school locks can be used. Locks are supplied by the school. Replacements are available at the general office at a cost of \$5.00.
- We have a safe and effective bullying reporting system that includes the blue sheets found at the main office. Please remember the time, place, and any witnesses.
- **Horseplay is not permitted – hands off.**
- Skateboard, longboard, hoverboard, wheelie, in-line skates, and heelie use is not permitted on school property.
- Some students and staff have allergies including allergies to scents. Spraying perfume, cologne and deodorant in an inappropriate manner is strictly forbidden.
- Access our breakfast program in an appropriate manner and during appropriate times.
- Be proud of our overall school environment. Recycle and keep it clean.

PARTICIPATION IN ACTIVITIES

Participation by students in extra-curricular activities is a privilege. This privilege can be removed from students who are having problems with their attendance, with their studies, with their behavior, or with their academic progress. Students who miss all or part of the day prior to an extra-curricular event or classes on the day of the event may not be permitted to participate in the event held later on that day. Vankleek Hill Collegiate Institute has a solid Code of Conduct for Students which governs participation in extra-curricular activities. This policy will be distributed to all students and parents the beginning of the school year.

AWARDS

At VCI students are recognized in all aspects of school life. We believe in rewarding students for their positive work ethic and strong moral character. Various awards that are given out annually include:

Principal's Award
Recognition Awards
Attendance Recognition

Athletic Award
Awards of Distinction
Excellence in Learning Skills and
Work Habits

Honour Roll Awards
Character Always Awards
Weekly Check-in Acts of
Character Acknowledgements



VANKLEEK HILL COLLEGIATE INSTITUTE

BELL SCHEDULE

<u>PERIOD</u>	<u>DAY ONE</u>	<u>DAY TWO</u>	<u>DAY THREE</u>	<u>DAY FOUR</u>	<u>DAY FIVE</u>
<i>Warning Bell 7:55</i>					
BLOCK A	1	2	3	4	* 5.1 5.2 5.3 5.4
8:00 - 9:00 (60 min.)					
<i>BREAK 9:00 - 9:05 (5 min.)</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
BLOCK B	1	2	3	4	* 5.1 5.2 5.3 5.4
9:05 - 10:05 (60 min.)					
<i>BREAK 10:05-10:15 (10 min.)</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
BLOCK C	2	1	4	3	* 5.1 5.2 5.3 5.4
10:15- 11:15 (60 min.)					
LUNCH	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
<i>11:15-12:05 (50 min.)</i>					
BLOCK D	3	4	1	2	*5.1 5.2 5.3 5.4
12:05 - 1:05 (60 min.)					
<i>BREAK 1:05 - 1:10 (5 min.)</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
BLOCK E	4	3	2	1	* 5.1 5.2 5.3 5.4
1:10 - 2:10 (60 min.)					
<i>Dismissal 2:10</i>					
<i>Buses Depart 2:18 to 2:20</i>					
	* 5.1 = Day One Rotation				
	* 5.2 = DayTwo Rotation				
	*5.3 = Day Three Rotation				
	* 5.4 = Day Four Rotation				

SCHOOL YEAR CALENDAR 2023-2024

SEPTEMBER 2023				
M	T	W	T	F
				1 PA
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9 H	10	11	12	13
16	17	18	19	20
23	24	25	26	27 PA
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24 PA
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 H	26 H	27 H	28 H	29 H

| | | | | |

JANUARY 2024				
M	T	W	T	F
1 H	2 H	3 H	4 H	5 H
8	9	10	11	12
15	16	17	18	19
22	23	24	25 E	26 E
29 E	30 E	31 E		

FEBRUARY 2024				
M	T	W	T	F
			1 PA	2
5	6	7	8	9
12	13	14	15	16
19 H	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11 H	12 H	13 H	14 H	15 H
18	19	20	21	22
25	26	27	28	29 H

APRIL 2024				
M	T	W	T	F
1 H	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26 PA
29	30			

| | | | | |

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 H	21	22	23	24
27	28	29	30	31 PA

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20 E	21 E
24 E	25 E	26 E	27 PA	28

JULY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Instructional Days:

First Day of School: September 1, 2023
First Day of School for Students: September 5, 2023
Last Day of School: June 27, 2024
Last Day of School for Students: June 26, 2024

Secondary:

Sem. 1: September 1, 2023 – January 31, 2024
Sem. 2: February 1, 2024 – June 27, 2024

Examination Days: Sem. 1: January 25, 2024 – January 31, 2024
Sem. 2: June 20, 2024 – June 26, 2024
Designated on calendar as 'E'

Winter Holiday Break:

December 25, 2023 – January 5, 2024

March Break:

March 11, 2024 – March 15, 2024

Statutory Holidays:

September 4, 2023 - Labour Day
October 9, 2023 - Thanksgiving
February 19, 2024 - Family Day
March 29, 2024 - Good Friday
April 1, 2024 - Easter Monday
May 20, 2024 - Victoria Day
Designated on calendar as 'H'

Professional Activity (PA) Days:

September 1, 2023
October 27, 2023
November 24, 2023
February 1, 2024
April 26, 2024
May 31, 2024
June 27, 2024

ONTARIO STUDENT CODE OF CONDUCT

As a school we believe that every student has the right to learn and every teacher has the right to teach. To support this philosophy, all members of the Vankleek Hill Collegiate Institute family are expected to:

- Be courteous, respectful and considerate towards others
- Resolve conflict in a mature and responsible manner
- Use language and conduct which demonstrates respect for others

Effective discipline is not about punishment or even consequences. It is about learning to make good decisions. Our aim is for each student to acquire self-discipline, and to learn to be responsible for her or his behaviour. To this end, the teachers, support staff, and administration will work with students to develop the skills and values necessary to be positive contributors to our community and to make responsible decisions.



UCDSB - CODE OF CONDUCT Reviewed and Revised –30 October 2019 Subject to the Approval of the UCDSB Board of Trustees

A complete copy of this Code can be picked up at the Ministry website at www.edu.gov.on.ca.

The Upper Canada District School Board Code of Conduct is based on the foundation of the Character Always initiative, and has been developed to promote and support respect, civility, responsible citizenship and to provide the framework for policies related to student discipline, bullying prevention, student and staff safety, respectful working and learning environments, and workplace harassment.

STANDARDS OF BEHAVIOUR

A. Respect, Civility, and Responsible Citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and their opinions
- Treat one another with dignity and respect at all times, and especially when there is disagreement
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority

- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cellphones and other personal mobile devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes or to support special education needs.

B. Safety

All Members of the school Community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons, cannabis, restricted or illegal drugs
- Give alcohol, restricted drugs, or cannabis to a minor
- Commit robbery
- Be in possession of any restricted drugs, alcohol, non-medicinal cannabis, weapon, including firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- Be in possession of, or be under the influence of alcohol, non-medicinal cannabis, restricted or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of a school

ROLES AND RESPONSIBILITIES

A. The Upper Canada District School Board will

- Develop policies to set out how schools will implement and enforce the provincial Code of Conduct and all other rules developed which are related to the provincial standards that promote and support respect, civility, responsible citizenship and safety;
- Review those policies regularly with students, staff, parents, volunteers, and the community;
- Seek input from school councils, Parent Involvement Committee, Special Education Advisory Committee, parents, students, staff members, and the school community;
- Establish a process that clearly communicates the provincial and school board Codes of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- Provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

B. Principals and Vice Principals

Principals and Vice Principals provide leadership in the daily operation of a school by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in the school and community;
- Communicating regularly and meaningfully with all members of their school community.

C. Teachers and Other School Staff Members

Under the leadership of Principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;
- Empower students to be positive leaders in their classrooms, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- Prepare students for the full responsibilities of citizenship.

D. Students

Students are treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

E. Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil their role when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;

- Show that they are familiar with the provincial Code of Conduct, the board's Code of Conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child.

F. Community Partners and the Police

The Upper Canada DSB is committed to enhancing and developing partnerships with community agencies and members of the community by establishing protocols which will establish clear linkages and formalize the relationship between the board and its partners. These partnerships will respect all applicable collective agreements.

The police play an essential role in making our schools and communities safe. The police investigate incidents in accordance with the protocol developed with the Upper Canada DSB. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

The Upper Canada District School Board Code of Conduct and its Policy 124, Code of Conduct, will be reviewed annually by the Director of Education

UCDSB STUDENT CODE OF CONDUCT - continued

BULLYING

Bullying or cyber-bullying will not be tolerated. The intention of the school is to provide a positive and safe learning environment that will improve students' academic, social, physical and emotional growth.

The Definition of Bullying:

- "bullying" means aggressive and typically repeated behaviour by a pupil where,
 - (a) the behaviour (physical, verbal, electronic, written or other means) is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - (ii) creating a negative environment at a school for another individual, and
 - (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education;
- Cyber-bullying - bullying by electronic means – includes but is not limited to:
 - (a) creating a web page or a blog in which the creator assumes the identity of another person;
 - (b) impersonating another person as the author of content or messages posted on the internet;
 - (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal, and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping, and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational, aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, social networking, or other technology). **NOTE:** Under the police board protocol, the police will be notified if students are found to be sharing intimate images with each other.

Reporting Bullying

- Students must report any type of bullying behaviour to a trusting adult (verbally or in writing) whether it occurs inside or outside of the school. The trusting adult must then ensure that the Principal is contacted and informed of the bullying.
- All staff must report any incident of bullying in writing to the Principal.
- Safe School strategies will be monitored and reviewed each term to ensure all strategies are effective.
- The School will conduct a School Climate survey every two years and report findings to the Safe Schools Team.

Bullying Consequences

There are many possible interventions and consequences for bullying. A number of these can be found under the Progressive Discipline section and the Suspension and Expulsion section of this handbook.

Bullying Prevention and Awareness Strategies

Schools have their own methods to help prevent bullying and to make students more aware. Some of these could include: Guest speakers for students, staff, and community members, individual or group counselling, Character Education Assemblies, Safety Plans for Students, Anti-Bullying Programs, Good Citizen modeling, Celebration and Recognition Assemblies, and Classroom discussions. Contact the school to find out more information about this topic.

VANKLEEK HILL COLLEGIATE INSTITUTE (UCSDB)



Vankleek Hill Collegiate Institute students are expected to adhere to the UCDSB Safe Schools Policy. This policy will be enforced as well as the Anti-Racism and Sexual Discrimination Policy. All students regardless of race, colour, creed, sexuality, gender, gender identification, physicality and abilities are treated with dignity and respect.

CODE OF CONDUCT

At VCI, each student has a right to an education. The school Code of Conduct has been created by students, parents, staff and the community for all individuals of Vankleek Hill Collegiate Institute. Its goal is to create an atmosphere of mutual respect and trust among students, staff and parents, and a safe and positive environment that will lead to the best possible learning environment for every student. Through cooperation, respect, and trust, we can work to make VCI a great place to learn and a great place to be. To ensure that right and to promote a positive learning environment, the school has developed the following Code of Conduct.

The Code of Conduct clearly defines and emphasizes for students, parents/guardians and teachers the following:

- a sense of self-worth and self-discipline in students
- a partnership between the school and the home
- indicators of appropriate student behaviour
- a series of realistic and effective consequences or sanctions for inappropriate behaviour
- a caring and nurturing environment

STUDENT RESPONSIBILITIES

- to seek education according to their particular needs, abilities and ambitions
- to respect each other's right to learn
- to make Vankleek Hill Collegiate Institute a positive place to learn
- to recognize and respect the rights of others (teachers, peers, and members of the community)
- to understand that individuals are responsible for their own actions, and that consequences may result
- to respect all students regardless of differences
- to remember that their conduct and speech reflect the reputation of the school
- to remember that respect and courtesy are hallmarks of a VCI student
- to remember that our school is a 'hands off' school

FAILURE TO MAINTAIN THE CODE OF CONDUCT

When a student fails to maintain the Code of Conduct and inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. This action may take several forms, determined by the nature and seriousness of the situation. The school applies early and ongoing intervention strategies to help prevent inappropriate behaviours and provide students with appropriate supports. The range of interventions, supports and consequences are developmentally appropriate and provide opportunities for the student to focus on improving their behaviour.

PROGRESSIVE DISCIPLINE AND PROMOTING POSITIVE STUDENT BEHAVIOUR POLICY

The goal of this policy is to support a safe learning and teaching environment in which every student can reach his or her full academic and character potential. Vankleek Hill Collegiate Institute will consistently take appropriate action to address behaviours that are contrary to the school code of conduct (in compliance with the Board and Provincial Codes of Conduct).

PROGRESSIVE DISCIPLINE

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and builds upon strategies that promote positive behaviours. The range of interventions, supports, and consequences used by the school are clear and developmentally appropriate. When inappropriate behaviour occurs, our disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive, and will include learning opportunities to help students make good choices in the future. School staff and administration will consider the particular pupil and circumstances, including any mitigating factors, the nature and severity of the behaviour, and the impact on the school climate.

For pupils with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or his/her demonstrated abilities. The Board, and school administrators, will consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07. The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian.

PROMOTING AND SUPPORTING POSITIVE STUDENT BEHAVIOUR

VCI acknowledges the need to provide a safe and caring school environment, maximizing the learning potential and ensuring a positive school climate for all members of the school community through the implementation of the following proactive, positive practices:

- Program modifications, accommodations
- Differentiated Instruction & Differentiated Assessment
- Student Success Programs and Strategies
- Specialized Class placement and individual timetabling
- Positive encouragement and reinforcement
- Encouraging students to engage in extra-curricular and school community activities
- Character Education
- Individual, peer and group counselling
- Conflict resolution
- Bullying and violence prevention programs
- School, Board and community support programs
- Use of Special Services Counsellor
- Meetings with Board Behaviourist

The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian. Interventions may include but are not limited to:

Teacher-student meeting
Contact with parents
Verbal reminders
Written reflective assignments
Problem-solving activity
Time-out

Community service
Conflict mediation
Peer mentoring
Referral to counselling
Meeting with parent
Meeting with parent/student/administration

Quiet area to work
Removal from class
Update call to parent
Office referral/detentions
Home consequences

Referral to community agency
Withdrawal of classroom privileges
Restitution for damages
Restorative practices
Other interventions deemed appropriate

THE NEXT STEPS INVOLVE THE ADMINISTRATION/STUDENT/TEACHER/PARENT:

Update call to parent	Meeting with parent	Suspension/Expulsion
Withdrawal from class	Meeting with student and teacher	Conflict Mediation
Referral to support staff	Referral to community agency	Alternative to suspension
Community Service	Withdrawal of school privileges	Restitution for damages
Restorative practices	Reflection activities	

SUSPENSION/EXPULSION:

When a principal determines that a pupil has committed one or more infractions on school property, during school-related activities or events, and/or in circumstances off of school property, where the infraction has an impact on the school culture and climate, a principal will consider whether that pupil should be suspended or be recommended to the Board Expulsion Committee.

Activities for which suspension must be considered under section 3016 (1) of the Education Act:

- ☐ Uttering a threat to inflict serious bodily harm on another person
- ☐ Possessing alcohol, illegal and/or restricted drugs
- ☐ Being under the influence of alcohol
- ☐ Swearing at a teacher or at another person in a position of authority
- ☐ Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- ☐ Bullying
- ☐ Any act considered by the principal to be injurious to the moral tone of the school
- ☐ Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community
- ☐ Any act considered by the principal to be contrary to the Board or School Code of Conduct
- ☐ Opposition to Authority
- ☐ Habitual Neglect of Duty
- ☐ Fighting/Violence
- ☐ Use of Profanity/Swearing

Activities for which expulsion must be considered under section 310(1) of the *Education Act*:

- ☐ Possessing a weapon, including possessing a firearm or knife
- ☐ Using a weapon to cause or to threaten bodily harm to another person
- ☐ Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- ☐ Committing sexual assault
- ☐ Trafficking in weapons, illegal or restricted drugs
- ☐ Committing robbery
- ☐ Giving alcohol to a minor
- ☐ Bullying if: i) The pupil has previously been suspended for engaging in bullying, and ii) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person
- ☐ Any activity for which a suspension may be imposed that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor
- ☐ An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others
- ☐ A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others
- ☐ Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board
- ☐ Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the board or to goods that are/were on Board property
- ☐ The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper
- ☐ Any act considered by the principal to be a serious violation of the requirements for pupil behaviour and/or a serious breach of the Board or school Code of Conduct
- ☐ Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of pupil behaviour and/or a serious breach of the Board or school Code of Conduct

Note: If a pupil is suspended he/she is suspended from his or her school and from engaging in all school-related activities. The student cannot be on any school property within the UCDSB without the permission from the school principal.



September 2023

Dear Parents/Guardians:

The Upper Canada District School Board is committed to providing safe learning environments for all students, staff, school visitors and community members.

When students behave inappropriately, principals use progressive discipline to help them take responsibility for their actions, change their behaviour, and learn from their mistakes.

When student behaviour poses a potential threat to safety or causes serious harm, the Community Violence Threat Risk Assessment Protocol (VTRA) helps principals take further steps to protect the well-being of our students. The protocol helps schools respond quickly to threatening incidents such as: possession of a weapon or replica weapon, bomb threat or plan, verbal, written or electronic (Internet, text) threats to kill or injure oneself or others, or other threats of violence, fire setting, etc.

The Community VTRA outlines how a school responds immediately to threatening behaviour. Principals may first bring together a School Threat Assessment Team, which includes the principal/vice-principal, the designated regional lead, and police.

If the situation is serious, the principal may also consult with the Superintendent responsible for the school and call in the Community Threat Assessment Team. This community team also includes representatives of community agencies who work with us to keep our schools safe, such as local police and children's mental health organizations. Parents and guardians will be notified if their child will be discussed through the Community Threat Assessment Protocol. If a parent/guardian cannot be reached, or if they choose not to provide consent, but a concern for safety still exists due to threatening behaviour, the threat assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

As always, student safety is our first priority. If you have any questions regarding the Upper Canada District School Board Community Violence Threat Risk Assessment Protocol, please contact the Superintendent of Safe Schools at 613-342-0371 or toll free at 1-800-267-7131.



Creating Futures, Leading and Learning for All

225 CENTRAL AVENUE WEST, BROCKVILLE, ONTARIO K6V 5X1 TEL: 613-342-0371 FAX: 1-855-508-1590
www.ucdsb.on.ca

VANKLEEK HILL COLLEGIATE INSTITUTE – SCHOOL DRESS CODE

“Students are expected to dress in clothes that are comfortable and in a manner that supports a safe, accepting and inclusive learning environment. Students have the right to wear clothing needed to observe their religious beliefs. Concerns about student dress will be discreetly reported to the School Administration.”

- **Students have the right to wear clothing related to their religious beliefs.**
- **Students have the responsibility to respect the rights of others and support a safe and inclusive learning environment.**
- **Students will not wear anything that promotes or symbolizes drugs, alcohol, illegal activity, hate or discrimination, profanity, pornography; that incites violence or harassment; or threatens health and safety.**
- **Students will not wear anything that depicts or displays hate speech targeting groups based on race, ethnicity, gender, disability, sexual orientation, gender identity, religious affiliation or any other protected groups.**

Thank you for respecting our dress code.



SCHOOL POLICIES: WHAT YOU NEED TO KNOW!



PHOTOGRAPHS AND RECORDING AUDIO/VIDEO

On VCI property, no one is allowed to record audio/video or take pictures of students, staff, or school visitors at any time or anywhere unless they have the permission of the Principal/Vice-Principal and all of the people in the photograph, video or sound recording. Taking a picture or recording someone without their permission could be an invasion of privacy and might lead to suspension, expulsion, criminal charges, or a civil lawsuit.

SMOKING, VAPING, AND TOBACCO



In our effort to encourage and promote healthy lifestyles, our **Grades 9, 10 and 11 students will not be allowed to be in possession of tobacco, tobacco products and/or related paraphernalia, or electronic cigarettes/vapes at school at any time.** If a student is found with these items in their possession they will be confiscated and disposed of by the school staff. Progressive Discipline and Tobacco Enforcement will be applied. We discourage smoking/vaping by any VCI student as it is unhealthy for youth; however, **any student of legal age to consume must do so at least 60 feet from the boundary of school property, outside of instructional time.** If students are caught smoking/vaping on school property (including in vehicles in the parking lot) the Tobacco Enforcement officer will be contacted and consequences will be enforced.

NUT ALLERGIES

As many of you are aware, some students and staff at our schools have been diagnosed with severe allergies to peanuts, peanut butter and nut products. In some cases even trace amounts of peanut butter and/or nut products could jeopardize the life of a child/person with this allergy. It would be appreciated if you could avoid sending peanut butter or products containing nuts of any kind to school. Imitation Peanut Butter or any soy butter is not permitted in the school as it is hard to differentiate these products from peanut butter or nut spreads. Your cooperation in this regard could save a life! Your efforts are appreciated.

LEARNING COMMONS

The Learning Commons area is a quiet and respectful environment for students to study or to complete school work. Senior students who have a study period who wish to use the Learning Commons may do so only for study or school work purposes. All other students who choose to remain in the school during their study period are to report to the cafetorium. They may not loiter in the halls, stairwells, or locker areas. Students who are not using the Learning Commons in an appropriate and respectful manner may be asked to leave by school staff. During the lunch hour secondary students may use the Learning Commons for school work, board games, computer access, or quiet socialization. Students who are disruptive to the Learning Commons environment may be asked to leave by school staff. Continued disrespect of the rules and expectations of the Learning Commons may result in the loss of the privilege of use for a period of time as determined appropriate by administration.

CHANGES IN PERSONAL INFORMATION

All address changes and phone numbers need to be verified by a parent/guardian unless the student is living on their own. If a student is living on their own, documentation supporting the change of address of phone number will need to be provided to the school.

WEAPONS, FIRECRACKERS, MATCHES, LIGHTERS AND LASER POINTERS

The possession and/or display of weapons and firecrackers on school property are strictly forbidden. Such possession could result in immediate suspension and Violent Threat Risk Assessment (VTRA). The public display or use of lighters or matches on school property is prohibited. In the interest of student and staff safety, water pistols, toy guns and laser pointers are not permitted on school property.

CARS AND PARKING

Students must park and lock their cars on the east side of the parking lot north of the school. This is the only area that students may use. All vehicles must be registered at the general office. Students are not permitted to loiter in the parking lot during school hours. Failure to cooperate may result in the loss of privileges. Students are not to park in the reserved parking areas. Vehicles parking in the parking lot drive lanes or fire lanes may be towed. Expenses incurred as a result of towing will be the responsibility of the owner. The school or UCDSB will not be responsible for damages incurred to any vehicle on school property. Vehicles are not to be parked on school property overnight.

BIKES ON SCHOOL PROPERTY

Students who live within biking distance of the school are welcome to bring their bike to school. As a safety precaution, students are reminded that wearing a certified bike helmet is a great piece of safety equipment to minimize the risk of head injury. Students are required to wear a bike helmet if they are riding their bike on school property or taking part in a school-related cycling activity. Students are strongly encouraged to lock their bicycles to the bike rack that is located at the front entrance. The school and UCDSB are not responsible for stolen or damaged personal property.

VISITORS

Vankleek Hill Collegiate Institute grounds and premises are for the use of registered students and staff. If a student wishes to bring a guest to the school, prior permission (at least one day) must be obtained from the Vice-Principal or Principal. A visitor's pass will be issued to visiting students. Visitors to the school, including parents, guardians, and former students are required to report to the main office to request a visitor's pass. Visitor passes are provided at the discretion of the Principal or Designate. All Visitors are required to adhere to the UCDSB and VCI Code of Conduct.

DAMAGE TO SCHOOL PROPERTY

Students should report all damage of school property to the main office as soon as possible. Students are responsible for damages to or loss of school property and should expect to pay for repair or replacement (property, books and facilities).

LOCKS/LOCKERS

All students will be assigned a locker and a lock. Students must use the locker and combination lock that they are assigned by the school. If a lock that has not been issued by the school is found on a locker it will be removed, no questions asked. The Principal or Vice-Principal has the right to search any student's locker. Lockers are available to all students attending VCI. Students are reminded that they are not to share their locker or their combination with any other student. The locker is to be kept clean at all times and should not be used to store valuables of any kind. VCI and the Upper Canada District School Board are not responsible for lost or stolen articles. If a lock is lost or damaged, a replacement cost of \$5.00 may be applied.

TAKING MEDICATION AT SCHOOL

Vankleek Hill Collegiate Institute and the Upper Canada District School Board will not administer prescribed medication for students without the authorization of a licensed physician and the medication must be received within a properly labelled pharmacy bottle. The administration of prescription and / or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s). Treatment regimes should, where possible, be adjusted to avoid administration of medication (prescription/non-prescription) during school hours.

VCI recognizes that there may be exceptional cases where a student must have medication administered during regular school hours. Students are not permitted to self-administer without the appropriate supervision and authorization on file. In order for students to take medication or have medication administered at school the following steps must be followed:

1. The Authorization for the Administration of Medication form must be completed and signed by a licensed physician and/or the parent(s)/guardian(s). This form will need to be completed for every new school year and/or for each medication which requires administration by the school. Should there be a dosage change for any medication a new form must be submitted.
2. All prescribed medication must be received within a pharmacy bottle and the label on the bottle must provide instruction on how to administer such medication. The pharmacist medication information sheet must also be provided with the Authorization for Administration of Medication Form. Non prescribed medication must be in its original packaging.

The Authorization for the Administration of Medication Form can be picked up from the main office.

NOTE: Students are not permitted to transport or keep medication with them for safety reasons. The exception is an epi-pen or asthma inhaler as part of their Plan of Care (see section PREVALENT MEDICAL CONDITIONS). For more information in regards to medication please contact the main office.

FIRE DRILLS and EMERGENCY RESPONSE PROCEDURES

When an alarm is sounded, the building is evacuated. Each classroom has a fire exit instruction sign posted near the door which directs students to the appropriate exit.

When the alarm sounds, students must file out in a calm and orderly manner while moving with their class, move away from the building once outside. Attendance will be taken outside once the class is a safe distance from the school. You must cooperate fully with school officials and fire fighters. A similar procedure is to be followed in all emergency evacuations.



VANKLEEK HILL COLLEGIATE INSTITUTE - EMERGENCY CODES

"Lockdown" – Used only for immediate threats to safety

Over the P.A. system you will hear **“Emergency, Initiate Lockdown, Initiate Lockdown, Initiate Lockdown” - All staff and students please move yourself to a secure location immediately**

During Class

All Staff and students should remain in their classrooms.

If staff and students are outside of their classroom they should go into the nearest classroom.

- Staff need to look quickly in the halls adjacent to their classrooms to ensure the halls are cleared.
- Classroom doors and windows are to be locked.
- Staff and students are to remain away from the windows and doors until further notice and take cover if available - If gunshots are heard, everyone should get on the floor.
- Stay away from doors and windows - Turn lights out and close blinds
- Beware of sight lines
- QUIET !!! (most common problem during drills)
- Make classroom look, feel and sound empty
- No contact with office **unless information about suspect/incident/bomb/fire**
- No cell phone usage within the classroom
- Remain in secure location until the “all clear” is received via the PA
- Teachers need to take attendance of everyone in the classroom

Before/ After School/ Lunch/ Breaks

- If students are in the building they should run for cover - into the nearest room, away from windows and doors and get on the floor.
- If staff and students are outside, they should run for cover behind the nearest solid structure – DO NOT re-enter the building

ALL staff and students should remain in their safe location until they are notified by the office.

"Hold and Secure" – the threat is outside and is not school related

Over the P.A. system you will hear **“Emergency, Initiate Hold and Secure Procedures, Initiate Hold and Secure Procedures, Initiate Hold and Secure Procedures” All students please return to your classroom/office immediately and All SET (School Emergency Response Team) members please report to the office”**

- Staff and students should remain with their class in whatever location their class is located (eg. classroom, gym, outside, computer lab, music room or library).
- If staff and students are outside of their classroom they should go into the nearest classroom/office.
- Staff need to look quickly in the halls adjacent to their classrooms to ensure the halls are cleared. If students are in the office, guidance or cafeteria they should remain there unless instructed otherwise.
- **All classrooms/areas should remain quiet and wait for a further announcement from the office.**

Before School - All students report to first period, SET and unassigned first period staff to the office

At Breaks/lunch - All students report to their next class, SET and unassigned staff to the office

After School - all students report to their last class, SET and unassigned staff to the office

"Shelter in Place" – weather or environmental situation

Over the P.A. system you will hear **“Emergency, Initiate Shelter in Place, Initiate Shelter in Place, Initiate Shelter in Place – All students go to your classrooms immediately and all SET Team members report to the office”**

During Class

- Students should remain with their class in whatever location their class is located (classroom, gym, outside, computer lab, music room or library).
- Unassigned staff report to the office
- If students are in the washroom or hallway they should return to their class immediately.
- If students are in the office, guidance or cafeteria they should remain there unless instructed otherwise.
- If students are outside they should re-enter the building with their teacher and go into a classroom. The teacher should then call the office to let them know where they are and take attendance.

Before School - All students report to first period, SET and unassigned first period staff to the office

At Breaks/Lunch - All students report to their next class, SET and unassigned staff to the office

After School - all students report to their last class, SET and unassigned staff to the office

ATTENDANCE

NOTIFICATION OF ABSENCES

Students are expected to attend school regularly and to attend all classes. An open line of communication is very important to keep students on the right track. To prevent the temptation of truancy or tardiness **we request our parents/guardians call in the morning by 7:45 a.m. on days your child will be absent from or late to school.** A message can be left on the answering machine at any time. A note/ email/ phone call from a parent/guardian, or a medical or legal appointment card is to be presented to the office if a student needs to leave the school during the day. If we are not notified, the student will be considered truant.

If no contact is made with the school, or if a student does not have a note, the attendance will indicate an unexcused absence (or late) and a detention may be issued. If a note or call from the parent/guardian is received within 24 hours of the unexplained absence or late any detentions issued for that absence/late will be cancelled. Truancy and tardiness will negatively impact the learning of a student as well as the student's test results or term work.

Students who are 18 years of age are also required to provide professional documentation for their absences, just as any adult in the work force is required to account for time away from their work. Acceptable documentation for absences is outlined in the above paragraph.

All elearning, ILC, and/or online courses take place in the Learning Commons. Students are to be in the Learning Commons during their scheduled online course period. **Online course periods are not spare periods.**

LEAVING PART WAY THROUGH THE DAY

If a student plans to be absent during part of the school day, the student must bring a note from a parent/guardian to the attendance secretary prior to the start of morning classes. An attendance slip will be issued indicating that the student is to be excused at the time indicated by the parent. This attendance slip will be presented to the teacher at the time the student is excused. Failure to get the attendance slip to be excused from class will result in the student being marked "absent with reason unknown" for the classes missed. If a student has to leave the school, or if a student is ill, the student must report to the main office. Students will require parental permission to be excused from school. If a student is ill, parents will be notified.

If dismissal plans for a student change during the day, please contact the school as soon as possible to advise of the change. This allows us to notify students and teaching staff without interruption to classroom instructional time. In the event that your child must be picked up unexpectedly, please contact the school to advise of this need, indicating the time of pick up and who will be picking up the student. At all times, anyone picking up a child at school is required to enter the school through the main entrance. Please report to the main office, identify yourself and advise the principal/office administrator that you are picking up the student.

LATE FOR CLASS

To support student learning, and to prevent the interruption of others' learning, it is important for students to arrive to class prepared and on time. **Students who arrive after the bell will be marked late by their classroom teacher.** Students who arrive late or who are absent on an ongoing basis will be called to the office of the Principal or Vice-Principal and a plan will be developed to aid the student in improving their attendance, which may include, among others strategies, detentions, in-school exclusions or other progressive discipline, up to and including suspension. Parents/guardians will be contacted regarding patterns of excessive lateness and absenteeism (i.e. such as continuous lates or absences for a specific class and/or time (eg. first period in the morning, after lunch, etc.).

TRUANCY

Any truancy (skipping) will lead to progressive discipline. Continual neglect may lead to exclusions/suspensions and/or involvement with the Board Special Services Counselor.

DETENTIONS

Detentions will be served during lunch in the main office. Students may sit quietly, or complete schoolwork during their detention. Students are not permitted to talk, to go on their phones, or listen to their music during detention time. Skipping assigned detentions may lead to in-school exclusions or suspensions, and could result in the involvement of the Board Special Services Counselor.

TEN BY TEN POLICY

In order to keep bell transitions on schedule and to support the philosophy of having everyone calm, alert and ready to learn together, students will not be permitted to leave class in the first and last ten minutes of the period. Exigent circumstances will always be dealt with on a case-by-case basis.

BREAK EXPECTATIONS

Breaks are provided to offer a chance to use the washroom and gather items from your locker in preparation for the next class. Failure to use breaks effectively can result in students losing independent break time: an example of a consequence would be staff- escorted transitions to class.

LUNCH PERIOD

All students in grades 9-12 are dismissed at lunch hour. While on-site supervision is provided, students are permitted to leave the property. The Gymnasium will also be open and supervised from 11:40am to 12:00pm (please eat prior to going to the gym). Eating may occur in the cafeteria or in the seating areas throughout the school halls. Students are expected to clean up after themselves after eating. All Code of Conduct and Progressive Discipline Policies apply to behavior on and off school property during lunch period.

PLAGIARISM

Plagiarism is regarded as a serious issue at any secondary school. Plagiarism: *the art of stealing . . . and passing off as one's own, the ideas, words, writings, etc. of another* (Webster's collegiate Dictionary). At VCI, plagiarism will be considered to have four different levels:

1. Copying work from another student (e.g. copying homework or shorter assignments);
2. Failing to clearly acknowledge sources used for an assignment;
3. Submission of another person's work or project as one's own.
4. Use of AI (such as ChatGPT)

These are the kinds of activities that lead to plagiarism:

1. Copying the work of another student with or without permission; or
2. Submitting, in part or in whole, work from another source (eg., from a book, the Internet, another student's essay, parents) without acknowledging that source; or
3. Purchasing or receiving as a gift, work from another person which is then submitted as the student's own work.
4. Using ChatGPT to author your work.

Depending on the severity of the incident, the consequences will reflect a continuum of behavioural and academic responses, based on at least the following four factors:

1. The grade level of the student,
2. The maturity of the student,
3. The number and frequency of incidents, and
4. The individual circumstances of the student.

Consequences could include: repeating the assignment, mark reduction, mark of zero, and/or suspension. (Growing success, pg. 42). With the consideration of the above four factors, any or all of these consequences will apply when a teacher detects plagiarism: A telephone call home; An interview with the teacher and the Principal or Vice-Principal; Completion of a "plagiarism remediation package" to be submitted with an alternative assignment to assess or evaluate the same curriculum expectations; A mark of zero (likely to be used for repeat offenses). The onus of proof will be on the student to verify that his or her assignment is the result of his or her efforts alone. The student should be prepared to orally defend his/her work to the teacher so that the teacher may use his/her professional judgement to determine the student's degree of ownership of the work.

ASSESSMENT and EVALUATION:

Assessment and Evaluation of Student Learning is carried out in accordance with Ontario Ministry of Education Policy- *Growing Success: Assessment, Evaluation, and Reporting in Ontario's Schools, Kindergarten to Grade 12.*

Evidence of student achievement for evaluation is collected over time from three different sources – observations, conversations, and student products. Using multiple sources of evidence increases the reliability and validity of the evaluation of student learning.

(Growing Success, 2010. P. 39)

SCHOOL ACTIVITIES:

VCI attempts to provide a number of school activities that students may join. Participants must be registered students with an acceptable academic record of passing all courses and having no outstanding assignments and good attendance. The administration reserves the right to remove a student from any school activity for academic, behavioural, or other reasons. All students are encouraged to participate in school activities. The Code of Conduct applies at all times during school activities. Students who miss class work due to their participation in school activities must connect with their teacher to make up for any missed assignments or classwork.

SCHOOL DANCES:

School dances are reserved for the students of VCI and their guests. Students who bring guests must receive approval from administration. Students will provide a 'positive character reference' form for all guests.

ADVERTISING:

Advertising within the school, by any means requires the approval of Administration. Posters must be initialed by the Principal or Vice-Principal. Only school activities should be advertised.

EXTRA-CURRICULAR SPORTS TEAMS, ACTIVITIES AND CLUBS:

A number of extra-curricular sports teams, activities and clubs are offered at VCI throughout the year. They are advertised to students through announcements, posters and sign-up sheets throughout the school. All students are encouraged to participate.

STUDENT CODE OF CONDUCT FOR INVOLVEMENT IN EXTRA-CURRICULARS: To be involved in extra-curricular sports teams, activities and clubs at VCI is a privilege. To maintain this privilege, VCI students must adhere to the school's code of behavior and exhibit appropriate behavior while representing VCI both at the school and elsewhere. To participate in extra-curriculars that cause a student to miss classes, such as a sports team, a student must attend classes regularly, maintain a passing grade, have work up to date and be responsible for any missed work. If a classroom teacher, staff advisor, or administrator feels that these expectations are not being met by a student, the result may be the suspension of the student from extra-curriculars, school or both.

STUDENT SPORTS TEAMS, ACTIVITIES AND CLUBS FEE:

If a student wishes to participate in any school-related sport team, there will be a fee for each individual team. The fee will be a minimum \$40.00 team fee, **plus a transportation charge for each away game during regular league play along with any other club expenses.**

There will be potential fees for other clubs or activities (eg. Interact, Spirit Days, School Reach, Debating team, etc.). The cost of these fees will be determined by the costs involved in running these activities. Students will pay these fees directly to coaches or teachers in charge of these club/activities.

Yearbook cost and the final date to purchase one will be announced during semester one through posters, announcements and the school's social media sites. The purchase can be paid directly at the general office. PLEASE NOTE: No student will be excluded from a school sports team, activity or club due to financial difficulty in paying the fee. Please speak to your coach, teacher, Principal or Vice-Principal about this.

PREVALENT MEDICAL CONDITIONS

Plans of Care procedures are required of all students with Prevalent Medical Conditions (Asthma, Epilepsy, Anaphylaxis, Diabetes). Parents of students under 18 and all adult students must contact the main office at least annually to establish, review and renew Plans of Care. Please review [UCDSB Procedure 112.2 "Supporting Students with Medical Needs"](#) for more information.

CONCUSSIONS

Vankleek Hill Collegiate Institute and the Upper Canada District School Board (Board) recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification and management are a priority for the Board.

The Board recognizes that children and adolescents are among those at greatest risk for concussions and that while there is potential for a concussion any time there is body trauma, the risk is greatest during activities where collisions can occur, such as during physical education classes, playground time, or school-based sports activities.

It is critical that a student with a suspected concussion be examined by a medical doctor or nurse practitioner as soon as possible on the same day.

If a student has a suspected concussion whether it is school related or not it is imperative that the school be made aware so that a Return to Learn/Return to Physical Activity Plan can be developed in collaboration with the school, home and medical practitioner. Please view the UCDSB concussion procedure and appendices at the following links [UCDSB Concussion Procedure 4001.1](#) & [Concussion Procedure 4001.1 Appendices](#) to view important information and all of the steps that must be followed and the forms that must be used if a student has a suspected concussion or concussion.



GENERAL INFORMATION

GUIDANCE/STUDENT SERVICES

Many services are provided to students at VCI on an appointment basis. Students may make appointments with the student services secretary, should they need to speak with the guidance counsellor. In addition to obtaining career and personal counselling, students will find information about senior high school, college and university courses, scholarships and financial aid for post-secondary education. The counsellor is always ready to lend a sympathetic ear and assist students with academic or personal concerns. Credits are counted and student files are kept in Guidance. The Guidance office is open every day. In addition, Ontario Student Record files are maintained in the Student Services office. All students are expected to attend all classes scheduled on their timetable. Course changes may be requested by students up to and including September 15th, 2023 for semester one and February 16th, 2024 for semester two courses. There is no guarantee that course changes will be accommodated.

HEALTH SERVICES

A representative of the Eastern Ontario Health Unit visits the school on a regular basis. Students may request a consultation with the nurse. Appointments may be made in the Guidance office.

ACCIDENT OR ILLNESS

Any accident that occurs on school property should be reported immediately to the main office. In the case of a serious accident, parents/guardians will be contacted and emergency services provided. If students become ill during the school day, they must report to the main office so that care can be provided and parent(s)/guardian(s) notified. Parents/guardians are to ensure that their son's and/or daughter's emergency contact (a name and number other than themselves) is accurate.

STUDENT INSURANCE

Students are given the opportunity to purchase student accident insurance in September. Purchase is optional, but students engaged in physical education and sports are advised to purchase the insurance.

LOST AND FOUND

The school and UCDSB cannot take responsibility for personal property that is lost or stolen. Students are encouraged to label their personal property so lost items can be returned to their proper owners. Valuables such as money, electronic devices, jewelry and expensive clothing should never be left unattended. Students should not leave valuables in classrooms, the gymnasium or the change rooms. All missing property should be reported to the main office as soon as possible to promote the successful tracking and return of the missing item(s). Students who find things that do not belong to them should take found items to the main office. Glasses, jewelry, wallets, smartphones, MP3 players and other electronic devices will be kept locked in the office area until they are claimed. All other items will be taken to the lost and found box located in the guidance department. At the end of each semester, the lost and found box is emptied.

USE OF COMPUTERS

Each student must submit a computer use agreement signed by their parent/guardian as well as themselves. This agreement gives students the privilege to use the computers and have access to the internet in the school. The computer privileges of any student can be revoked if a student does not follow proper computer protocol and policy. Parent(s)/Guardian(s) will be notified if this occurs.

USE OF PERSONAL ELECTRONIC DEVICES IN THE CLASSROOM AND SCHOOL



In recognition of their differing interests, abilities, personalities and learning preferences, the Upper Canada District School Board encourages its students to select and use the supplies, equipment, devices and other resources they need to learn effectively at school and at home.

As of Nov. 04, 2019, in the Provincial Code of Conduct under the section related to respect, responsibility and civility, the following language has been added:

All members of the school community must adhere to the following: Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cellphones and other personal mobile devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs.

The Upper Canada District School Board supports its students by providing an environment that allows students to bring supplies, equipment, devices and other resources of their own into the school and classroom in a way consistent with Upper Canada District School Board policies and values.

Smart phones, cell phones, and other electronic devices are to be used in class at the discretion of the teacher and school administration. The unauthorized use of a cell phone or an electronic device in class may result in the teacher asking the student to put the device in their locker, keep the device at home or ask for it to be given to the teacher for safe keeping. This item may be sent to the office and returned to the student at the end of the day. If this happens on numerous occasions, the student may be asked to keep the electronic device at home.



CAFETORIUM

The school cafetorium is open and available for student use throughout the school day. Hot and cold meals are available. Students must dispose of their garbage and recycling in the indicated bins. Inappropriate student behaviour in the cafetorium may result in the removal of the privilege of using the cafetorium for a period of time. In accordance with the Ministry of Education Food and Beverage Policy, healthy food choice will be made available for purchase in the school servery from 7:45 am – 12:00 pm. All food and drinks must be consumed in the cafeteria or outside the building.

HEALTHY SNACKS

VCI is a Breakfast for Learning School, which means that all students are welcome to access fruit and other healthy snacks that are located throughout the school. Over the past five years, the students have been very appreciative of the public support and partnership for this program. Thank you to the students for being so respectful of this generous resource by taking what is needed and not wasting valuable food.

STUDENTS WHO HAVE TURNED 18

The staff at VCI has the strong belief that parental involvement is essential for student success. With this in mind, VCI has a policy regarding communication with parents of students who are 18 years of age or older. Students who are turning 18 or are already 18 or older and prefer that the staff no longer communicate with their parents, will be required to complete a form which is available at the main office. This form indicates that they no longer wish to have the staff at the school communicate with their parents. After the form has been completed, a phone call will be made by the administrative staff to the parents indicating that they will no longer receive information from the school as per the request of the student.

ANNOUNCEMENTS

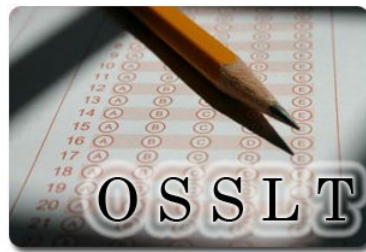
Announcements will be read over the intercom each morning. Copies will also be posted at the General Office and on the website. If you wish to make an announcement for a club, teach, etc., please complete the announcement form at the main office by 1:00 pm on the day before you wish the announcement to appear. Please note that only school related announcements will be included, and all announcements must be signed by a staff member.

WHAT IS THE ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)?

All students must pass the Ontario Secondary School Literacy Test in order to earn a Secondary School Diploma. This test is designed by the Ontario Education Quality and Accountability Office (EQAO) and is administered to Grade 10 students in March or April each year. There is no limit to the number of times a student may retake the test.

Accommodations may be made only for students with an Individual Education Plan (IEP) and in accordance with EQAO policies. A student whose IEP indicates that the student is not working towards a Secondary School Diploma may, with parental consent and the approval of the principal, be exempted from writing the test.

Students who have been unsuccessful in passing the Literacy Test on at least one attempt may be eligible to complete the designated Ontario Literacy Course on a recommendation from the Principal. Students who successfully complete the Ontario Literacy Course will meet the provincial literacy requirement for graduation.



COMMUNITY INVOLVEMENT HOURS



Students are required by the Ministry of Education to complete a minimum of 40 hours of community involvement activities as part of their diploma requirements during their years in the secondary school program. Students should discuss their plan for completing these hours with a guidance counselor to ensure that all of the hours completed can be counted toward the requirement. Copies of the required forms are available in the student services office. All completed forms are to be returned to student services by the last day of May in order to have the information processed before final report cards are issued. Students are encouraged to have their community involvement requirements completed by the end of grade 11. This removes extra stress during the student's final school year. Graduating VCI students must have their community service hours completed in order to attend Prom.



GRADUATION



Graduating students are to indicate their intention to attend graduation by completing the “Graduation Attendance Registration” form and by returning it to the general office. Students are to listen for important details and updates during the daily announcements starting in March. Students, who are out on a COOP placement, should ask their COOP teacher for details, or call guidance, or check the school website. The first graduation meeting will take place in April. There will be a graduation walk-through in early June.

Requirements for Ontario Secondary School Graduation Diploma

Grade 9	Grade 10	Grade 11	Grade 12	5 th Year Optional
English	English	English	English	
Math	Math	Math		
Science	Science	Science or Technology (AC3)		
Geography	History	Additional English, Social Studies, Humanities (AC1)		
Art	Civics & Careers	Physical Education, Art, Business Studies (AC2)		
Physical Education				
French				
Technology				
<ul style="list-style-type: none"> • 30 credits – (18 Compulsory Credits {shaded} and 12 Optional Credits) • Literacy Test or OLC • 40 Community Service Hours 				

TRANSPORTATION

Transportation to all students in the Upper Canada District School Board is provided by the Student Transportation of Eastern Ontario consortium. STEO provides detailed guidelines for parents and guardians regarding the transportation of students. Information is posted on the STEO website at www.steo.ca. Parents/guardians should be aware that school bus drivers can only pick up and drop off riders at one regular daily stop. Drivers cannot make changes to stops without authorization. Transportation for all non-school related functions is the responsibility of parents/guardians. **Transportation cannot be provided for sleepovers, a homework project, to complete community service hours or for an after school job.**

BUS CANCELLATIONS

School bus cancellations due to inclement weather can be found on the School Board website at www.ucdsb.on.ca (click on the school bus icon on the right hand side) or on the STEO website (www.steo.ca). You may also listen to the local radio in the morning to hear about bus cancellations. This information is usually available by 6:15 a.m. To contact STEO directly please use the following number: 1-855-925-0022. Their office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.

