



## *Student-Parent Handbook*

***2019 – 2020***

*Villanova College*  
*An Independent Augustinian Catholic School*

2480 15th Sideroad | P.O. Box 133 | King City | ON | L7B 1A4

905-833-1909 | [www.villanovacollege.org](http://www.villanovacollege.org)

### Mission Statement

**Villanova College is an independent Catholic, Augustinian school committed to excellence and dedicated to the education of young people engaging them in their spiritual, intellectual, physical and social development.**

### PHILOSOPHY OF EDUCATION

Villanova College is an independent, Catholic Augustinian school dedicated to academic excellence and to the enrichment of each student to prepare him/her for university and for a leadership role in society. The school nurtures an environment of faith in spirit and truth in which a caring faculty strives to develop in each student the skills necessary to reach his/her potential. As Christian educators, we firmly believe in these **values** and endeavour to impart them *spiritually, intellectually, morally and physically*.

### STATEMENT OF VALUES

- Villanova College expects that each member of the school family will demonstrate the core values of a Christian community.
- Members of the Villanova community will come to an awareness and love of God, especially in the person of His Son, Jesus Christ.
- Members of the Villanova community will adhere to the values of *integrity, love of learning and perseverance*.
- Members of the Villanova community will show *respect, charity, loyalty and respond to a call of service*.

### THE SCHOOL CREST



The school's crest incorporates the symbols of the life of St. Augustine and the school's Canadian roots. The book, representing the writings of St. Augustine, is a symbol of his great learning. The pierced heart and flame symbolize St. Augustine's great and burning love of God. The Canadian Maple Leaf recalls our Canadian heritage.

## SAINT THOMAS OF VILLANOVA

*"Rejoice, then, you poor people; shout for joy, you needy ones; because even if the world holds you in contempt you are highly valued by your Lord God and the angels."*

Our school is named in honour of a Spanish Augustinian, Thomas García (1486-1555), the son of a miller who was born in the village of Villanova de los Infantes, Castille, Spain. Thomas studied at the University of Alcalá where he received his master's degree in 1509, and the insignia marking him as a doctor shortly thereafter. In 1512, he became a professor of philosophy at the University of Alcalá.

In 1516, Thomas entered the Augustinian Order in the city of Salamaca. Ordained to the priesthood in 1520, Thomas was soon asked to assume administrative positions in the Order.

The intellectual legacy of Thomas is reflected in his constant demand that all learning must be inspired by the desire for God. Thomas celebrated learning as an activity that ought to make a difference in the community and in the world. He emphasized that justice and love are the guiding rules of virtue and learning.

Thomas was known as "father of the poor." He established social programs on behalf of the poor, including boarding schools and high schools for poor young men. For Girls' he provided dowries enabling them to be married with dignity. For the hungry, he created a soup kitchen in the Bishop's palace, and for the homeless he provided a place to sleep. His love of the poor extended to all creation. Thomas' teachings, scholarship, and special concern for the impoverished inspire Villanova College's mission of seeking faith, excellence, discipline, and sacrifice.

## VILLANOVA COLLEGE

St. Thomas of Villanova Catholic School was founded by a lay group, led by Paul Paradiso and Grant Purdy. In 1997, they sought and received permission from the Archdiocese of Toronto to establish an independent Catholic secondary school in York Region.

In 1998, the Augustinian Fathers granted the not-for-profit corporation of St. Thomas of Villanova Catholic School thirty-three acres of property at Marylake in King City, Ontario for the express purpose of establishing a Catholic secondary school.

With the support of Rev. Laurence Clark, OSA, Prior Provincial for the Province of St. Joseph in the Augustinian Order, many dedicated lay advisors, and the "founding families," Villanova College opened its doors to twenty-six students in grades 7, 8, and 9 in September 1999. Its first home was Sacred Heart Parish in King City and on January 24, 2000, the school moved to its current location at Marylake. The school's Commencement exercises for its first graduating class took place on June 26, 2003.

Villanova College is currently a member of the Conference of Independent Schools (CIS), Augustinian Secondary Education Association (ASEA) and National Catholic Education Association (NCEA). The school is committed to providing a university preparatory program based on the teachings of the Catholic faith.

## **St. Augustine and the Augustinians**

The Augustinians are an order of Catholic educators with a rich heritage of traditions and experience. Their history reaches back to an illustrious founder, St. Augustine, whose profound mind formulated and gave written expression to the very foundations of Catholic thought and culture. St. Augustine was born in the fourth century and devoted his life to the monastic ideal of nurturing and spreading Christ's way of life. For fifteen centuries the Augustinians have patterned their lives after St. Augustine.

### **PRAYER FOR AUGUSTINIAN STUDENTS**

Direct we beseech You, O Lord,  
all our actions by Your Holy inspiration  
and carry them out by Your gracious assistance  
so that every prayer and good work of ours  
may always begin by You  
and through You be happily ended  
through Christ our Lord. Amen.

**Leader:** *You have made us for Yourself, O Lord*

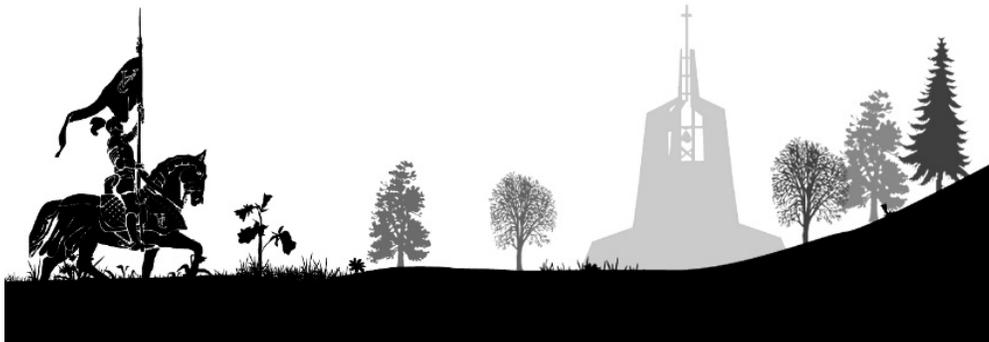
**Response:** *And our hearts are restless until they  
rest in You.*

**St. Augustine, pray for us.**

### **SAINT THOMAS OF VILLANOVA PRAYER**

All-powerful Father,  
in St. Thomas of Villanova  
you have given us the pattern  
of a good shepherd and a true brother,  
revealing your loving concern for all.  
Thomas teaches us to be obedient  
to the inspiration of your loving Spirit,  
purifying our hearts,  
and releasing that fountain of love,  
which unites us as one body in Christ,  
one communion of mind and heart  
in You, the Father of all.  
May Saint Thomas of Villanova  
encourage us in the pursuit of holiness;  
may his love for the poor  
help us to reach out to the needy.

**St. Thomas of Villanova – Pray for us.**



## AN INDEPENDENT AUGUSTINIAN SCHOOL

As a member of the Augustinian Secondary Education Association, we would like to thank and recognize the contributions of our member schools for their assistance in our mission of becoming an independent Augustinian school.

### *UNITAS - VERITAS - CARITAS*

<p><b>Malvern Preparatory School – Malvern, PA</b> <i>founded 1842</i></p> <p><b>St. Rita of Cascia H.S. – Chicago, IL</b> <i>founded 1905</i></p> <p><b>Providence Catholic H.S. – New Lenox, IL</b> <i>founded 1918</i></p> <p><b>St. Augustine H.S. – San Diego, CA</b> <i>founded 1922</i></p> <p><b>Villanova Preparatory School – Ojai, CA</b> <i>founded 1924</i></p> <p><b>Cascia Hall Preparatory School – Tulsa, OK</b> <i>founded 1926</i></p> <p><b>St. Augustine Preparatory School – Richland, NJ</b> <i>founded 1959</i></p> <p><b>Villanova College – King City, ON</b> <i>founded 1999</i></p> <p><b>Austin Catholic High School – Ray, MI</b> <i>founded 2011</i></p>
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## COMMUNITY STANDARDS AND EXPECTATIONS

**As a Catholic school, Villanova is required to enunciate a clear *Code of Conduct* founded on the Gospel teachings of Jesus Christ. The school emphasizes respect for God, staff, students, self and property.**

Attending school at Villanova College is done on a voluntary basis by students and is supported by their parents who want them to attend. Villanova College has standards and rules for religious formation, academic achievement, extracurricular participation and appropriate behaviour. From the day they are accepted into the school until they graduate, all students are bound to obey all rules. **All parents are expected to support the rules.** Parents undertake, by the very fact that they wish to enroll their son or daughter at Villanova College, to give the administration their positive co-operation by ensuring students apply themselves diligently to study, activities, uniform, and the Code of Conduct. This will ensure a positive learning environment for students, staff, and faculty. The rules of the school are contained in this book and in other places, or announced to the student body and parents.

**The Administration reserves the right to make and enforce whatever rules it believes necessary for the good of the school.**

*The Administration of the school reserves the right to change requirements for admission or graduation announced in this handbook, to change the arrangement, scheduling, credit or content of courses, the books used, fees charged, tuition charged, regulations affecting students and to refuse to admit or readmit and to dismiss any student at any time, should it be deemed to be required in the interest of the student or of the school. Registration constitutes a voluntary contract recognized by law between parents and the school. Parents and students assume responsibility for all obligations – religious, academic and financial, resulting from this contract. Students and parents are expected to be familiar with this handbook.*

## **STUDENT CODE OF HONOUR**

*That I may be educated in an atmosphere of Catholic culture that I may increase in reverence toward God, that I may be courteous toward others and that I may grow in self-control, I have elected to attend Villanova College.*

*I desire to promote loyalty to my school, to maintain its high standard of honourable conduct, to support enthusiastically all its activities and to make my school a better place for my being one of its students.*

*That I may make the most of my opportunities to be true to the traditions of my school and to show my appreciation to those who are making my education possible, I hereby make the following resolutions:*

*That I may assist in its efficient operation, I propose to be obedient to all lawful authority, to study conscientiously and to carry out all the regulations of the school.*

*I resolve to move quickly and quietly through the school building, doing my part to promote the order necessary in our school.*

*I will help maintain cleanliness – because cleanliness is next to Godliness – in the school, and be vigilant in preventing defacement of the property and buildings.*

*I determine to follow my program of studies with honest, courageous effort and sincerity of purpose; and be ready to make the personal sacrifices which its successful accomplishment may entail.*

*In my dealings with others, I resolve to have ambitions and be filled with the strength of worthy convictions. I will regard the property of others as inviolable, eager to render service and quick to appreciate what is done for me. I will be punctual and conscientious in all meetings.*

*Finally, I resolve to hold conquest of self as the greatest achievement, remembering that because I am a member of Villanova College, in my keeping is the good name of my school, and I must govern myself accordingly.*

## INTRODUCTION TO HANDBOOK

At Villanova College there are truly only two operating principles for all rules: ***Respect and Responsibility***. If students use these two principles as the foundation for all their actions, there would be no need to read further. However, the use of this handbook will make a young person realize how these two tools can help him/her become a Christian Person – the goal of every VC student.

**Respect, understood as an abiding love, has four major components; three of which are part of every facet of life and one that is particular to this phase of your journey:**

<b><u>Respect for God and the things of God</u></b> <ul style="list-style-type: none"><li>• Church</li><li>• Worship</li><li>• People of God</li></ul>	<b><u>Respect for others</u></b> <ul style="list-style-type: none"><li>• Family</li><li>• Administration, faculty and staff</li><li>• Other students and general public</li></ul>
<b><u>Respect for oneself</u></b> <ul style="list-style-type: none"><li>• Honesty</li><li>• Success</li><li>• Participation</li></ul>	<b><u>Respect for the learning environment</u></b> <ul style="list-style-type: none"><li>• School property</li><li>• Public spaces, other schools</li></ul>

**Responsibility, understood as accepting the consequences of one’s actions, is the sign of the mature person.**

### PART I: RESPECT FOR GOD AND THE THINGS OF GOD

#### Religion Classes

Each student, no matter what his/her religious conviction, must take religion classes as part of his/her academic preparation. The Christian student is strongly rooted in his/her faith and desires and incorporates it wholeheartedly into his/her life.

#### Liturgy

Each student is required to attend the monthly scheduled liturgy (which is normally the celebration of the Eucharist – also known as Mass). This is where the spirit of the school is born and nurtured. The purpose of the liturgy is to make of many, one; to unite us as a family. At the liturgy students are requested to pray for the needs of the various members of the community, to remember their own particular needs, to be thankful for the blessings they have received and to remember the benefactors of the school.

During the Church seasons of Advent and Lent the sacrament of Reconciliation will be provided. All students are invited to participate as best as possible in this sacrament. From time to time, other liturgical services may be provided and students are encouraged to participate as regularly as possible.

#### Community Prayer Services

Each Wednesday morning, students and faculty gather for Prayer Service. This weekly service is obligatory in the faith formation of our students. Students are expected to gather with faculty and peers to reflect on their individual blessings and to pray for others in the community.

## **Retreats**

Each class will be offered a retreat experience during the course of the school year. ***Participation in this retreat is mandatory.*** Students are not to schedule other events that may in any way conflict with this obligation. The purpose of the retreat is to help each student focus on his/her life journey and to evaluate him/herself honestly in light of the direction received. As we are reminded by Socrates, “The unexamined life is not worth living.”

## **Social Service Obligation**

The sincerest way of expressing thankfulness for blessings received, and to put into action our call to active Christian discipleship, is to use the gifts and talents we have for the benefit of God’s people.

*Faith without works is dead. James 2:26*

Faith, Hope and Love are three virtues St. Augustine trumpeted as foundational for Christian living. We at Villanova College are called to live in faith, in hope and in love through service to one another as Jesus taught and Thomas modeled. In this spirit, every student at Villanova College is required to complete individual service hours and an associated project. It is our hope that a student’s service experience will go beyond simple volunteering and provide an opportunity for students to learn more about themselves and the world around them and to aid in the process of making this world a better place.

## **Campus Ministry**

Campus ministry is commissioned with the task of evangelization. It attempts to touch young people’s hearts and *form* them on their personal faith journey. Campus ministry tries to enlighten their minds and *inform* them about Jesus, the mysteries of God, and the wonders of the Church. Campus ministry yearns to help young people *transform* their lives and enliven their spirits through personal encounters with love in the spirit of truth, empowered by a community of ONE.

## **PART II: RESPECT FOR OTHERS**

### **Mutual Respect**

The key to the smooth operation of the school is the mutual respect that exists between faculty and students. A **mutually-respectful classroom community** is built upon trust and the belief that if students build positive relationships with their peers, teachers, and the school staff, they will make positive attachments to people they trust and they will have a better chance to succeed.

### **Behaviour in the Classroom and on School Property**

Students are expected to live out the school’s Augustinian values of *unitas, veritas* and *caritas* at all times during the course of the school day including field trips, sporting events, or any other school-related activity. Students will give the utmost respect to staff, peers, guests, and the Marylake community.

Students are expected to follow the instructions of the faculty. Maintaining a positive Christian learning environment will benefit all those who are involved in this process. Any behaviour that disturbs the Christian atmosphere of the school community will result in disciplinary action appropriate to the situation.

## **Behaviour on Campus and Respect for the Augustinians**

The school campus includes the school, the parking lot, and the sports fields. Students are expected to stay within the parameters of the campus at all times unless given explicit permission or are under the supervision of faculty. The lake, Retreat Centre and Monastery are out-of-bounds for all students, unless teacher supervised. Violation of this policy will be considered trespassing. The privacy and sanctity of the grounds of Marylake must be respected. In addition, the priests, sisters, brothers and lay individuals who reside at Marylake deserve the utmost respect and cooperation of the student body. Should any student be found to be in violation of this policy, it will result in disciplinary action appropriate to the situation.

## **Community Behaviour**

Villanova College is committed to the establishment of strong community relationships with King City and the surrounding Region of York. As such, maintaining a good relationship with its community partners is important. Students represent the school within the community at large. Their comportment and attitude are a reflection of the school. Therefore, it is imperative that students respect the property and rights of members of the surrounding community. This respect must be shown to faculty, parents, and students from other schools at all times, including sporting and co-curricular events.

## **Language**

All students and faculty deserve the utmost respect. As members of a Catholic school community, students must respect the values of our faith and are reminded of the sanctity of the school and the spirituality of Marylake. Thus, cursing of any kind is not acceptable. Students will be subject to disciplinary actions that are warranted by the situation.

Swearing (taking God's name in vain), obscene language, or language that is sexually, ethnically, or racially degrading will not be tolerated. Any student who uses such language will be subject to the strictest disciplinary actions.

## **Morning/Afternoon Exercises**

Each morning our school day will begin with our national anthem and a prayer. The day will conclude with announcements and a closing prayer. **It is expected that students in classes and in the hallways will stop and pause respectfully without moving and/or talking until the exercises are completed.**

## **Code of Conduct**

Villanova College promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.

By enrolling in Villanova, students automatically assume the obligation to comply with the provisions of the Villanova College Code of Conduct (a copy of which is attached in Appendix VI).

All students, parents and teachers and other school staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.

Among other things, the Code of Conduct provides that all members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any 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, or provide others with cigarettes, alcohol 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 the school.

Where a student contravenes the Code of Conduct, the range of sanctions include removal from a school activity, detention, probation, in-school suspension, behaviour or performance contract, suspension or expulsion from school.

These standards of behaviour apply to students whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have a negative impact on the school climate. The School reserves the right to suspend any student for any behaviour that the School believes negatively impacts the reputation of the School. This includes illegal drug and/or alcohol use and/or any activity that does not represent the moral tone and good name of the School or its community.

### **Bullying**

Bullying is a serious issue that has far-reaching consequences for individuals, their families and peers and the community at large. It is recognized that:

- bullying adversely affects a student's ability to learn.
- bullying adversely affects the school climate, including healthy relationships.
- bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

For the purposes of the Code of Conduct, bullying is defined as:

“aggressive and typically repeated behaviour by a pupil where,

- (a) the behaviour 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.”

For the purposes of the definition of “bullying”, such behaviour includes the use of any physical, verbal, electronic written or other means.

Cyberbullying is defined as bullying by electronic means, including:

- (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; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Roughhousing, fighting, pushing, shoving and disrespectful, violent or harassing behaviours are not acceptable. The school administration will not tolerate any form of aggressive and repeated behaviour that constitutes bullying. Bullying can take many forms which are often interrelated and include, but are not limited to:

<b><i>Verbal</i></b>	name calling, put downs, threats
<b><i>Physical</i></b>	hitting, punching, kicking, scratching, tripping, spitting
<b><i>Social</i></b>	ignoring, excluding, ostracizing, alienating
<b><i>Psychological</i></b>	gossip, rumours, dirty looks, hiding/damaging possessions
<b><i>Sexual</i></b>	unwelcome sexual advances, requests for sexual favours, and other verbal, physical or graphic conduct of a sexual nature: direct, implied, spoken, or written (email, social media, etc.)

Providing students with an opportunity to learn and develop in a safe, inclusive and accepting school climate is a shared responsibility in which the school plays an important role. The school climate may be defined as the learning environment and relationships within the Villanova school community. Villanova promotes the creation of a safe, positive and supportive environment in which each student can enjoy his/her opportunities, both academic and social, and achieve his/her greatest potential educationally. Villanova College aims to foster high standards of behaviour based on cooperation, mutual responsibility, self-discipline and the promotion of positive and respectful relationships among students.

### **Smoking and Vaping**

Smoking and vaping are not permitted anywhere on the campus including the Marylake property itself. This policy extends to school functions, on or off school property. Students who are found to be in possession of or using tobacco products will be subjected to the strictest disciplinary actions warranted by the situation. As per the [\*Smoke-Free Ontario Act\*](#):

“You cannot smoke or vape in any public or private school's:

- indoor space

- outdoor grounds, including playgrounds and sports fields
- public areas within 20 metres of the school's grounds"

### **Drugs and Alcohol**

Students of Villanova will not use, possess, procure or provide drugs, alcohol or paraphernalia or facilitate in any way the use, possession, procurement or provision of drugs, alcohol or paraphernalia. If the school has reasonable grounds to believe that any student has committed a criminal or quasi-criminal offence in relation to drugs or alcohol, it will so advise the police and will co-operate fully with any resulting investigation.

A student who breaches this rule is subject to disciplinary action, including possible suspension or expulsion, at the school's discretion. In every case the penalty imposed will be adjusted to fit all relevant circumstances including the nature of the breach, the student's willingness to co-operate with rehabilitative and preventive measures and the student's general pattern of conduct including prior breaches of Code of Conduct.

School administration reserves the right to search a student, his/her locker or bag, where it has reasonable grounds to believe that a school rule has been breached and that a search of the student would reveal evidence of that breach.

### **Transportation**

Students who make use of bus transportation are expected to observe the same behavioural standards as set out in this Handbook. Students are to treat all transportation employees with the utmost respect. Each student who rides on the bus will be required to sign a contract outlining the expectations regarding bus transportation. Students who cannot abide by the rules of the school bus will be subject to school discipline. *This may include bus privileges being suspended and the forfeiture of any bus monies paid.*

### **Lost and Found**

All clothing and physical education apparel found in the school are placed in the "Lost and Found." Items unclaimed after a reasonable period of time are sent to The Armoury or given to a charitable organization. Books, binders, pencil cases and jewelry are held in the Main Office, also for a reasonable period of time, after which they are either given to charity or discarded.

### **Visitors to the School**

Villanova is a community school, and we welcome the interest of family and community members. For the safety and security of the students and faculty, all doors to the school are locked after 9:00 a.m. Visitors are asked to use the buzzer at the front door and identify themselves to gain entry to the school. We require that all visitors report to the Main Office

When parents arrive to deliver an item, or to pick up or wait for a child, they are to report to the Main Office and remain in the office/foyer area. The office staff will page or call into a classroom to summon a student to the office if necessary. *If a parent wishes to meet with a teacher, an appointment must be scheduled either by email or phone in advance.*

### **Main Office**

The **Main Office** is located in room 207 on the main floor adjacent to the front doors and foyer.  
**Office hours:** 8:00am - 4:30pm **Attendance Phone:** 905-833-1909 Ext. 347

### **Student Services**

**Student Services** is located in Room 227 on the main floor.

**Office hours:** 8:00am – 4:00pm

### **Library and Resource Centre**

The Library and Resource Centre is located on the lower level.

**Hours of Operation:** 8:00am – 5:00pm

### **Business Office**

The **Business Office** is located in room 226 on the main floor.

**Office hours:** 8:30am – 4:00pm

### **Admissions and Alumni Affairs Office**

The **Admissions and Alumni Affairs Office** is located in room 224 on the main floor.

**Office hours:** 8:30am – 4:00pm

### **The Armoury**

The **Armoury** is the School store and is located on the lower level adjacent to the gymnasium.

Hours vary based on volunteer availability and will be posted.

The Armoury supplies gym wear and spirit wear. The Armoury also carries some new uniform pieces, such as ties, socks, sweaters and vests. ***Please note that a student may be able to charge purchases to his/her account in amounts up to \$150.00 per visit, unless the parent restricts this privilege in writing to [armoury@villanovacollege.ca](mailto:armoury@villanovacollege.ca).***

## **PART III: RESPECT FOR ONESELF**

### **Goal**

A student should honour the sacrifice that both he/she and his/her parents are making to attend Villanova College by putting forth his/her best effort at all times. A student should make his/her parents proud by always achieving his/her best.

### **Academic Requirements**

As reflected in our mission statement, academic achievement is an integral part of our program. Students are required to apply themselves and adhere to the course requirements. Every course will include a course syllabus outlining course expectations and evaluation policies that will be implemented by the instructor. Every student and parent will receive a copy of the course syllabus via Edsby. Students who do not meet the course requirements jeopardize their success in being promoted to the next grade level.

In the event that a student has been disciplined by the school and consequently is not permitted to attend class, the student will suffer in the evaluation process if a test, quiz or any other work is collected or assigned by the teacher during that particular period or school day.

### **Assessment and Evaluation**

Tests, exams, projects and assignments are a means of evaluating the degree to which a student has accomplished the expectations of a course. Evaluation of an individual student is comprised of term work and formal examinations in each course. A breakdown of the content of each course and the allocation of marks is contained in the course syllabus. **Students will not be permitted**

to sit for any final examination if they have failed to complete all evaluations to the satisfaction of the teacher. (See PART V: Responsibilities of the Student for Missed Work and Test Centre Policies.)

### Grading System

Grades are a means of evaluating a student's performance. Grade calculations are criterion-referenced, not norm-referenced. The grade reflects the degree to which the student has successfully achieved the expectations of the course. The current grading policy of the school can be found in **Appendix III** of this handbook.

### Academic Ethics

All education includes a moral dimension because human beings are essentially *moral animals* (Aristotle). In a Christian school this aspect holds an esteemed place. Since Villanova College is a member of the Augustinian family of schools it has adopted *Unitas, Veritas, Caritas* (unity, truth, love) as the values tradition to be passed on to all who come here.

The reality of values-based schools today is that they are often on the front lines, needing to contend with a clash of cultures. The secular culture that is imbibed by the young, usually *via* the media, applauds getting ahead as the highest value. It glamorizes dishonesty and accepts cheating in order to win or advance one's goals. In this cultural context it is a challenge to form moral and Christian character in the young, but this is part of the educational enterprise.

In order to address each student's moral and Christian education Villanova College takes seriously the following issues:

### Academic Integrity

To act with **integrity** is to act honestly – adhering to moral and ethical principles. It is an expectation of the School that all students demonstrate **academic integrity**. A student's work must be a true reflection of his/her accomplishments, hard work, and genuine learning.

**Cheating** in any form is unacceptable behaviour. The dictionary defines cheating as *acting dishonestly; practicing fraud*. There is no excuse or justification for cheating.

Dishonourable conduct in any form has no place in a Christian academic environment. Quite simply, a student's work must be his/her own, not copied from another author, text, Internet source, or fellow student. **Students who aid others in dishonest conduct are also subject to this policy.** The teacher's professional judgment determines whether cheating has occurred.

**The following consequences will occur when a student has been involved in dishonourable conduct:**

- The teacher will discuss the incident with the student and the Assistant Head.
- The teacher will contact the parents and inform them of the incident.
- The teacher will assign a zero for the academic work or that part of the academic work in question.

**Plagiarism** is the act of using another person's ideas or expressions in an evaluative task without acknowledging the source. A breach of the academic ethics code is a serious academic offence and will jeopardize the student's credit and standing in the school.

Plagiarism infractions must be reported to the Department Chair and Assistant Head. A student caught plagiarizing will receive a mark of zero on the assignment. **Further repercussions range from suspension to expulsion depending on the number of previous infractions.**

### **Additional Help**

**Tutorial sessions** for students who need extra assistance with content or skill development will be organized by department and offered from 3:00 p.m. – 4:00 p.m. Students are given the opportunity to attend on a voluntary basis. All expectations outlined in this Handbook remain in effect during the tutorial sessions. Students on **Academic Warning** are required to attend tutorial sessions **before** participating in any after-school activities.

### **Co-Curricular Involvement**

Many opportunities exist in the course of the school year for students to become involved. It is to the student's advantage to do so. It is an expectation that students will join House Council, teams, clubs and/or activities annually in order to be eligible to receive the Villanova College Diploma and to remain in good standing at the School. Each team, club and activity will regulate its membership as it sees fit.

### **Continuing Education**

Continuing education (summer or night school) is another opportunity for students to upgrade and enrich their learning. A summer school program could either be a *recommendation* for a student (to upgrade/improve skill development) or a *condition* of their return to Villanova College. **The summer school option may be a condition if a student fails to achieve a minimum 65% average in his/her core courses.**

***Registration in night school or summer school courses outside of Villanova College requires the approval of Student Services and the Head of School. Please review the Course Calendar for all expectations that must be met prior to registering in any continuing education program.***

### **Class Trips and School-Sponsored Trips**

**Class trips** are an important part of the curriculum. These trips are organized to enhance and extend student learning. It is expected that **all students will participate** in class trips, retreats and service activities.

Students can become more involved in school life by participating in school-sponsored trips. To participate in any type of trip, each student must have a **permission form** signed by his/her parent/guardian. The moderator of the trip will determine the appropriate dress code, schedule and itinerary. Each student must remember that she/he is an ambassador of the school and should act accordingly. Students on overnight trips must fill out the emergency medical form in order to participate in an outing. **Permission forms must be signed and returned a minimum of 48 hours prior to the date of the excursion.**

### **Social Functions**

Students should also seek to become involved by attending school social functions. At these events, students should exhibit good social behaviour so that all involved can enjoy the event. The school will determine the appropriate dress required for each event or function.

## PART IV: RESPECT FOR THE LEARNING ENVIRONMENT

### School Property

School property and the property of others are to be treated with the utmost respect. Defacing and damaging school property or the property of others will not be tolerated. **Students will be expected to make restitution on any property damaged.** Vandalism will not be accepted. Any damage must be reported immediately to the teacher and/or the Main Office.

*Even minor vandalism such as graffiti on walls, desks, etc. will be considered serious and will result in serious disciplinary measures which may include parental interviews. The student's standing in the school may also be in jeopardy.*

### Library Resource Centre

The Villanova College Library seeks to enrich and support the curriculum needs of students and teachers, and promote the joy of reading and learning among the members of the Villanova community. The library is open Monday through Friday, 8:00am – 5:00pm throughout the school year, and provides resources for research assignments, fiction, newspapers, films and magazines. Library books may be checked out for three weeks and renewed twice. Overdue fees are 5 cents per item per school day. Books that are not returned by the beginning of exams will be assumed lost and the student will be billed for replacement costs. Each student must adhere to the policies and procedures established to ensure that this area is reserved for quiet and independent research and study.

### Cafeteria and Corridors

**The cafeteria and designated outside picnic areas are the only areas where students are permitted to eat and/or drink.** It is expected that students will be seated at all times while eating/drinking. Students are expected to **clean up after themselves and practice proper decorum at all times.** Students who leave litter in the eating areas will be assigned cafeteria and corridor clean-up duty. **Students are not to visit the cafeteria or vending machines between classes.**

Students should not be in the school corridors during class time, as this tends to create noise and to disturb the classroom-learning environment. Student-athletes on school teams must change in the change rooms and must remain on the ground floor by the gymnasium.

### Lockers

Each student is assigned one locker for which he/she is responsible. It is understood that the locker remains the property of Villanova College and should remain locked. Therefore, any damage is the responsibility of the student. **The administration reserves the right to inspect lockers.**

**Pictures that remove paint, damage the locker, or are in poor taste are not to be displayed. Writing on the interior or exterior of any locker is strictly prohibited.** *Students are advised not to share their locker combinations with other students and not to bring any valuables to school.* The school does not assume any responsibility for lost or stolen items. Any difficulties with lockers or damage of any locker must be reported to the Office immediately.

**Visits to lockers must be kept to a minimum, such as at the beginning and end of the school day, and during assigned breaks.**

### **Cars/Student Parking**

Students who wish to drive to school must register their vehicle with the Business Office. A Villanova parking permit will be issued once the parking fee has been paid. Students must park their cars in the designated student parking area and lock their cars. **NO student is allowed to go to his or her car during the day.** Students are not permitted to loiter in the parking area at any time before, during, or after school. Driving on the campus is a privilege that may be withdrawn for any of the following reasons:

- reckless driving on campus;
- violation of “lock it and park it” rule;
- leaving campus without permission;
- misuse of vehicle to and/or from school;
- repeated offences (e.g. tardiness);
- failure to park in designated areas.

Students may also face disciplinary action appropriate to the situation.

**A grade 12 student** may leave campus with parental permission once all academic and co-curricular responsibilities have been completed for the day.

### **Communication Devices**

Cell phones, Apple watches, recording devices (such as CD/MP3 players, iPods) and other communication technologies must be silenced and securely stored **in a locker** by the user/owner while they are at school, including lunch time, study periods, Test Centre and detention. Students who use these devices in the building or within a classroom between the hours of 8:30am and 2:40pm will have them confiscated by school staff and turned over to the Assistant Head. Confiscated items will be returned at the discretion of Administration after communication with parents or guardians has taken place. Students will also be subject to the appropriate discipline. Students may use their phones after school to contact parents to arrange rides, etc.; however, students are not to be loitering in the halls on their phones, nor are they to use their phones in tutorials or in supervised activities.

### **Acceptable Use of Technology Student Agreement**

All students and parents have read and signed the Acceptable Use of Technology Student Agreement and are expected to honour their commitment to the acceptable use of technology at Villanova College. Students in grades 7-12 will be using their own laptops in all classes.

Students are required to have a Windows-based PC laptop that meets the specifications identified by Villanova College. Students are not permitted to use MAC computers at school. MAC computers do not integrate into our Symantec (anti-virus firewall) product, which leaves the entire network vulnerable.

### **Daily Student Laptop Responsibilities**

It is expected that students in Grades 7-12:

- will charge their laptops nightly;
- will bring their laptops to school on a daily basis;
- will carry their laptops in a protective sleeve or case;
- will not leave their laptops unattended when at school;

- will ensure that their laptops are password protected;
- will not share their laptop password with another student;
- will not lend their laptop to another student;
- will use their laptops only at the teacher's direction and as per teacher instruction in class;
- will leave their laptops secured in their lockers when not in use;
- will adhere to the Acceptable Use of Technology Student Agreement at all times;
- understand that it is an offence to put on their laptop software or files that have not been properly purchased, including cracked software or illegally downloaded music.

**Communication between students and teachers will be through school-issued email accounts or through Edsby messages only. The use of personal email addresses or social media accounts is prohibited.**

### **School-Owned Loaner Laptops**

If a student has an issue with his/her device, he/she is to see the school librarian. A school-owned loaner laptop may be given to a student for short-term use (i.e. while a student's personal device is being repaired). Students using a school-owned laptop are responsible for its care. If the device is damaged, the student will be charged for the cost of the repairs and may no longer be eligible to use a school device for the balance of the year.

If a student forgets his/her laptop, he/she is to report to the Main Office

### **Vandalism and Theft**

Vandalism is defined as any malicious attempt to destroy data or hardware belonging to another user or the School, or to intentionally disrupt the operation of the network. This includes, but is not limited to, purposely deleting or altering documents belonging to someone else, damaging or tampering with equipment anywhere on campus, using electronic means, or the uploading or creation of computer viruses.

With the advent of laptop saturation on campus, it is imperative that all network users understand that laptop security will be of paramount importance at Villanova College. The School has gone to considerable expense to provide unprecedented access to the school network, particularly through the installation of extensive wiring and wireless access points. In addition, significant parent/family resources have been allocated for the purpose of securing personal computers. Vandalism, theft, or tampering with another user's computer or any of these security systems is absolutely unacceptable. Any student who is found to have violated any of our Acceptable Use of Technology policies will be subject to sanctions, which could include removal from a school activity, detention, probation, in-school suspension, behaviour or performance contract, suspension or expulsion from school.

### **Virtual Private Networks**

Students are not allowed to use Virtual Private Networks (VPNs) at school. If one is installed on a student's device it must be turned off while at school as it bypasses our filters and allows for questionable content to be accessed. Free VPNs (i.e. Hola) have been known to allow backdoor access to user data, which could compromise the device as well as the school's network. If parents would like their child's laptop to use a VPN while not at school (i.e. when using free Wi-Fi in public spaces like coffee shops), we recommend using a paid version for security.

Students are reminded that there will be disciplinary consequences including suspension if found gaming, using laptops for non-school related activities, and/or using a VPN while at school.

## **PART V: RESPONSIBILITIES OF THE STUDENT**

### **Involvement**

It is the responsibility of each student to use the gifts and talents God has given him/her to make Villanova College a better place. Students should endeavour to take advantage of opportunities and find ways in which they can become the best people they can possibly be, whether here at the school or in the larger community.

It is an expectation that students will join student government, teams, clubs and/or activities annually in order to be eligible to receive the Villanova College Diploma and to remain in good standing at the School.

### **Change of Address – Safe Arrival and Student Data Forms**

Villanova College requires that all students complete and maintain updated records of their biographical and medical status, as well as their means of transportation to and from school. For the safety of all concerned, it is the responsibility of the student to see that his/her *Safe Arrival Form* and *Student Data Form* are returned and up to date by **the end of September**. **No student will be allowed to attend class after this date if this information is missing or incomplete.** Students may not deviate from the filed information on transportation without the **written** request of their parent provided **prior to** their dismissal from school on the day in question. It is the responsibility of the student to see that the Office is kept up to date regarding his/her address and phone number. Any changes in either of these should be reported to the Office as soon as they are available.

### **Maintaining Academic Excellence**

**It is the responsibility of the student always to maintain at least a 70% overall average.** Students who struggle in maintaining this average should avail themselves of the opportunities provided by the school. These consist of before and after school tutorial sessions.

### **Evaluations**

Open classroom discussion on evaluation results **will not** be tolerated by the teacher. If students wish to discuss their marks on a test or assignment they will schedule time with the teacher after class to discuss in private. If the issue is not resolved through this discussion, or a parent is not satisfied with the results, the matter is then referred to the **Department Chair**.

### **Turnitin**

**Turnitin.com** will be used as a part of the evaluation for all major assignments. Students will submit a hard copy of the essay or assignment to the classroom teacher **as well as** a copy online to *Turnitin*. All due date policies apply to **both copies** and both are due **on the same day**. The hard copy will **not** be marked without submission to *Turnitin*. The **Originality Report** received by the teacher will form part of the basis of the evaluation. The rubric for the assignment sets the expected standard for the evaluation, which includes the proper use of sources, works cited, and research skills.

Any form of plagiarism on an assignment will result in a grade of **zero**.

## Co-Curricular Activities

In our co-curricular programs, Villanova College strives to create purposeful experiences for students that promote leadership, life skills, and personal development that will enhance school life. Students may develop a variety of skills through participation in co-curricular activities, including activity specific skills, team collaboration and sharing, positive social values and behaviours, which they can transfer to their lives now and in the future. Some co-curricular activities are seasonal, but many run the full length of the school year. Involvement can range from daily activity to once-a-week. Involvement may be selective as they involve auditions/elections, while some activities may welcome all who are interested. Some may require a membership fee.

## After School Expectations

Students who remain on campus after class are expected to be involved in one of the following activities between 3:00 p.m. and 4:00 p.m.:

- tutorial;
- co-curricular activity (practice, game, rehearsal, meeting);
- quiet study in the Library;
- Test Centre.

Students are not permitted to loiter in hallways or school entrances. Students who are not participating in one of the above activities are expected to leave the campus.

***In order to ensure safety, Middle School students who remain on campus must be supervised by a classroom teacher, coach, or club leader between 3:00pm and 4:00pm. Quiet, supervised Homework Rooms are provided each day for those junior and intermediate students who cannot be picked up at 2:40pm. Junior students who are still on campus after 4:00pm. (i.e. late bus) must report to the Library.***

## Student Leadership

The following student leadership opportunities are available every year at Villanova College:

- 1) Middle School Student Council
- 2) HOUSE Council
- 3) Peer Mentorship Program
- 4) Student Augustinian Values Institute
- 5) Grade 12 Leadership Class

In order to apply for any leadership position, the school believes that each student must demonstrate that he/she has proven reasonable academic success, the ability to balance extra-curricular involvement and maintain good standing with regards to discipline and deportment.

At Villanova College, student leadership is defined as an 'action' rather than a 'position' or 'title'. Due to the level of responsibility and time commitment, any student who chooses to apply for a leadership position, must meet the following criteria:

- overall grade average at the end of each year must be 70% or above;
- involvement in at least TWO TERMS of extra-curricular activities per school year - teams, clubs, or organizations (i.e. school play and football);
- in good standing with regards to deportment (attendance, punctuality, uniform) and discipline (no suspensions).

Students are also asked to meet with the staff member in charge of the program or organization to determine if any additional requirements must be met.

## **Attendance**

The Ministry of Education requires that each student complete 110 hours of instructional time in order to be granted a credit at the secondary level. The school's calendar reflects required class time and structured vacation time.

A unit of study in any subject involves the development of sequence-related understandings. When this process is interrupted by irregular attendance and tardiness a difficult situation for both the student and the instructor is created. **Students are responsible for any work assigned, and it is their responsibility to make up work during absences. When a student is habitually tardy or absent, contact will be made with the parents to address the situation.**

**Students who miss an excessive number of classes may have their credit withdrawn at the discretion of the Head of School.**

## **Extended Student Absence from School**

If a student is absent fewer than **three days** it is his/her responsibility to obtain missed work or tests from his/her teacher(s). When a student is absent from school for an extended period of time due to *illness or injury*, arrangements must be made through the **Student Services Department** for the student to receive homework and assignments. Arrangements are NOT to be made with individual teachers. By law, the school will require a medical note on file.

## **Extended Absence Due to Extra-Curricular Non-School Events**

Students must inform their teachers well in advance of their absence. Students are responsible for missed notes and **must submit assignments prior to their departure**. If an evaluation is missed during his/her absence, the student will write in the Test Centre after school on the day of his/her return.

## **Extended Absence Due to Vacation**

Vacations are to be scheduled only during the holiday periods as set out by the school calendar each year. Parents are discouraged from scheduling vacation travel outside of those dates. Should parents decide to withdraw their child from school for extended periods of time (in excess of 3 days) for family vacations must notify the school **in advance**, through the Student Services Department. The Student Services Department will require parents to complete the appropriate form, which is available from the Office or in Edsby. Students who are absent from school due to vacations/family trips are:

- responsible for all missed work or notes on their own. Teachers will not be responsible for providing class notes prior to or after the student's absence during vacations outside of the school holiday schedule;
- required to submit all assignments, complete all evaluations and write all tests that are due during the time of their absence **prior** to their departure.

## **Missed Evaluations**

Villanova College maintains that regular attendance is imperative for academic success. Students who miss tests, assignments or presentations because of an absence that is not justified by documentation (*e.g. parental note, medical documentation*) will receive a mark of zero. ***While documentation may explain an absence, it does not necessarily justify or excuse it.***

Students who fail to submit assignments (i.e. written and/or oral) on the **assigned due date** will suffer the appropriate late penalty unless they provide medical documentation. All reasonable effort should be made to ensure that assignments are submitted on the due date. If students are in attendance for part of a school day, they **must** submit all projects and assignments due that day to either the classroom teacher or to the Main Office staff. Signing in *late to school* or *signing out early* **does not** exempt a student from submission deadlines. Students who sign in late or sign out early for scheduled appointments must advise the subject teacher if they will miss an assessment or evaluation. Failure to follow the above procedures will result in late penalties.

### **Test Centre**

Students who are absent from school on the day of a test or evaluation will be scheduled to write the missed evaluation after school in the Test Centre on **the day of their return** (*this includes mid-day sign in*). Completion of tests takes priority over most school-related activities. The Student Services Department will change testing dates under the exceptional circumstances where students have varsity games or medical appointments supported by documentation.

The Test Centre will operate Monday to Friday 3:00 p.m. - 3:50 p.m. Students are to arrive no later than 2:50 p.m. Students who arrive late to the Test Centre will not be given extra time and must complete their test by 3:50 p.m. Students must be in full and proper uniform when they are in the Test Centre.

**Students who do not complete their tests within these parameters will be assigned a mark of zero.**

### **Study Hall**

Study Hall is a period in the day assigned to our graduating students for independent study in the Library. It is our expectation that the period will:

- encourage independent study;
- promote teacher-student contact;
- improve time-management skills.

Students on Study Hall **must**:

- report to the Main Office at the beginning of each Study Hall period to sign in.

Students on Study Hall **can**:

- sign out after their last class of the day with parental permission form on file;
- work on assignments, review notes, prepare for tests, conduct research;
- use their laptops in the Library for work/study purposes;
- read for pleasure;
- visit the cafeteria for a snack/break;
- work out in the Fitness Centre – with staff supervision;
- meet with a teacher who has a free period;
- make appointments with Student Services;
- use the washroom;
- go outside as long as they have informed the supervising teacher and sign back in prior to the end of the period. Students who go outside must remain in sight of the school.

Students on Study Hall **cannot**:

- leave school property;
- sleep;
- eat or drink in the Library;
- use their cell phones;
- listen to music;
- wander the halls aimlessly;
- disturb classes in progress;
- play cards, dice, etc.
- engage in activities that might distract others from completing their work.

### **Dress Code**

The dress code of Villanova College can be succinctly stated: **The student must look neat and clean and demonstrate an air of professionalism in his/her appearance and demeanour.** **The uniform must be worn at all times during the school day and at all school-related activities and functions.** Students may be excused from wearing their blazers inside the classroom at the discretion of the teacher or Administration, but they must wear it to and from classes. **A student will not be admitted to school if his/her uniform is not in acceptable condition.** In the months of May and June the school will allow a warm weather uniform that will modify the use of blazer and tie. (See Appendix V)

### **Identifying Property**

Students should take care to properly identify all their possessions. Since all books and blazers in a class look alike, students should write their names in or make identification marks on these items. All calculators and other such items must be marked with a unique form of identification to prevent theft and mistaken possession. **The School will not be held responsible for lost, misplaced or stolen items, including cell phones, personal listening devices, musical instruments, etc.**

### **Telephones**

If a student must contact a parent during the school day, a phone is provided in the Main Office for student use with permission before first period, at lunch time or after dismissal. ***Students should not be in the office during class time requesting the use of the phone.*** **Cell phone use is strictly prohibited between the hours of 8:30 am and 2:40 pm.** If parents permit their child to bring a cell phone to the school, **the cell phone is to be turned off and remain in the child's locker.**

### **Lavatories**

During class time, students must ask permission to use the lavatories. Students must carry a **Hall Pass** with them. Students are to use the lavatory closest to their classroom and are to return to class as soon as possible. The lavatories are not places in which to eat or study. Students are not permitted to use their cell phones in the lavatories.

## **PART VI: RESPONSIBILITIES OF THE PARENT(S)**

### **Villanova College believes that:**

Parents are a vital part of a student's education and the student's experience at the School.

Parents must be committed to the philosophy and mission of the School and, with their children, covenant with the School and other families to foster and encourage the fulfillment of that philosophy during the course of their child's stay at the School.

Parents must commit their own discipline and sacrifice to ensure opportunity for students and are expected to be examples for the community at large and particularly for students as to the philosophy of the School. Parents should discourage an entitlement attitude in themselves and in their children which may arise from the expectations of privately financed education.

Parents should accept the Code of Conduct and Behaviour expected of all students and will support the Administration and Board in the implementation and fulfillment of those objectives.

Parents are an essential component of School governance through the Parent Association and of the School's financial stability through fundraising and endowment. They form the component core of volunteers, Board and committee members.

**Parents and students understand that tuition accounts must be paid on time, that fund raising must be fulfilled, that detentions must be served when given, that school days take priority over vacation time and that cooperation with the religious and academic mission of the school is essential.**

#### **Tuition Fees – Terms**

Tuition fees must be paid up to date as of December 1<sup>st</sup> of the school year in order for a student to attend classes in the New Year.

In the event that two (2) payments are returned due to non-sufficient funds, all future tuition payments must be made by certified cheque or money order.

The School reserves the right to withhold a student's report card and all other documentation until tuition fees and/or additional fees are paid in full.

In the event of default in payment of tuition fees and/or additional fees, you will be responsible for the payment of all administrative charges incurred by the School in order to collect any outstanding amounts due and payable by you including but not limited to any legal fees incurred by the School on a full indemnity basis.

In the event of default of payment of tuition fees and/or additional fees, the enrolment of a senior (Grade 12) student will be suspended and the senior student will not be permitted to attend the Senior Prom, participate in final examinations, participate in the School's Commencement, and/or receive a diploma, transcript of credits or recommendations.

In the event of default of payment of tuition fees and/or additional fees, the re-enrolment of a student will be suspended and the student will not be permitted to advance to a higher grade.

#### **Administrative Fees**

All cheques returned for non-sufficient funds will be subject to a \$45 administration fee payable to the School.

All invoices are due upon receipt. Full payment must be received no later than thirty (30) days from the date of the invoice. Failure to pay an invoice on a timely basis will result in an administrative charge equivalent to 2% per month of the unpaid balance to be computed from the invoice due date to the date of payment.

### **Tuition Assistance - Bursaries**

Villanova College offers financial assistance to those who require it in order to offset the cost of tuition only. This program is based on financial need and is administered by Apple Financial Corporation's FACS (Financial Assistance for Canadian Schools). All applications for financial assistance must be received no later than February 1<sup>st</sup>. For more information, please contact the Admissions Office.

## **PART VII: SCHOOL'S RESPONSIBILITIES TO THE STUDENT**

### **Student Services/Guidance**

The school provides guidance services to help students prepare for and select universities. The Student Services Office will prepare transcripts and keep accurate records on all students. *There will be a minimal charge to students who request multiple copies of school records, documents or transcripts.* In a limited fashion, the Student Services Office will help students deal with personal problems and direct them to where they might receive the appropriate counseling. The Student Services Office works in conjunction with Campus Ministry and always operates under Catholic Christian principles.

Our Student Services department will help students determine both their short- and long-term goals, select the most appropriate range of courses to meet those goals and provide opportunities to discuss career planning. These include, but are not limited to:

- 1.the student's goals for academic achievement;
- 2.course selections for the following year;
- 3.co-curricular activities;
- 4.possible post-secondary education goals;
- 5.identifying and exploring career choices.

Students, in collaboration with parents and the Student Services Office, will select courses for their timetable for each school year. Specific details outlining course expectations and requirements are found in the annual Course Calendar.

### **Guided Learning Centre**

The Guided Learning Centre (GLC) extends Villanova's core values of *unitas, veritas* and *caritas* by supporting its identified students and ensuring that each of these students has the accommodations he/she needs to meet the challenges of a rigorous curriculum. The goal of the GLC is to assist exceptional students by providing them with one-on-one services, a separate exam space with unique supports and GLC-created Learning Portraits that outline a series of strategies to support these students within the classroom. Support takes place inside the classroom through accommodations implemented by individual teachers who promote inclusion. Support also occurs in the GLC classroom, where one-on-one services are offered to help students gain necessary skills.

## **Advisor Program**

Every student entering the Upper School will be assigned a Teacher Advisor. The aims of the advisor program are:

- to assist in goal setting, time management, examination preparation, and study skills;
- to support and communicate positive or negative trends in academic and social behaviour; and
- to act as an advocate for each student.

Advisor groups are comprised of 10 to 12 students of the same gender and grade and remain together until graduation. The goal of the grade nine advisor program is to ease the transition to high school and help foster independence, self-direction and responsibility. In grades 10 through 12, the focus is on *unitas*, *veritas* and *caritas*. The Teacher Advisor continues to provide the necessary support to set and pursue educational goals and evaluate their achievement of these goals. Advisor groups meet most Thursday mornings to participate in developmental guidance activities within a supportive peer group setting. Attendance at advisor sessions is mandatory.

## **House System**

All students will be assigned one of the following houses: Augustine, Monica, Nicholas, Rita. Various activities are organized throughout the year and students compete based on their assigned house, which is aligned with the Teacher Advisor program.

## **Parent Teacher Conferences**

Each student has a right to have his/her parent(s) meet with his/her teachers to discuss his/her academic performance and social behaviour. This may take place in one of two formats. The normal format is during parent-teacher interviews when all faculty members are available for personal conferences. Another option is for parents to make an appointment to talk to and/or meet with a faculty member one-on-one. Teachers are expected to respond promptly to any parent's request for such a meeting. Students and parents should always feel free to contact the Administration at any time with any concern they might have. ***Any student who intercepts and does not deliver communication from the school to his parent(s)/guardian will be severely reprimanded. This is a violation of trust and duty.***

## **Homework**

Homework is an integral part of the educational process and consists of relevant learning experiences related to the school curriculum. It helps the student to integrate the material he/she has learned in class and helps him/her prepare for learning. School work includes assigned homework, readings, research, studying, etc.

A well-designed homework program should:

- reinforce and extend school experiences;
- assist students in assuming responsibility for their own learning development;
- develop positive attitudes towards independent study and life-long learning;
- encourage the development of self-discipline, good work habits, and time management skills;
- enable parents to become involved and to participate in their child's learning;
- enable regular and on-going communication between teachers, parents and students;
- assist students in preparing for subsequent learning activities.
- Jr. Division students can expect approximately 30 minutes of homework.
- Intermediate Division students can expect approximately 90 minutes of homework.
- Senior Division students can expect between 2-3 hours of homework.

## **Edsby Learning Management System**

Through Edsby, the School provides an interactive classroom environment where support material, homework, evaluation and test dates are readily available to students and parents. Students are expected to access their Edsby accounts on a nightly basis to confirm homework and evaluations.

## **Missed Work**

Teachers will allow students adequate time to make up work because of a documented medical illness and for work missed while out on a school- sponsored event (excursion, retreat, co-curricular, etc.). **Submission dates for previously scheduled projects/assignments must not be ignored due to school-sponsored events. (See Appendix III for Late Assignment Policies)**

## **Additional Help**

Each department will establish **Office Hours** after school to facilitate this service. Students who require additional help *in areas of difficulty or for personal enrichment* from a specific teacher should arrange for it with that teacher. **Additional help is a temporary solution to solve an occasional problem. Students needing long term tutoring should contact outside services.**

## **Academic Warning Letters**

*Academic Warning Letters* are issued to students at mid-term and year-end who have failed to maintain a 65% **overall** average. They may also be issued to students who have failed to achieve at least a 70% average in their **core subject** areas. Students who receive *Academic Warning Letters* are strongly encouraged to seek additional help with teachers after school (during office hours) or the assistance of a private tutor. Failure to meet these academic requirements may jeopardize their placement in the school.

The athletic and co-curricular program is an integral part of school life at Villanova College and, therefore, an integral part of the overall development of our students. However, a student participating in co-curricular programs must maintain a minimum overall average of 65% to be eligible to participate. A **Grade Sheet** will be given to the student by the Athletic Director or Student Services and filled out on a weekly basis by the classroom teachers. Students are required to attend **tutorial sessions** *before* they attend practice or club meetings. The student's participation in the program will be reviewed by the Athletic Director and the Assistant Head.

## **Placement at Villanova College**

If a student receives a failing grade in any subject at the end of the academic year or fails to achieve the required overall average, their placement in the school will be subject to review.

The Administration reserves the right to dismiss any student who fails to attain and maintain the standard expected by the school in either student performance or conduct.

## **Transfers**

Any student seeking to transfer from Villanova College to another institution has a right to have his records handled promptly. ***Before any transfer of records take place, all obligations (financial and otherwise) must be met.***

## **Searches**

The school has the responsibility of maintaining a safe environment where the rights of all are respected and protected. ***Therefore, the school reserves the right to search and inspect all book***

***bags, lockers, cars and personal possessions when there is a reasonable suspicion that the safety of any individual or group of individuals may be in jeopardy.***

### **Reputation**

The school has the right and the obligation to do whatever it must to preserve the reputation of the school for the benefit of the common good. The Administration will take whatever actions are necessary to do this. ***Any student who publicly embarrasses the school will be subject to immediate and possibly severe disciplinary action.*** The School reserves the right to suspend any student for any behaviour that the School believes negatively impacts the reputation of the School. This includes illegal drug and/or alcohol use and/or any activity that does not represent the moral tone and good name of the School and its community.

### **Discipline**

In order to maintain an appropriate learning environment, the school has the right and obligation to enforce the rules and guidelines set forth in this handbook. The consequences for not heeding the principles set forth in this guide shall vary from case to case depending on the circumstances. ***The guiding principle for any disciplinary action shall be a measured response to the offense committed.***

In the first instance, students will be reminded about their obligations concerning respect and responsibility and asked to comply with the student handbook. Repeated offenses, however, require a measured response. ***There are several degrees of response.***

Consequences, the first level, may involve anything from a written assignment to something more directed. ***Consequences are assigned by individual teachers. Detentions are issued by either individual teachers (when the offense is directed at the teacher or toward the management of the classroom) or by the Administration (when the offense is directed toward the general operation of the school).*** Detentions can be either before or after school, the timing of which is at the discretion of the teacher or the administrator, not the student. Some forms of discipline are reserved to the Administration.

### **Identification Cards**

The school will provide each student with an ID card that includes the student's photo, name, class year and individual ID number. The replacement cost of the ID card is \$15. Students are to report lost ID cards to the Main Office as soon as possible.

### **Emergency School Closure**

In the event that an emergency (including an emergency declared by a government body such as the Government of Canada, Government of Ontario, York Region or York Region Public Health Department) results in the partial or complete closure of the School, the following guidelines will apply:

1. The Head of School or his/her designate will continue to lead and be responsible for the organization and management of the School, the instruction and discipline of students in the School, and the School's activities, operation and administration.
2. A Partial Closure involves some or all of the students not being able and/or permitted to physically attend on the School premises for part of the school day. A Complete Closure

involves all of the students not being able or permitted to physically attend on the School premises for one or more full school days.

3. The primary objective of the School is to provide a superior education, while at the same time safeguarding the health and safety of both students and staff. To the best of its ability, the School will therefore continue to deliver regular curriculum to students during either a Partial Closure or Complete Closure. Where reasonable, practical and permitted by law, curriculum will be delivered at the School premises. Where this is not reasonable, practical and/or permitted by law, curriculum will be delivered through the use of technology, including computers, internet, e-mail, voice communications, imaging, faxes and mail. This may occur during evenings and/or weekends.
4. In the event that the Partial Closure or Complete Closure remains in effect on June 30<sup>th</sup>, the Head of School may extend the school year for up to four (4) weeks, until July 31<sup>st</sup>. In this situation, employees will be required to work beyond June 30<sup>th</sup> for an equivalent period of time and the regular compensation and benefits will continue on a pro-rated basis.
5. Students and their families will not be entitled to any full or partial refund of tuition so long as curriculum continues to be delivered in any form.
6. When the emergency has ended, the Head of School or his/her designate will determine whether, when and how to transition back to normal operations and activities within the School. Employees will be informed about their status regarding salary, benefits, sick leave and vacation as a result of the Partial Closure or Complete Closure. Where reasonable and practical, all staff and students will resume their normal duties, responsibilities and activities in the School.

#### **Amendments**

***It is the responsibility of the school through the Administration to change or modify the content of this Handbook at any time in order to maintain the spirit of community which is the foundation of Villanova College. All changes will be properly promulgated and published so that all concerned may be aware of their obligations concerning respect and responsibility.***

## APPENDICES

### APPENDIX I SCHOOL SCHEDULE

The schedule rotates on an eight-day cycle. Students receive a timetable on the first day of school.

	Monday, Tuesday, Friday	Wednesday Prayer Service/ Late Start	Thursday Advisors	Mass
	Regular Schedule	Prayer Service/ Assembly 8:30-9:25	Period 1 8:30- 9:25	US Mass 8:30-10:00 MS P1 8:30-9:15
Period 1	8:30-9:30	9:30-10:15	Advisors 9:30- 9:50	US P1 10:05- 10:40 MS P2 9:20- 10:00
Period 2	9:35-10:35	10:20-11:05	9:55-10:50	US P2 10:45- 11:20 MS Mass 10:00-11:30
US Lunch A	10:40-11:15	11:10-11:45	10:55-11:30	11:20-11:55
MS Lunch B	11:15-11:50	11:45-12:20	11:30-12:05	11:55-12:30
US Lunch C Jr. Recess	11:55-12:30	12:25-1:00	12:10-12:45	12:35-1:10
	3A/B class 10:40-11:50	3A/B class 11:10-12:20	3A/B class 10:55-12:05	3A/B class 11:25-12:30
	3B/C class 11:20-12:30	3B/C class 11:50-1:00	3B/C class 11:35-12:45	3B/C class 12:00-1:10
	3A/C class 10:40-11:15 11:55-12:30	3A/C class 11:10-11:45 12:25-1:00	3A/C class 10:55-11:30 12:10-12:45	3A/C class 11:35-11:55 12:35-1:10
Period 4	12:35-1:35	1:05-1:50	12:50-1:40	1:15-1:50
Period 5	1:40-2:40	1:55-2:40	1:45-2:40	1:55-2:40
HW Room/ Co- curricular	2:50 -	2:50 -	2:50 -	2:50 -

#### School Closing

If for some reason school is closed on a normally scheduled operating day (e.g. snow, power failure, dangerous travel conditions), that decision will be made by 6:30am. The announcement will be posted in the Edsby news river, on the school website, social media channels, and an email blast will be sent to all families currently in our database. It will also be communicated to local media outlets for posting on their websites. As Villanova College draws from a large area, and weather and road conditions vary greatly, parents should always use their own discretion to determine if it is safe for their child to travel to school.

## APPENDIX II COURSES OF STUDY

The program in the Middle School has been designed to provide the individual student with the knowledge and skills necessary to meet the rigors of the Upper School program. All courses in this program have been developed according to the requirements of the Ontario Ministry of Education (*The Ontario Curriculum, Grades 1 – 8*) and reflect the Catholic Traditions of Education.

### Grades 4, 5 & 6 – Core Teacher/Partial Rotary

- English
- Physical & Health Education
- French
- Religious Education
- Mathematics
- Science
- Music
- Social Studies

### Grades 7 & 8 – Full Rotary

- English
- Physical & Health Education
- French
- Religious Education
- Mathematics
- Science
- Music
- Social Studies(Gr.7)/  
Business Studies(Gr.8)

### Diploma Requirements

The Ontario high school program is based on a credit system. Villanova College is a non-semestered school offering courses on a full-year basis. Students will earn eight credits during the school year, from September to June.

To receive an Ontario Secondary School Diploma (OSSD) a student must earn a minimum of 30 credits.

18 Compulsory Credits	
4 credits in English (1 credit per grade)	3 credits in Mathematics (at least 1 credit at the Senior Division)
1 credit in French	2 credits in Science
1 credit in Canadian History	1 credit in Canadian Geography
1 credit in the Arts	1 credit in Physical & Health Education
1/2 credit in Civics	1/2 credit in Career Studies

#### **Plus:**

- 1 additional credit in English, or French as a Second Language, or a Native language, or a classical or an international language, or social sciences and the humanities, or a Canadian and World Studies, or guidance and career education, or cooperative education
- 1 additional credit in Physical & Health Education, or the Arts, or Business Studies, or French as a second language, or cooperative education
- 1 additional credit in Science (Grade 11 or 12), or Technology [Senior Division] or French as a second language, or computer studies, or cooperative education

In addition to the 18 compulsory credits, students must:

- earn 12 optional credits [*selected from the courses available in the school*].
- pass the Ontario Secondary School Literacy Test [*written in Grade 10*].
- complete 40 hours of community involvement activities.

### **Grade 9 and 10 Course Selection**

Villanova College will offer only **academic courses** in the core subjects in grades 9 and 10. *Please see the Course Calendar for further information.*

### **Grade 11 and 12 Course Selection**

Students in grades 11 and 12 will focus more on their individual interests in order to identify and prepare for post-secondary goals. Villanova College will offer courses only at the university, university/college, and open levels. Students are provided a breadth of courses in grades 11 and 12 so that they may enter the post-secondary program of their choice. *Please see the Course Calendar for further information.*

### **The STEM Program**

The **Science, Technology, Engineering and Mathematics (STEM) Program** at Villanova College is an exclusive, four-year academic enrichment program. STEM delivers a challenging, hands-on, project-based curriculum that integrates industry-grade software with classroom data collection and control devices to teach science, technology, engineering and math concepts through real world applications. The STEM program offers a unique opportunity to engage a select group of highly motivated students in advanced and accelerated studies. The innovative curriculum is designed to challenge students and promote critical thinking and problem solving skills that can be applied to all facets of their current and future academic and work experiences.

Students enroll by applying for the stem program and writing an admissions test. Accepted students will take an enriched math and science program in grades 9 and 10 to prepare them for the advanced placement (AP) program to be completed in grades 11 and 12.

### **Additional Course Requirements**

Villanova College is a Catholic school. Every student must take a Religious Education course in each year of attendance.

### **Christian Service Requirement**

As stated in *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999* (OSS), every student must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop an awareness and understanding of civic responsibility and the contributions they can make to support and strengthen their communities.

At Villanova College, we have combined the requirements of the OSSD with our call as Catholics to know and love God, and to do good according to His will, to create our Christian Service program.

St. Thomas of Villanova modeled the instructions of Christ by establishing many social programs for the poor, earning him the title “Father of the Poor.” Thomas celebrates learning as an activity that ought to make a difference in the community and in the world. Thomas’ teachings, scholarship, and special concern for the impoverished inspire Villanova College’s mission of service to others. It is our hope that a student’s service experience will go beyond simple volunteering. Our goal is to provide an opportunity for students to learn more about themselves and to be encouraged to take an active role in creating God’s kingdom here on Earth.

Listed below are the minimum service hour requirements by grade. Students are encouraged to volunteer as many hours as possible. Students can use the accumulated hours to bolster post-secondary applications, scholarship applications, and resumes.

- Grade 9: 10 hours (5 Christian / 5 other)
- Grade 10: 10 hours (5 Christian / 5 other)
- Grade 11: 20 hours (15 Christian / 5 other)
- Grade 12: 20 hours (15 Christian / 5 other)

### Villanova College Diploma

The Villanova College diploma signifies evidence of a student who lives the Christian ideals and has contributed to the life of the school in addition to the **academic** and **behavioural** requirements needed to remain in good standing. The Villanova College Diploma is awarded to students who apply directly to the Headmaster and, in addition to the O.S.S.D. requirements, have completed the following minimum requirements:

1. a total of 30 credits (including all compulsory credits) attained through **Villanova College** (for students enrolled from grade 9);
2. a total of **7 grade 12 credits** approved by Villanova College;
3. a minimum average of **75% in Religion courses** from grades 9 – 12 or recommendation by the instructor in the Grade 12 Religion Seminar course;
4. a minimum overall average of 75% in the student’s graduating year;
5. conduct free of any patterns of tardiness, disciplinary, deportment, attendance, and academic dishonesty issues;
6. a minimum of fifty (50) hours of *voluntary* service to the school prior to graduation;
7. **participation in all school retreats;**
8. **participation in one or more of the following programs in each year of his/her enrolment:**

<b>Athletics</b>	<b>Arts</b>	<b>House Council</b>	<b>Clubs</b>
<b>Peer Tutoring/ Mentoring</b>	<b>Outreach</b>	<b>Campus Ministry</b>	<b>Service to School</b>

### APPENDIX III

### GRADING SYSTEM

Villanova College is a university preparatory school, which means that every course is specifically designed to give our students the tools they will need to succeed in university. The grading system is a tool to help students realize how well-prepared they are for the work they will face in university.

Teachers inform students of how grades are calculated on the Course Syllabus sheet. The classroom teacher will consider all evidence collected through **observations**, **conversations**, and student **products**. The teacher will consider the evidence for all the tests/exams and assignments for evaluation that the student has completed or submitted, the number of tests/exams or assignments for evaluation that were not completed or submitted, and the evidence of achievement that is available for each overall expectation for a subject in a particular grade or course. In addition, the teacher will consider that **some evidence carries greater weight** than other evidence;

for example, some performance tasks are richer and reveal more about students' skills and knowledge than others. Teachers will weigh all evidence of student achievement in light of these considerations and will use their **professional judgment** to determine the student's report card grade.

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned. If a student is academically dishonest a teacher may assign a grade of zero.

In all departments, in Grades 9 – 12, work completed throughout the year is worth 70% of the final grade. The summative evaluation (i.e. final exam/project) is worth 30% of the final grade. In Grades 7 and 8, in courses where final examinations are written, work completed throughout the year is worth 80% of the final grade, and the examination is worth 20% of the final grade. Recognition of good student performance is made through the Honour Society. The Honour Society lists those students who have achieved an average of 80% or better. The Head of School's Honour Society is comprised of those students who have reached or surpassed an 80%, 85%, 90%, or 95% in each of their courses. Final grades are used to calculate a student's overall average. All courses are used in the calculation of this average, and for the determination of the Honour Society. Continuing education courses are not used to calculate the grade average.

All aspects of Villanova College's Assessment, Evaluation, and Reporting policies are in compliance with the Ontario Ministry of Education document, *GROWING SUCCESS, Assessment, Evaluation, and Reporting in Ontario Schools, Grades 1 -12, 2010*.

**Grading Conversion Chart: Villanova College**  
*As a university preparatory school, Villanova College has set these standards and expectations for academic performance.*

Category Description	Rubric Mark	Numerical Grade	Letter Grade	Level of Performance
Level 4	4+	90 – 100	A+	<b>Outstanding</b>
	<b>Performance Description:</b> The student demonstrates sophisticated understanding of the subject matter. He/she is able to make subtle distinctions and to relate the particular challenges to more significant, complex, or comprehensive principles. The concepts, evidence arguments, qualifications made, questions posed, or methods used are insightful, going well beyond the grasp of the subject typically found at this level of experience.			
	4	85 – 89	A	<b>Excellent Very Good</b>
	4-	80 – 84	A-	
<b>Performance Description:</b> The student demonstrates a mature understanding of the subject matter involved. The ideas, evidence, arguments and methods used are advanced and revealing. The student makes important distinctions and qualifications as needed.				
Level 3	3+	77 – 79	B+	<b>Good.</b>
	<b>Performance Description:</b> The student demonstrates a good understanding of the subject matter involved. The concepts, evidence, arguments, and methods used involve a considerable degree of difficulty and power. There may be limits to the understanding, but the student frames the matter appropriately at this level of experience.			
	3	74 – 76	B	<b>Competent Satisfactory</b>
	3-	70 – 73	B-	
<b>Performance Description:</b> The student demonstrates an adequate understanding of the issues involved. Work reveals control of knowledge, concepts, or methods that enable the problem to be solved at a satisfactory level of difficulty. The work may yield correct answers, but the approach/concepts/methods used are more simplistic than what is expected at this level of experience.				
Level 2	2+	67 – 69	C+	<b>Below School Expectation</b>
	2	64 – 66	C	
	2-	60 – 63	C-	
	<b>Performance Description:</b> The student demonstrates a naïve or limited understanding of the ideas and issues involved. Simple rules/formulae/approaches/concepts are used where more sophisticated ones are called for, and available from previous learning. Important ideas may be misunderstood or misapplied.			
Level 1	1+	57 – 59	D+	<b>Credit in Jeopardy</b>
	1	54 – 56	D	
	1-	50 – 53	D-	
	<b>Performance Description:</b> The student shows no apparent understanding of the underlying ideas and issues involved. Brings to bear inappropriate or inadequate knowledge of the problem.			
Level R	R	0 – 49	F	<b>Failure to Meet Expectations</b>
	<b>Performance Description:</b> Insufficient evidence in student responses/work to judge the student's knowledge of the subject matter.			

**Reporting periods** will be in November, February, and June.

**Late Assignment Policy**

Task completion is an important life skill and learning strategy. Students must complete any missed or late assignment that will be marked as an evaluation and represents essential overall expectations of the course.

- The first day an assignment is late, the student receives a **5%** deduction, a *new due date is set* and a Late Assignment Contract is completed.
- If the second due date is missed, the student receives a **10%** deduction, *another due date is set*, a Late Assignment Contract is completed and parents are contacted by the teacher.
- If the assignment is *still incomplete on the second due date*, the student receives a **20%** deduction, a *final due date is set*, a Late Assignment Contract is completed and the parents are contacted by the teacher.

- If the assignment is still incomplete on the final due date, the student is sent to the Assistant Head and assigned a half-day in-school suspension, during which time, the work will be completed. Whatever work is completed during this time will be submitted for evaluation.

## APPENDIX IV

### ABSENCE AND LATE POLICY

#### **When a student is late to school**

Classes commence daily at 8:30 am. Students should be in their period 1 class by 8:20 am. Chronic inability or unwillingness to arrive at school on time will be viewed as a serious offence. Students who arrive at school after 8:30 am must report to the Main Office before attending class. Students may be late to school *twice per session without penalty* (September-December; January-March Break; end of March-June). **A 1 hour after-school detention will be assigned for every late thereafter.** Parents will be notified.

If a student accumulates **10 lates** to school it will result in:

- *full day in-school suspension;*
- *parent meeting with Administration.*

If tardiness is not resolved students will be subject to out-of-school suspension(s) and/or removal from co-curricular activities.

#### **When a student is late to class**

Promptness is more than a courtesy, it is the obligation of the student to the teacher as well as to the other students. Students must make it their duty to arrive on time to class and not to delay academic proceedings.

**Class Lates** are accumulated and documented in the Main Office throughout the school year. The accumulation of lates to class will result in the following consequences:

4 lates – 1 hour detention after school

5 lates – 2 detentions

6 lates – 4 detentions

7 lates – 1 week of detention

8 lates – in-school suspension, meeting with parent

Further **class lates** will result in possible out-of-school suspensions and/or removal from co-curricular activities.

#### **When a student is absent**

Parents **must inform the school before 8:00 am on the first day of the student's absence** either by phone, email, or planned absence notification in Edsby, of the absence and the reason for the absence.

A student who is **truant** from a class or from school for the day will lose all privileges, will fail all missed work/tests/projects and be subject to appropriate disciplinary action.

#### **When a student requires early dismissal**

*Whenever possible, it is preferable that medical appointments be made after school hours.*

Parents must inform the school before 8:30 am by written note, email or planned absence notification in Edsby, of the time, date and reason for the early dismissal. The student must sign out in the Main Office before leaving the school for his/her appointment. If a student fails to bring a note, a parent must come in to the Main Office to sign his/her child out of school. Villanova College maintains a closed campus. Students are **not** permitted to leave during the school day without parental permission and without a valid reason (i.e. medical appointment). With parental permission, Grade 12 students are permitted to arrive late or leave early if they have no scheduled classes or other obligations (i.e. Mass, Prayer Service, Advisors, Test Centre, etc.), but they may not otherwise leave during lunch or Study Hall periods.

#### **When a student leaves school due to illness**

In the rare circumstance when a student becomes ill during the day, **the student must report to the Main Office where the office staff will contact the parent or guardian.** Please ensure that the person picking up the sick child is registered on the **Safe Arrival Form.** If not, written permission must be supplied by the parent in order to release the child into the care of an unregistered person. The child must be signed out by the designated adult in the Office. Students who drive themselves to school will **not** be permitted to leave until a parent has been contacted by the school.

## **APPENDIX V**

### **DRESS CODE POLICY**

The dress code is an educational tool that complements the education of the Villanova student. The dress code has several purposes: to enhance self-esteem, to teach discipline, to break down socio-economic barriers and to prepare students for various professional careers. Students are ambassadors of the school and their appearance reflects directly upon our values and reputation.

#### **Our uniform regulations are as follows:**

1. **Blazers (Grades 7-12):** A regulation school navy blazer with school crest. The blazer must not appear torn or worn; tattered or stained. It should have its full complement of buttons and pockets. Teachers may permit students to remove their blazers in the classroom, but the blazer must always be worn outside of the classroom. Blazers can be adorned only with school-sanctioned pins and identification. The School has a limited number of blazers that a student may rent on a short-term basis. The daily fee will be charged to the student's account.
2. **Dress Pants and Kilts (Grades 7-12):** Regulation grey dress pants (for male and female). A black leather dress belt with a small-sized buckle **must** be worn. Regulation grey kilt (for females) a **maximum of 1" above the knee** and with the regulation kilt pin.

\*Female students will be required to wear the school dress pant should there be repeated violations of the kilt length policy.

**Pants and Jumpers (Grades 4-6):** Regulation grey dress pants (male and female). A black leather dress belt with a small-sized buckle **must** be worn. Regulation navy jumper (for females) a **maximum of 1" above the knee.**

3. **Ties:** The school-issued tie must be worn at all times. The School has a limited number of ties that a student may rent on a short-term basis. The daily fee will be charged to the student's account. New ties may be purchased from The Armoury. As with the rest of the school uniform, the tie should not be torn, stained, or adorned with pins. Graduating students must wear their senior ties.
4. **Shirts:** The requisite uniform shirt is a white full button front dress shirt (**neatly tucked in**). The shirt may be short or long sleeved. The top button of the shirt must be buttoned. Graduating students must wear the blue senior dress shirt.
5. **Sweaters and Vests (Grades 7-12):** Regulation school sweater or vest. Students may wear the regulation school sweater or vest with the white dress shirt and tie **under the blazer**.  
**Sweaters (Grades 4-6):** For special uniform dress occasions, all students must own the school cardigan. Students may wear the long-sleeved sweater or school cardigan on a daily basis.
6. **Shoes:** All black leather dress shoes that must be able to hold a shine. The soles of the shoes must not leave marks on the floor. **Athletic or casual footwear (i.e. Keds, Toms, etc.), slippers, or shoes without heels are NOT permitted.** If shoes are laced, they must be properly tied. Maximum heel height is 2" (no spikes or pumps allowed). Ankle-high shoes/boots are not permitted.
7. **Socks and tights:** Non-athletic, black dress socks (mid-calf or higher) must be worn with the pants. Blue **knee-high dress** socks must be worn with the kilt/jumper and must be pulled up to the knee. From November 1 to May 1 Girls' must wear navy, non-patterned, opaque tights. Students with torn tights will be asked to purchase new tights in The Armoury.
8. **Aesthetics:**
  - **Earrings** – are not permitted for male students. Female students may wear **one** moderately sized dress earring in the **lobe** of each ear.
  - **Jewelry** – chains and chokers are not to be visible. Rings (except the school ring) and bracelets are discouraged and may be prohibited.
  - **Nail Polish** – must be clean and conservative. If female students choose to apply nail polish, it must be **clear or a pale, neutral tone**. No dark, bold or bright colours are permitted. Students with inappropriately coloured fingernails will be given a uniform infraction and not permitted to attend classes until the polish is removed. Nail polish remover will be available in the Main Office, the use of which will be charged to the student's account.
  - **Makeup** – female students must keep their make-up clean and conservative. It must be appropriate for school and may not be **distracting, excessive, or extreme**. **Glitter** is not allowed.
  - **Hair** – A student's hair must be neat and tidy. **Hair must not be coloured or streaked so as to distract or draw attention (e.g. unnatural colours – extreme contrasts)**. No extreme variation in hair length is permitted (i.e. no shaved sides with hair on the top of the head).
  - **Males:** Hair must not be excessively long or spiked, below the eyebrows, below the jacket collar or below the middle of the ear. No buns, knots, or ponytails are permitted for

male students. Any trendy or faddish haircuts are not permitted, which includes extreme variation in hair length (i.e. shaved sides with hair on the top of the head).

- **Females: hair bands** must be thin and the colour must be moderate. Hair clips must only be worn in the hair – their colour and size must be moderate.
- **Male students must be clean-shaven.** Students who report to school unshaven will be charged a uniform infraction and will not be permitted into class until they shave. Razors will be available in the Main Office, the use of which will be charged to student accounts. Sideburns must not be below the middle of the ear.

The following are **not permitted**:

- rolling up of shirtsleeves
- visible body piercing
- visible tattoos of any kind
- visible coloured undergarments or undergarments with visible writing or designs
- turtlenecks under the white shirt/golf shirt
- purses with the uniform
- false eyelashes
- the wearing of hats in the building

### **Arriving to and Departing from School**

Although blazers may be left in a student's locker, students must arrive to and depart from school in their uniform (tie, belt, kilt, shirt tucked in, etc.). Students may leave the school at the end of an athletic practice in the physical education or VC practice uniform, but must be dressed in their full school uniform upon arrival to school the next day.

### **Summer Uniform**

For the months of May and June only, students are permitted to wear a short-sleeved white Villanova golf shirt, **neatly tucked in**. If they choose to wear the golf shirt, Graduating students must wear the blue senior golf shirt.

### **Special Dress Days**

On occasion, the School will allow alternate dress. **Specific guidelines will be issued for each event.** Some special dress days may require a small financial donation on the part of the student. Monies collected on such days will be donated to local and international charities.

### **VC Wear Days**

Villanova sportswear such as t-shirts, sweatshirts, sweatpants, athletic warm-up suits and fleeces are all appropriate to wear on VC Wear Days. Shorts, non-VC sportswear, sandals and any other open toe footwear are not permitted. Students who come to school without appropriate VC Wear will be asked to purchase a new item in The Armoury. Repeated violations of this policy will result in the suspension of the privilege of wearing VC Wear.

### **General Policy**

The Administration is the final arbiter in all matters of interpreting the dress code and enforcing its application. The Administration may modify the dress code at any time. **The school reserves the right to inform the student and parent that the student is not meeting the uniform**

**standards set out by the school and will not be admitted to class. The Administration has the full discretion on all uniform-related matters.**

**Supplier for School Uniform: The Uniform Group (416-335-0143)**

### **Violation of School Uniform Expectations**

Any student not in compliance with the uniform policy must report to the Main Office, where infractions are accumulated and documented throughout the school year. In some cases, at the discretion of the Administration, the student will not be admitted to class. The accumulation of uniform infractions will result in the following consequences:

3 infractions – 1 hour detention after school

4 infractions – 2 detentions

5 infractions – 1 week of detention

6 infractions – in-school suspension, meeting with parent

7+ infractions – possible out-of-school suspension and/or removal from co-curricular activities

## **APPENDIX VI**

### **VILLANOVA COLLEGE CODE OF CONDUCT**

Villanova College (“Villanova”) is committed to excellence and dedicated to the education of young people, engaging them in their spiritual, physical and social development. Villanova is dedicated to the education of students in a safe and caring community that fosters the development of character, courage, creativity and a passion for learning.

Villanova promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable and accepted and actively promote positive behaviours.

All students, parents, teachers and school staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate. The promotion of strategies and initiatives, such as character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement and the well-being of all students.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

These standards of behaviour apply not only to students, but also to all individuals involved in the Villanova community – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities or in other circumstances that could have an impact on the school climate.

#### **1. Standards of Behaviour**

By enrolling in Villanova, students automatically assume the obligation to comply with the provisions of the Code of Conduct. Central to the Code of Conduct is the understanding that each

student will follow certain standards of behaviour. Self-discipline and a willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

### 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; and
- not swear at a teacher or at another person in a position of authority.

### Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon;
- 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, or provide others with cigarettes, alcohol 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; and
- commit an act of vandalism that causes damage to school property or to property located on the premises of the school.

### Inappropriate Behaviour

Examples of inappropriate behaviour include, but are not limited to:

- uttering a threat to inflict serious bodily harm on another person;
- swearing at a teacher or other person in authority;
- committing an act of vandalism causing damage to school property or property located on school premises;
- bullying, intimidating or threatening another person;
- fighting;

- using a weapon to cause or threaten bodily harm to another person;
- committing physical assault on another person;
- harassment of any kind;
- distributing hate material;
- inappropriate use of electronic communications/media; including accessing inappropriate materials on the Internet; posting offensive comments on personal or commercial websites (e.g. Facebook, www.ratemyteachers.com, and similar sites);
- unexcused absence from school activities; and
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

## 2. Responsibility of a Bystander

Villanova is committed to providing a healthy school environment that is nurturing, caring and respectful of everyone. The school teaches social skills that will serve its students well throughout their lives.

If a student has been bullied, intimidated or threatened or has witnessed such behaviour, he/she needs to confide in an adult at the school. If Villanova is not aware of an incident, it cannot act. A student is not tattling by contacting an adult; he/she is, in fact, upholding the school's core values and demonstrating courage by appropriately standing up for himself/herself. No one has the right to bully, intimidate or threaten another person. It takes courage to stop such behaviour in a mature and responsible way.

If a student witnesses an act of peer bullying, intimidation or threats, he/she is a bystander and is expected to take steps to help. It is part of his/her responsibility as a Villanova student.

## 3. Roles and Responsibilities

The Code of Conduct recognizes that all members of the school community, including the Head of School, teachers, other staff members, students and parents have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

### Villanova College

Villanova will provide direction to ensure opportunity, academic excellence and accountability in the school. It is the responsibility of Villanova to:

- develop policies that set out how the school will implement and enforce its Code of Conduct and other rules that promote and support respect, civility, responsible citizenship and safety;
- review policies regularly with students, staff, parents, volunteers and the community;
- seek input from the Board of Governors, parents, students, staff members and the school community;
- establish a process that clearly communicates the Code 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; and
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

### Head of School

The Head of School takes a leadership role in the daily operation of the school. The Head of School will provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone under his/her authority accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of the school community; and
- providing an example of respect and civility for all members of the school community.

### Leadership Team, Teachers and Other School Staff Members

Under the leadership of the Head of School, the Leadership Team, 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 classroom, 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; and
- prepare students for the full responsibility of citizenship.

Teachers shall also assist the Head of School in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers must assist the Head of School by reporting incidents and assisting the Head of School in conducting an investigation.

### Students

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

- comes to school prepared, properly dressed in his/her uniform, on time, and ready to learn;
- adheres to school uniform rules;
- 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; and
- follows the established rules and takes responsibility for his/her own actions.

### Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents and guardians fulfill 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, properly 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 Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

#### 4. Sanctions

In considering the most appropriate response to address inappropriate behaviour, Villanova will take the following into consideration:

- the particular student and circumstances;
- the nature and severity of the behaviour; and
- the impact on the school climate, including the impact on students or other individuals in the school community.

The range of sanctions that Villanova will apply to offences include:

- removal from a school activity, special program or recess to complete work or a special assignment designated by the teacher;
- detention;
- probation;
- arrangement of a behaviour or performance contract with the involvement of the student, teachers and parents;
- in-school suspension;
- academic suspension from school;
- behavioural suspension from school;
- expulsion from school.

Villanova reserves the right to expel a student when the continued attendance of that student would not be in the best interests of that student or the school. Villanova also reserves the right to expel a student when his/her behaviour is in breach of the Code of Conduct, seriously jeopardizes the school's ability to guarantee the dignity and safety of its students and interferes with learning, or involves conduct which is injurious to Villanova's moral tone or to the physical or mental well-being of others. In these circumstances, Villanova will make reasonable efforts to assist the student's family in securing suitable alternative education arrangements.

#### 5. Review

The Code of Conduct will be reviewed for possible revisions annually. Villanova will continue to solicit input from the Board of Governors, parents, staff and students in the review process.

## APPENDIX VII

### DISCIPLINE

In order to maintain an appropriate learning environment, the school has the right and obligation to enforce the rules and guidelines set forth in this Handbook and the Villanova College Code of Conduct.

Progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours. Villanova will utilize a range of interventions, supports, and consequences that are developmentally and socio-emotionally appropriate and include learning opportunities for reinforcing positive behaviour while helping students to make better choices.

Villanova will focus on prevention and early intervention as the key to maintaining a positive school environment in which students can learn. Early intervention strategies will help prevent unsafe or inappropriate behaviours in a school and in school-related activities. Intervention strategies should provide students with appropriate supports that address inappropriate behaviour and that would result in an improved school climate. Some examples of such strategies include ongoing communication with parents, verbal reminders, review of expectations, and/or written assignments with a learning component that require reflection.

Progressively more serious consequences should be considered for inappropriate behaviour that is repeated or for progressively more serious inappropriate behaviour, taking into account mitigating and other factors.

Ongoing interventions may be necessary to address underlying causes of inappropriate behaviour. Some examples of ongoing interventions are meeting with the parent(s), requiring the student to perform volunteer service in the school community, conflict mediation, peer mentoring, and/or a referral to counseling.

In considering the most appropriate response to address inappropriate behaviour, the following should be taken into consideration:

- the particular student and circumstances;
- the nature and severity of the behaviour; and
- the impact on the school climate, including the impact on students or other individuals in the school community.

Under the Code of Conduct, the range of sanctions that Villanova will apply to offences include:

- removal from a school activity, special program or recess to complete work or a special assignment designated by the teacher;
- detention;
- probation;
- arrangement of a behaviour or performance contract with the involvement of the student, teachers and parents;
- in-school suspension;
- academic suspension;
- behavioural suspension; and/or
- expulsion from school.

### **In-school Suspension**

This consequence is administered by the **Assistant Head** or **Head of Middle School** when a more serious offence has been committed. A student will be present in school and assigned to independent study rather than classes. The work that the student misses must be made up. The student does not necessarily receive a failing grade for missed work/evaluations, although that may be possible.

### **Academic Suspension**

This consequence is administered by the **Head of Upper School** or **Head of Middle School**. In this scenario, the student is not allowed to attend school but is able to complete academic work at home and submit it for grades. This course of action is taken when it is deemed by the administration that the student is not living up to the standards of the school and that his/her continued presence on campus is a contradiction of the ideals of the Christian student. The student on academic suspension is not allowed to attend extra-curricular activities (e.g. sports, socials, Commencement) or be on school property during the time of the suspension.

### **Behavioural Suspension**

This sanction, although serious, does allow a student to remain a part of the student body. It is administered by the **Assistant Head** or **Head of Middle School**. The suspension must be served outside of the school. During a suspension, the student receives no credit for any missed class work. Students are not permitted on school property and all communications are to be made through the Head of Upper School or his/her designate.

### **Expulsion**

In the most serious offences, a student is permanently removed from membership in the student body. This form of consequence can only be administered by the **Head of School**. The student and parent(s) must be notified in writing of the course of action and the reason for the action. This letter will be part of the student's record and will accompany any transfer that the student makes.

## APPENDIX VIII

### VILLANOVA COLLEGE ATHLETICS

Villanova College is a member of the Conference of Independent Schools Athletic Association (CISAA), which embraces the philosophy that competitive athletic programs balance the excellent academic tradition of its member schools. At the high school level, Villanova College is also a member of the York Region Athletic Association (YRAA), which aims to offer students opportunities to enhance their education through sport. Villanova College also recognizes the vital role that physical conditioning and athletic competition play in enhancing the school experience. Villanova College Athletics seeks to fulfill the School's philosophy of creating a caring environment where young men and women learn the rewards of hard work, discipline, team commitment and sportsmanship.

At the **Middle School** (Under 12 & Under 14) level, the focus will be on skill development through participation. Each team member should, if possible, receive a fair consideration of playing time unless there is a risk of injury, or physical or emotional harm.

At the **Junior** (Under 16 – Junior Varsity) level, emphasis is placed on participation and fundamental skill development with greater attention paid to game strategy and team play. All teams at the Junior level are developmental teams for the Varsity or Senior team levels. Skill level is a determining factor in game participation.

At the **Senior** (Under 19 – Varsity) level, the objective is to produce as competitive a program as possible. The primary goal is to seek a League Championship in order for student-athletes to see the fruits of their hard work and dedication in a successful program.

At all levels, developing a spirit of teamwork, sportsmanship and fair play is expected by all student-athletes and coaches. At all times, officials and opponents must be treated with respect by players, coaches and spectators.

The athletic schedule is posted on the Villanova College website ([www.villanovacollege.org](http://www.villanovacollege.org)).

#### **Academic and Behaviour Policies**

**To be a member of a school-sponsored team is a privilege.** The athletic program is an integral part of school life at Villanova and, therefore, an integral part of the overall development of our students. A student-athlete must maintain a minimum of a 65% average to be eligible to participate on any varsity team at the school. Students failing to achieve the minimum 65% average and/or failing two or more subjects will be placed on probation and the student's participation in the varsity program will be reviewed. **Submission dates for class assignments must not be ignored due to school-sponsored events.** Submission must take place *before* departure from the school (See Missed Evaluations in Part V).

Finally, any student whose behaviour is not exemplary of a Villanova student will not be allowed to compete. The length of suspension from participation will depend on individual circumstances. **Any player, who even in the heat of competition engages in fighting, cursing or other inappropriate behaviour will face disciplinary action.**

## **Commitment Policy**

A strong commitment is required for a student to be a member of any school representative team. In the best interest of the Villanova athletic program and in fairness to all student-athletes, ***it is imperative that students attend all practices and games unless they are ill or injured.***

Athletes who miss school without providing a legitimate reason on a day of a game or competition, will not be permitted to participate in that game or competition.

Students who miss several practices and/or games (two or more) without medical documentation will jeopardize his/her place on the team.

Students are urged not to try out for any team if they cannot commit to the program, as they could be taking the spot from someone who is able to meet these valuable expectations. One's athletic ability alone will not be sufficient to become a member of Villanova's varsity program – *one that is based on pride, discipline, sacrifice and commitment.*

## **Strength and Conditioning Room Policies**

### ***General Rules & Regulations for ALL Students***

- All students must be supervised by a staff member **at all times.**
- Return all weights and equipment to their original locations after use.
- For safety reasons, students are **not** permitted to use any electronic devices such as headsets, iPods, cell phones, etc.
- Students must be dressed in their **physical education uniform** or **VC wear** only. Cut-off shirts are **not** permitted. Proper footwear is mandatory.
- When performing exercises, students must **not** throw or slam weights or dumbbells on platforms or the floor. Instead, all weights must be placed down in a controlled manner.
- Students are expected to show courtesy to others in the Strength and Conditioning Room. When they have completed a set on a machine, they must allow another student access to that machine.
- All machines must be cleaned at completion of use.
- All policies outlined in this Handbook apply at all times when students are in the Strength and Conditioning Room.

### ***Grade 12 Senior Students***

Grade 12 students on study periods are given the privilege of using the Strength and Conditioning Room. In addition to the rules and regulations outlined above, the following are also in effect for Grade 12 students:

- During the school day, students must sign in and out with the staff supervisor.
- Once signed in, students are not permitted to leave the Strength and Conditioning Room or gym area for extended periods of time.

**Failure to comply with any of the above rules and regulations will result in the suspension of Strength and Conditioning Room privileges and/or further disciplinary action by the Administration.**

### **VILLANOVA FIGHT SONG**

“V” for Villanova, “V” for Victory  
Shout ... Go Blue! And clap and cheer Go Knights!  
For the Silver and the Blue we will fight!  
Fight! Fight! Fight!

Fight for Villanova, Fight for Victory  
For we're out to win the fray,  
Villanova leads the way,  
With a capital “V” for Victory.

