



## *Student-Parent Handbook*

*Villanova College*  
*An Independent Augustinian Catholic School*

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## ABOUT VILLANOVA COLLEGE

### 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.

## **HISTORY OF 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.

#### **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>Austin Preparatory School – Reading, MA</b> <i>founded 1963</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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#### **THE AUGUSTINIANS**

The 2,646 priests and brothers of the Order of St. Augustine are active throughout the world in ministries which serve society and the Church. In the Midwest, in addition to St. Rita of Cascia High School, Chicago, they serve at Providence Catholic High School in New Lenox, IL, at Cascia Hall Preparatory School in Tulsa, OK, Austin Catholic High School in Chesterfield, MI, and at St. Thomas of Villanova College (grades 4-12) in King City, Ontario, Canada.

The Midwest Augustinians also serve in two parishes in the Archdiocese of Chicago, two in the Diocese of Joliet, Marylake Shrine and Sacred Heart in King City, and work with local churches and organizations in a variety of ministries. In the U.S., Augustinian higher educational institutions include Villanova University and Merrimack College.

Internationally, Augustinian schools are found in Argentina, Brazil, Chile, Colombia, Ecuador, Peru, Uruguay, Venezuela, Dominican Republic, Mexico, Panama, Puerto Rico, Spain, Germany, Holland, Ireland, England, Australia and the Philippines. With a heritage stretching back to St. Augustine of

Hippo (354- 430), the Order of St. Augustine is in the tradition of the Mendicant Orders founded in the 13th century. It is an apostolic fraternity at the service of the Church.

**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*

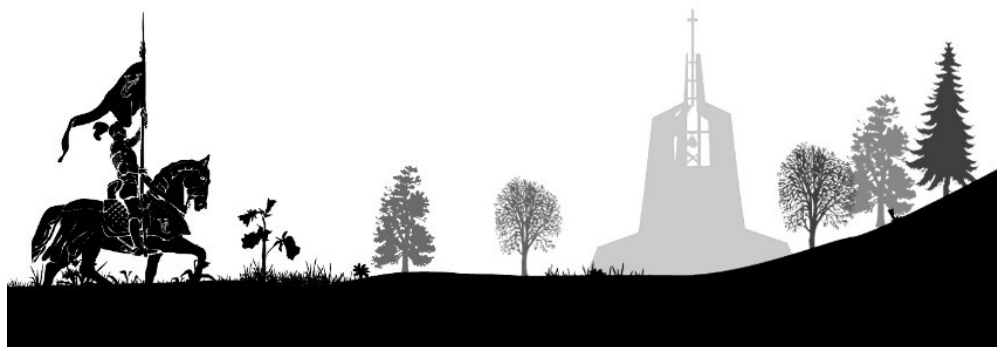
**Response:** *And our hearts are restless until they  
rest in You.*

**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.**



## 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.

## INTRODUCTION TO HANDBOOK

Through the Catholic Tradition and in the spirit of St. Augustine, we aspire to:

- achieve academic excellence with integrity;
- create compassionate Christian Men and Women;
- see the face of God in all people through loving service to our neighbour.

Villanova College strives to educate the whole person (the spirit, the mind, and the body) using the principles of St. Augustine. Through the core adherence to the virtues of Unitas (Unity), Veritas (Truth), and Caritas (Love), Villanova offers a welcoming and inclusive community in which everyone feels comfortable and safe, just as St. Augustine would have wanted. The School strives to develop the minds, hearts and souls of young men in their pursuit of becoming “Christian People.”

Policy and procedures help to create a safe, orderly and welcoming environment in which that development may occur. Some procedures and rules are very specific to keep the day-to-day school operations in order. Other rules, because of the nature of the activity, are more general, requiring the students to apply principles using their good judgment. Discipline infractions are intended to support good order but also have a pedagogical value by imposing some cost for violation of that good order.

Once a student enters Villanova College, he/she is responsible for his/her actions both in and out of school during his entire tenure, including holiday and summer breaks. Any serious violation of school policy, and/or legal laws, could result in serious disciplinary action. Villanova College reserves the right to respond as it sees fit to the misbehavior of its students when it deems it appropriate to do so, even if those actions take place outside school hours and away from school or school activities. Villanova College reserves the right to modify the policies and procedures found in this document at any time; the community will be notified of the modifications.

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***The policies, standards, expectations, rules, regulations, and guidelines, and the remedies and consequences for violations of and non-compliance with them as described in this Student Handbook, are subject in their interpretation and application to the discretion of the School’s Leadership Team.***

### **Living Out the Core Values**

As Christians and Catholics, we believe in the inherent dignity of all humans, and our core values of Truth, Unity and Love reinforce that belief in our words and actions. Being “of one mind and one heart on our way to God” does not mean that we are all the same, but instead welcomes a diversity of students in their talents, backgrounds, interests and beliefs. We educate our students to become people of compassion who empathize with others, especially their fellow students with whom they form a unique bond that is a vital element of the Villanova College experience.

We also recognize that all of us—students, faculty, staff, administration and parents—are called to mature throughout our time at Villanova in our learning, our relationships and our knowledge of others and self. Part of this growth process happens by reinforcing speech and action that reflect the core values and refusing to tolerate that which goes against the core values.

Villanova College will not tolerate unwelcome verbal, written or physical conduct directed at another person or group by any member of the community at any time that has the intent or effect of:

1. Physically harming another and/or making him or her feel as if harm is imminent;
2. Damaging and/or taking another's property;
3. Creating and/or promoting a state of emotional unrest for an individual or group through ridicule, intimidation, extortion and/or spreading harmful rumors;
4. Creating and/or contributing to an intimidating and/or hostile environment that interferes with another's learning or work;
5. Using verbal or written language that taunts, maligns and/or threatens; and
6. Using email, texting, social media and/or other technology to engage in any of the above-described activities.

Particular attention will be paid to conduct and language that can be reasonably believed to be threatening, racist, religiously or ethnically intolerant, sexist, homophobic, harassing or bullying in any way. Choosing or intending to act with intolerance or speak with biased language is considered a choice not to follow the values of the school. Making that choice will result in consequences that could jeopardize that person's standing as a member of the Villanova College school community.

### **Consequences for Actions Contrary to Core Values**

In all cases, the consequences for a failure to adhere to the School's core values in conduct and word should be seen as opportunities for growth. As such, pastoral and/ or personal counseling, reflection, service, learning and/or conferences with parents are nearly always a part of the learning process. Punitive measures may be added, as well. The following individuals may be involved in this process: the Headmaster/President, Head of Upper School, Head of Middle School, Dean of Students, Dean of Academics, counselors, teachers as necessary. In attempting to foster growth, each situation will be considered individually, and the severity of the offense will be considered, as will the frequency of offenses for an individual. In all cases, the parent(s)/guardian(s) of the student will be notified.

### **Profile of the VC Graduate**

The graduate from Villanova College will have completed the academic program with success, experienced personally meaningful spiritual and religious opportunities for growth, participated in co-curricular activities, and grown toward adulthood.

At graduation, the ideal Villanova graduate will more fully embody the Augustinian core values of Veritas (Truth), Unitas (Unity) and Caritas (Love).

### **Unitas (Unity)**

The ideal graduate of Villanova College School will be truly Augustinian by:

- having participated at school through communal events of different kinds—spiritual and religious, athletic, cocurricular,
- social and academic;
- growing in his/her awareness, acceptance and appreciation of all members of the Villanova College community;

- having recognized and participated in the traditions of Villanova College and the Order of St. Augustine; and
- having welcomed new members to the community of Villanova College.

### **Veritas (Truth)**

The ideal graduate of Villanova College will be truly Augustinian by:

- searching for Truth in the spiritual practices and faith in the Catholic, Augustinian tradition;
- making decisions that demonstrate an understanding of the difference between lasting truth and temporary gratification;
- striving for academic growth, achievement and excellence;
- seeking to discover and develop his/her own gifts and talents; and
- growing in his/her desire to make positive contributions to society.

### **Caritas (Love)**

The ideal graduate of Villanova College will be truly Augustinian by:

- demonstrating an openness to the diversity of human experience;
- being aware of God's love in his/her life;
- forming healthy relationships with others;
- developing a commitment to doing justice and being a man/woman built for others; and
- attempting to make the world a better place.

## **GRADUATION OUTCOMES**

In pursuit of our mission, Villanova College prepares young men and women to live in both the City of God and the City of Man and is intent upon developing students in mind, heart, and body. Its graduates are:

**CHRISTIAN MEN AND WOMEN** who:

- know the life and teachings of Jesus Christ as reflected in the basic beliefs and morals of the Catholic Church.
- experience various liturgical practices and other forms of prayer of the Catholic Church.
- live and share the Augustinian Core Values of Community, Truth, and Love.
- participate in Christian service and embrace its value.
- exhibit understanding of peace and justice issues and are compassionate towards others.

**INTELLECTUALLY COMPETENT YOUNG MEN AND WOMEN** who:

- are prepared through a liberal arts education to succeed in post secondary studies.
- communicate clearly and effectively in the spoken and written word.
- think critically and creatively.
- experience and appreciate the visual and performing arts.
- are life-long learners.

YOUNG MEN AND WOMEN PREPARED TO PARTICIPATE IN A CHANGING WORLD  
who:

- are prepared to meet future challenges through study of science, math, and use of technology.
- realize their responsibility to contribute as members of their faith and civic communities.
- employ interpersonal and collaborative leadership skills for serving the common good.
- welcome, appreciate and respect other faiths and cultures.

PHYSICALLY AND EMOTIONALLY DEVELOPED YOUNG MEN AND WOMEN who:

- understand and practice sound care of their bodies.
- understand the dynamics of healthy relationships.
- utilize resources to become responsible decision makers and creative problem solvers.
- participate in activities designed to make them aware of their personal and spiritual potential.
- strive to achieve a healthy balance in their lives.

### **A Message for Parents**

The partnership between school personnel and the parents is critical for every student's success, and the student himself/herself has a significant role, too.

The teachers, counselors, coaches and administrators at Villanova College are dedicated to their students' spiritual, intellectual, social, athletic and emotional growth, but they depend greatly on the parents to be the first and most influential teachers. The successful student is the one who inherits a desire to grow and mature from both his/her parents and school personnel, and for whom a love of learning and a sense of responsibility is cultivated by the adults in his/her life through their words, deeds and example. The habits of mind--curiosity, diligence, desire, empathy and belief--and the habits of action--work ethic, persistence, and respect for self and others--together help to form the person of Truth, Unity and Love.

### **Guidelines for Communication Between Parents and School Personnel**

The partnership between the families of Villanova College and school personnel at the School is critical for the success of our students. Addressing small problems *while they are small* can help to prevent more serious situations from arising in all areas of school life—academics, attendance, athletics, activities, service and tuition. Parents are encouraged to contact school personnel by Edsby, email, phone or in person if they have questions or concerns.

Additionally, parents are encouraged and expected to attend Parent-Teacher Conferences, meetings for their child, and other events that inform them as parents and promote their child's success and happiness.

Likewise, teachers, staff and administrators are expected to communicate with parents in a professional manner using the above methods, in addition to other tools that facilitate open communication and are appropriate to their responsibilities.

*We ask parents to always observe these basic rules of communication:*

1. Encourage your child to communicate directly with the teacher, coach, counselor, etc. first.  
Many issues can be easily resolved in this manner.
2. Always proceed respectfully and with an open mind.

3. Always start your communication with the person who has most immediate responsibility and/or closest contact with your child. Usually, issues can be resolved at that level. Below are chains of communication for resolving different types of issues:
  - a. In academic matters, contact the teacher first, then the department chair, then the student's counselor, then the Assistant Head – Academics, then the Head of Upper or Middle School.
  - b. For athletic matters, contact the head coach of your child's team first, then the head coach of the varsity team for that sport, then the Director of Athletics, then the President/Headmaster.
  - c. For extracurricular matters, contact the club/organization moderator first, then the Head of Upper or Middle School.
  - d. For disciplinary matters, contact the teacher first, then the Dean of Students if the situation has risen to that level.
  - e. For attendance matters, call the Dean of Students.
  - f. For questions related to Villanova College's service requirement, contact the teacher first, then the Department Chair of Religion, then the Director of Pastoral Program.
  - g. For questions related to graduation requirements, whether academic or service-related, contact your child's guidance counselor.
  - h. For matters of tuition or financial aid/scholarships, call the Business Office or Admissions office first, then the Director of Finance, then the President/Headmaster.

**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.*

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:**

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

### LITURGIES

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

Community Prayer Services are a time for students and faculty to gather together in prayer. These services are 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.”

### CHRISTIAN 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 St. Thomas modeled. In this spirit, every student at Villanova College is required to complete individual service hours. 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 lots, 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, e-cigarettes, vaporizers, 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, he/she may be considered not In Good Standing and is subject to a range of sanctions, including 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.

Other examples of electronic or cyberbullying include:

- sending mean texts or instant messages to someone;
- hacking into someone’s social networking or gaming profile;
- being rude or mean to someone, harassing or threatening someone, sending mean messages, or spreading secrets, gossip, or rumours about people online (including through instant messages, texts, emails, and social media);
- pretending to be someone else to spread hurtful messages online;
- creating fake social media accounts, or creating blogs or websites, that ridicule someone;
- taking someone’s password and impersonating them online, or breaking into an email account and sending hurtful materials to others under an assumed identity;
- posting private or embarrassing photos online or sending them to others;
- engaging someone in instant messaging and tricking them into revealing personal information or images, and then forwarding it to others;

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, mocking, hurtful teasing, humiliating or threatening someone, making people do things they don’t want to
<b><i>Physical</i></b>	hitting, punching, kicking, scratching, tripping, spitting
<b><i>Social</i></b>	ignoring, excluding, ostracizing, alienating, gossiping, spreading rumours, setting others up to look foolish, making sure others don’t associate with a person
<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.); unwanted and unwelcome behaviour about sex or gender that interferes with someone’s life and makes them feel uncomfortable; touching, pinching or grabbing someone in a sexual way; making crude comments about someone’s sexual behaviour, spreading a sexual rumour, using homophobic slurs
<b><i>Disability</i></b>	mocking, leaving someone out or treating someone badly because of a disability (e.g. learning, physical, speech); making someone feel uncomfortable because of a disability; making comments or jokes to hurt someone with a disability; using slurs related to disability
<b><i>Racial or Religious</i></b>	treating someone badly because of their racial, ethnic or religious background; saying negative things about a cultural or religious background; calling someone racist names; telling racist or inappropriate religious jokes
<b><i>Electronic</i></b>	using a computer or phone text messages or pictures to threaten or hurt someone’s feelings; single out, embarrass or make someone look bad; spread rumours or reveal secrets about someone

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.

## **HAZING**

Hazing is a type of bullying that involves humiliating and sometimes dangerous initiation rituals. Hazing is most often done by a group as a rite of admission into a group, club, or team; however, it can also be done by individuals. Hazing can be extreme, but it can also be more subtle. All forms of hazing are unacceptable at Villanova College.

Examples of hazing include:

### *Subtle hazing:*

- excluding or ignoring someone;
- calling someone demeaning names;
- requiring someone to carry certain things around with them at all times, memorize certain things, or do things exclusively for one's entertainment;
- withholding certain information from someone, or deception as to that information;
- engaging in contests (athletic or otherwise) between groups of students (e.g. new students or team members vs. existing students or team members), which are purposefully unfair and do not promote friendly competition;

### *Harassment hazing:*

- preventing someone from attending class, or engaging them with lengthy work sessions that do not allow adequate time for academic work and studies;
- requiring someone to perform ridiculous work assignments or personal service acts
- subjecting someone to deliberately uncomfortable conditions (such as wearing unusual, embarrassing, or uncomfortable clothing or costumes; requiring roundabout entrance to buildings; imposing silence periods; preventing or impeding personal hygiene practices);
- conducting any type of activity to falsely create respect and trust through trickery;
- verbal abuse (yelling, taunting, getting "in their face," etc.);
- nudity at any time, causing indecent exposure or embarrassment;

### *Violent hazing:*

- forced consumption or ingestion of any substance (including alcohol, food, or other substances), or preventing eating, drinking water, or sleeping;
- sexual violation or unwarranted touching of the body;
- physical assault, including pushing, shoving, tackling, paddling, beating, striking, hitting, burning, branding, tattooing, and marking;
- throwing anything at or onto someone;
- physical or mental shocks, regardless of degree or nature, and any form of forced physical activities and exercise, whether extreme or not;

- forcing someone to participate in any activity or become involved in any situation that is in violation of law; contrary to the person’s genuine moral or religious beliefs; or contrary to School rules.

## **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 vaporizers, nicotine pouches or 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.

Cannabis is a substance which can cause impairment. Impairment at school creates health and safety risks for the school community and impedes the ability to learn. The School does not tolerate impairment at school. For students under age 19, cannabis remains an “illegal drug” within the meaning set out in this Handbook. Attending school under the influence of cannabis remains unlawful, and is a violation of the Code of Conduct.

The School strictly prohibits students over age 19 and adults from being impaired on school premises and such action will be considered a violation of the Code of Conduct.

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. The School reserves the right to restrict visitor access when necessary.

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 on the main floor in the Great Hall next to the main entrance.  
**Office hours:** 8:00am - 4:30pm **Attendance Phone:** 905-833-1909 Ext. 347

### **Middle School Office**

The **Middle School Office** is located in Room 207 on the main floor.  
**Office hours:** 8:00am – 4:00pm

### **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 – 4:00pm

### **Business Office**

The **Business Office** is located in room 226 on the main floor.  
**Office hours:** 8:00am – 4:00pm

### **Admissions Office**

The **Admissions Office** is located in the Library on the lower level by the East Entrance.  
**Office hours:** 8:30am – 4:00pm

## The Armoury

The **Leslie Balsamo Armoury** is the school store and is located in the Great Hall by the South Entrance.

**Store hours:** 8:00am – 4:00pm

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, Artificial Intelligence, 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 - Academics.
- 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 or that part of the assignment in question. Further repercussions, including the possibility of suspension or expulsion depending on the number of previous infractions, may be imposed.

In recent years, artificial intelligence, machine learning and large language models have made it exceptionally easy to generate responses to specific homework questions and longer assignments.

While Villanova College understands the importance of tools such as Chat GPT in the educational space, it must be stated that presenting machine-generated samples as one's own work is a form of academic dishonesty. In general, a student's work is intended to be self-produced and original. If a student submits a significant piece of work for assessment that is found to be machine-generated, it must be reported to the Department Chair and Assistant Head - Academics. The teacher will assign a grade of zero to the academic work or that part of the academic work in question. Further repercussions, including the possibility of suspension, depending on the number of previous infractions, may be imposed.

## **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 Knights 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 Upper School. Please review the Course Calendar for all expectations that must be met prior to registering in any continuing education program.***

***Grades earned in continuing education courses are not included in calculations for awards, including annual Honour Roll and graduation awards and scholarships.***

## **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 – 4:00pm 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.

### DINING HALL AND CORRIDORS

**The dining hall 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 dining hall 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 will also face disciplinary action appropriate to the situation.

**A grade 12 student** may leave campus during a Spare with parental permission.

## PERSONAL ELECTRONIC DEVICES

PEDs are portable electronic handheld equipment that can be used for the purpose of communication, entertainment, data management, word processing, wireless Internet access, image capture/recording, sound recording and information transmitting and/or receiving.

PEDs include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, iPhones, Apple watches, smart watches, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handsets, etc.), PDAs (Palm® organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods®, Walkman™, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), spy gadgets (spy cameras, covert listening devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.

PEDs also include any current or emerging hand-held technologies or portable IT systems.

The School shall not be responsible for the theft, loss or damage to PEDs brought to school by a student.

Students should adhere to the following requirements when using PEDs:

## MOBILE DEVICES/SMARTPHONES/SMARTWATCHES

- Students who bring a mobile device/smartphone/smartwatch to school are required to silence it and are encouraged to store it securely in their lockers while they are at school.
- Students may not use their mobile device/smartphones/smartwatches during the school day, including in classrooms, in the lavatory, hallways, gymnasium or fitness centre, during lunch time, tutorials, Test Centre and detention.

- Students may use their devices between 2:40 and 3:00 pm ONLY to contact parents to arrange rides, etc.
- After 3:00 pm, students are not to be loitering in the halls on their phones, nor are they to use their phones/watches in tutorials or in supervised after-school activities.
- Failure to comply with these policies may result in confiscation of the device. Confiscated items will be returned at the discretion of Administration with communication to parents or guardians. Students will also be subject to the appropriate progressive discipline including detention and suspension for repeated infractions.
- Students who need to contact a parent during the school day may use the phone in the Main Office. If a parent/guardian wishes to contact his/her child during class time, the parent/guardian will call the Main Office and school staff will assist in ensuring that appropriate steps are taken to inform or access the child.
- Exceptions to this policy may be made in limited circumstances. In these cases, students are expected to follow the specific direction of the teacher or staff member regarding permitted and appropriate use of their devices.

### **Headphones**

With the permission of the teacher, students may use headphones in class. Middle School students must have a set of wired headphones available at school. It is preferred that Upper School students also use a wired set of headphones. Students may not wear headphones outside of the classroom except with the express permission of a teacher (i.e. between classes, in the hallway or washroom, at lunch, etc.).

### **Recording and Photography**

Students are not permitted to take photographs or record video at school or during school activities unless specifically directed by the supervising teacher. Contravention of this Policy may result in appropriate disciplinary action.

### **Other Electronic Devices**

- Students are not permitted to bring PEDs to school, including but not limited to, pagers, music and media players and gaming devices. Electronic games distract students from the learning process. Students who bring a PED to school will have the device confiscated by school staff and turned over to the Assistant Head. Contravention of this Policy will result in appropriate disciplinary action.

### **UNAUTHORIZED USE**

Unauthorized use of PEDs includes, but is not limited to, the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in appropriate disciplinary action and/or confiscation of the PED.
- Transmitting school materials for unethical purposes, such as cheating.
- Any activity which may be in violation of the School Code of Conduct or other School rules.

### **ACCEPTABLE USE OF TECHNOLOGY STUDENT AGREEMENT**

*Villanova College is committed to providing a high level of information technology resources and facilities in order to provide a secure and effective learning environment.*

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 devices do not seamlessly integrate into our network protection strategy and this leaves the network vulnerable.

Information technology services are intended for teaching and learning purposes. Access to these services is a privilege granted upon application and retained through responsible use for a student's enrolment at Villanova College. Acceptable use of technology includes practical, ethical and legal use of technology and is governed by School values and standards as outlined in the Student-Parent Handbook and by all relevant statutes, laws and regulations.

**Students are responsible for all of the content on their laptops/school Chromebook, and all of the content on email and network storage associated with their account, username and password, at all times.**

All students and parents have read and signed the Acceptable Use of Technology Student Agreement and are expected to honour their commitment to expectations listed below:

### **Respect**

1. I will respect the rights and dignity of others at all times. I know that information technology is subject to the same standards of respect as for any other written or personal communication and relationship with others. Sending or displaying any information, pictures or messages that are disrespectful of others or that are unlawful, harassing, threatening, obscene or otherwise objectionable by email, intranet or internet are not allowed.
2. I am responsible for my laptop/school Chromebook and will not leave my laptop/school Chromebook unattended when at school.
3. I will use my laptop/school Chromebook only at the teacher's direction and as per teacher instruction in class.

As a student in Grade 7 – 12:

4. I will leave my laptop secured in my locker when not in use.
5. I will bring my laptop to school on a daily basis. If I fail to do so, I will report to the Main Office.
6. If I use a student loaner laptop (while personal device is in for repair), I am fully responsible for the care of the school device and for any damages and associated costs that occur while the laptop is in my care.
7. I am responsible for my laptop being charged and will charge my laptop in advance of attending classes. I will charge my laptop nightly.
8. I will not lend my personal laptop to another student.

### **Privacy**

1. I will not take digital photographs, videos or audio recordings of people without their consent.
2. I will not publish text documents, digital images, video or audio recordings of, or belonging to, other people on any social network or website without their permission.
3. Email, online chatting, and postings on social networks are not guaranteed to be private. I understand that messages relating to, or in support of, illegal or inappropriate activities will be

reported to Villanova College Administration. I understand that actions that occur outside of the Villanova College network can still have consequences as outlined in this Acceptable Use of Technology Student Agreement and the Villanova College Code of Conduct.

4. I understand that all communication and information accessed through Villanova College's network are assumed to be the private property of Villanova College.
5. I will ensure my laptop is password protected and will not share my password with another student.

### **Illegal Activities**

1. I will not knowingly introduce a computer virus into the Villanova College network.
2. I will not tamper with or try to "hack" into any Villanova College computer resource to gain inappropriate access or otherwise circumvent the security of the School's network.
3. I will not knowingly violate any patent, trademark, trade name or copyright laws.
4. I will not engage in uses that violate any federal or provincial laws, including the *Ontario Human Rights Code* or *The Criminal Code of Canada*.
5. I will not knowingly create, exchange, transmit and/or download messages or data that are offensive, harassing, obscene, libelous, abusive, discriminatory, false or threatening or that encourage violence, or that to a reasonable person could be construed as cyber or other forms of bullying.
6. In adherence with Villanova College's Academic Integrity Policy, I will not plagiarize any work done by other people.
7. I will not download, store or share media files, including music and video files, on or through School-owned computer systems that are not authorized, illegal, offensive, obscene, inappropriate, or that are not intended for school purposes.
8. I will not download, store or share media files, including music and video files that are unauthorized, illegal, offensive, obscene, or inappropriate on any personal device that is brought on campus.
9. I will not install and/or use torrent downloading software on any device being used at the school.
10. I will not access sites that are known for being a repository for illegal/pirated content.
11. I understand that it is an offence to install software or files that have not been properly purchased and documented, including cracked software or illegally downloaded music.
12. I will not purposely damage any part of Villanova College's technology equipment or computer network.
13. I will not use the Villanova College computer network for commercial or ongoing personal business purposes. This includes, but is not limited to, using the computer resources for commercial purposes and product advertising.
14. I am responsible for any repercussions, which may include civil actions or criminal charges that may result from my on-line activities.

### **Inappropriate Use**

1. The primary use of computers is to support learning. I will ensure that my machine is in good working order and ensure that I have not done anything to the operating system configuration to prevent the machine from working on the School's network.

2. I will not download, process, submit, publish, transmit, or receive any defamatory, inaccurate, harassing, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material.
3. I will not use the School's network to create, process, distribute or access illegal, offensive, pornographic and/or other inappropriate materials.
4. I will not access, download or store obscene or offensive material on School-owned computer systems.
5. I will not access, download or store obscene or offensive material on any personal device that accesses the School network or is brought on campus.
6. I will not knowingly access sites containing sexually explicit, racist, homophobic, or other material clearly inappropriate to a school environment.
7. I will not engage in uses that are malicious, unethical or in violation of accepted community standards or school policies.
8. I will not create, access or use malicious websites or chat rooms, or spam, or text messaging services to send malicious messages from school or from home to members of the Villanova community and/or members of the community at large.
9. I understand that incidents involving inappropriate use, as outlined in point 2. above that occur off-campus can still have consequences as outlined in this Acceptable Use of Technology Student Agreement, the Villanova College Code of Conduct and the Student-Parent Handbook.
10. I will report any security problem I have identified immediately to a Villanova College staff member, and I will not demonstrate the problem to others.
11. I will not take photographs or video, by any method, including a cell phone, of a person without their expressed consent.
12. I understand that plagiarism is wrong, and I will not use the Internet, or other resources, incorrectly.
13. I understand that logging in as someone else, or using a computer that has been logged in as someone else, without his/her knowledge, is a violation of privacy. This includes remote access to another's computer.
14. I will not conduct any activity that is unrelated to my responsibilities as a student of Villanova College and/or that will take my attention away from class work or in a way that is disruptive to academic space such as the Library, regardless of the time of day. Such activities include, but are not limited to, gaming, chatting, accessing a social network, gambling, etc.

### **Personal Safety**

1. I will not give my email or computer network access passwords to anyone else, or use another's password even if only for the purposes of browsing.
2. I understand that personal information is not to be posted in public forums. I will not give out personal information, such as my name, address, telephone number; or information about family or friends in a public online forum.
3. I will not agree to meet a person I "meet" online.
4. I will not respond to, share with or show others any messages that are objectionable or make me feel uncomfortable. I will inform a teacher right away if I come across any information that is objectionable or that makes me feel uncomfortable.
5. I will be responsible for any repercussions, which may include civil actions or criminal charges that may result from my online activities.

The Villanova College Administration will determine sanctions for violations of the Villanova College Acceptable Use of Technology Student Agreement. Sanctions will be pursued vigorously and may include, but are not limited to, a verbal warning and/or notification of parents and/or a

ban from computer and technology access. Such a ban may result in academic penalties. Severe or repeated violations may result in suspension or expulsion from Villanova College.

All violations will be brought to the attention of the Dean of Students; serious violations will be brought to the attention of the Principal. Conditions for reinstatement of privileges will be determined and reviewed by the Administration.

NOTE: All information and communication technologies accessible on Villanova College's network should NOT be regarded as private. The student consents and agrees to allow Villanova College personnel to review any and all files, data and messages, without notice, to ensure that students are using the system responsibly at all times.

Villanova College makes no warranties of any kind, whether express or implied, for the supervision and service it is providing. Use of any information obtained via the Internet is at the student's own risk. Villanova College specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**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 IT Department. 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.

#### **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 (e.g. 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**

### **CHANGE OF ADDRESS**

Villanova College requires that all student records, including home address, parent/guardian email addresses, biographical information and health data, are accurate and updated promptly when needed. It is the responsibility of the student and parent to ensure that the School is kept up to date regarding the information on file. Any changes to such information should be reported via Edsby, by contacting the Main Office or by contacting the School Nurse directly in the case of health data

### **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.

To remain In Good Standing, a student must strive to meet the overall responsibilities and expectations of Villanova College, including, but not limited to:

- maintaining academic excellence as outlined above;
- consistently completing and submitting homework and assignments on time;
- maintaining consistent and regular attendance at school, including Prayer Services, masses, retreat days, etc.;
- consistently adhering to the comportment/behavioural expectations as outlined in this Handbook.

A student who is not In Good Standing may not be eligible for re-enrolment in the school in the upcoming year.

## MAINTAINING ACADEMIC EXCELLENCE

**It is the responsibility of the student always to maintain at least a 70% overall average and a 70% average in his/her core classes.** Students who struggle to maintain this average should avail themselves of the opportunities provided by the school. These consist of before and after school tutorial sessions and mandatory attendance at tutorials for those established by the teacher or Administration. Students must attend mandatory tutorials as scheduled. Failure to do so will result in appropriate disciplinary action, including ineligibility for school activities and for re-enrolment. Students with a grade average below 70% overall and in their core courses will be placed on Academic Probation for the upcoming term or year. Students with a failing grade (less than 50%) in two or more courses at year end will not be eligible to re-enrol in the school in the upcoming year.

## 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 written 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 assignment 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**. The teacher's professional judgment determines whether cheating has occurred.

## 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

Upper School students who remain on campus after class are expected to be involved in one of the following activities:

- tutorial;
- co-curricular activity (practice, game, rehearsal, meeting);

- quiet study in the Library or designated gathering area;
- 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.

Middle School students who remain on campus after class must be supervised until they are picked up. After-school activities include :

- extra help;
- co-curricular activity (practice, game, rehearsal, meeting);
- quiet study in the Library.

Once their after-school activities are completed, Middle School students are to wait in the Library for the late bus or pick-up.

## **STUDENT LEADERSHIP**

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

- 1) Middle School Student Council
- 2) Knights Council
- 3) Peer Mentorship Program (open to students in grade 11 – application and interview required)
- 4) SAVI
- 5) Grade 12 Leadership Class (admission to class is by application – interview required)

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 musical 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.

## **KNIGHTS COUNCIL**

Knights Council is a group of students elected by their peers to serve and represent the school in the areas of spirit, co-curriculars and student life in our community of faith. The Council reports to the Dean of Students and to the Head of Upper School.

Members of the Knights Council:

- positively display the characteristics of a member of the Villanova community and adhere to the moral tone of the school
- serve as student representatives in key areas and events of student life including social events, open houses and school gatherings
- meet weekly to organize, plan and advise
- successfully balance their involvement in other extra-curricular activities with their commitment to the Knights Council
- are hard-working and dedicated to their academic success

Knights Council is comprised of the following elected positions:

- President
- Vice-President
- Arts Rep
- Athletics Rep
- Communications Rep
- House Rep
- Middle School Rep
- Social Rep
- Treasurer

## **ATTENDANCE**

### **Absences**

A unit of study in any subject involves the development of sequence-related understandings. Irregular attendance and tardiness may disrupt student achievement, the learning environment, the integrity of assessments and is contrary to the expectations of Villanova College. The Ministry of Education requires that a credit is granted for the completion of a course that is scheduled for 110 hours of instructional time at the secondary level with a mark of 50% or higher. The school's calendar reflects required class time and structured vacation time. When a student is habitually tardy or absent, parents will be contacted to address the situation.

Any student whose punctuality and absence becomes habitual will be subject to review by the Administration to determine if academic standards are being met without excessive accommodations/extensions. This review may result in: a credit not being granted, denied permission to attend or participate in any school activities and a review of the student's eligibility for re-enrolment for the following year.

### **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 will be made in collaboration with **the Student Services** Department for the student to complete assessments. Arrangements are NOT to be made with individual teachers. By law, the school will require a medical note on file.

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

Parents or guardians seeking permission for their child to be absent from school for an extended period of time must submit a written request to the school administration at least two weeks in advance. The request should include the reason for the absence, the duration, and any supporting documentation. The school provides an Extended Absence Form for this purpose.

#### **Review and Decision**

The school administration will review the request and make a decision based on the provided information and the student's academic record.

Parents or guardians will be notified of the decision within one week of the request submission.

#### **Responsibilities:**

If an exception is granted, parents or guardians are responsible for ensuring that their child completes any missed assignments and catches up on any missed instruction. Students are to submit assignments prior to their departure. If an evaluation is missed during the extended absence, it must be written in the Test Centre after school on the day of the student's return to school.

#### **Compliance:**

Parents and guardians are expected to adhere to this policy. Repeated or unapproved absences may result in disciplinary actions in accordance with the school's attendance policy.

### **MISSED ASSESSMENTS**

Villanova College maintains that regular attendance is imperative for academic success.

Students who fail to submit assignments on the assigned due date will suffer the appropriate late penalty. All reasonable effort should be made to ensure that assignments are submitted on the due date. If an assignment can be submitted electronically, it should be submitted by the due date, even if the student is absent from school. If students are in attendance for part of a school day, they must submit all projects and assignments due that day. 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 in grades 7-12 who are absent from school on the day of a test will be scheduled to write the missed test 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. For example, a student who has a VC game or performance or a previously scheduled appointment that has been communicated in advance may defer the test to the next school day, but, in most cases, a student with a practice or rehearsal is to write that day. It is the student's responsibility to communicate to his/her teacher if he/she has a previously scheduled appointment on the day he/she is to write a test in Test Centre. This communication must be made in person or via Edsby message and must be made in advance. Requests for an extension made the day the test is to be written in Test Centre will not be approved.

The Test Centre will operate Monday to Friday 3:00 p.m. - 4:00 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. 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.**

## **SPARE**

Students on Spare must report to the Library, Main Office, or Fitness Centre at the beginning of each Study Hall period to sign in.

### Signing out of school during Spare

At Villanova College signing out of school during a Study Hall period is a privilege. This privilege is granted subject to conditions, and the privilege may be suspended if the student demonstrates an inability to perform the responsibilities of a VC student. Students may only sign out with a parental permission form on file.

- Students who are leaving the campus must sign out at the Main Office before leaving and sign back in at the Main Office immediately upon their return to campus;
- Violations of this policy will result in the suspension of the privilege of leaving campus during a Spare;
- The school's Absence and Late Policy (Appendix IV) will be applied in cases where students are late returning or fail to return to a scheduled class (provide violations – return to school procedure sign in main office)
- Students must be in attendance for Prayer Service, Advisors and Mass, even if these take place during a Spare.
- The school may suspend a student's sign-out privilege at any time, including, but not limited to, the following instances:
  - the student is on Academic Probation or in danger of being put on probation;
  - The student is not in Good Standing;
  - the student returns late to class after leaving campus;
  - the student leaves the campus without following the proper sign-out procedure;
  - the student has overdue assignments or tests;
  - the student has a scheduled detention; and/or

a teacher or administrator has requested a meeting with the student.

Students on Spare are expected to use their time to pursue school-related activities such as:

- classwork (e.g. reading, homework, assignments, projects, etc.);
- post-secondary applications (e.g. meet with Student Services, research programs, prepare applications, etc.);
- meeting with their teachers, coaches, academic counselor, the Chaplain, etc.; or
- school-based extracurricular activities (e.g. plan a student-led event, use the Fitness Centre, practice an instrument, etc.). Student use of the Fitness Centre or Gymnasium (if available) requires staff supervision.

Students on Spare cannot:

- use their cell phones in non-designated areas;
- sleep;
- eat or drink in the Library;
- wander the halls;
- disturb classes in progress;
- gamble, play cards or dice, etc.
- loiter in the parking lot or in cars; or
- engage in activities that might distract others from completing their work.

### **Use of The Senior Lounge**

Grade 12 students may access the Senior Lounge before or after school and during their spares. This area may be used for schoolwork or quiet conversation and activities. The space is to be maintained by grade 12 students and any abuse of the area will result in the lounge being closed.

### **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 lunchtime 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 silenced and should remain in the child's locker.**

### **LEAVING/RETURNING TO CLASS**

During class time, students must ask permission to leave the classroom for any reason (e.g. use the washroom, visit the nurse, go to the Office/Student Services). Students must sign out on the

classroom log before leaving the classroom and sign back in upon their return. In order to minimize disruption to the class and to their own learning, students are to limit the amount of time they are out of the classroom. If using the washroom, they are to use the one closest to their classroom and return to class as soon as possible. Washrooms are not places in which to eat or study. Students are not permitted to use their cell phones or other personal electronic devices in the lavatories. Students are not to wander the hallways at any time and are not to engage in any behaviour that causes a disruption to the learning environment.

## 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.

### **SCHOOL NURSE**

Our School Nurse plays a key role in ensuring a culture of health and well-being at our school. The Nurse is a link between the school and the home to maintain the health and safety of all members of the school community. The nurse will:

- Administer care, first aid and ongoing support for students or employees experiencing illness or injury within the licensed scope of practice;
- Educate the community regarding best practices relating to communicable diseases as well as overall health and wellness;

- Provide counselling to students, faculty, staff and parents for physical and mental health concerns;
- Use research-based practice to plan, deliver and evaluate school nursing interventions;
- Maintain medical documentation in a safe and secure manner.

Parents are responsible for maintaining up-to-date health information including vaccination and allergies. For more information on health policies and forms to be completed by parents, please refer to the [Student Health Handbook](#).

## **STUDENT SUPPORT COUNSELLOR**

The School Social Worker works with Student Services to provide a link between the home, school and community in providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social success.

## **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 weekly to participate in developmental guidance activities within a supportive peer group setting. Attendance at advisor sessions is mandatory.

## **HOUSE SYSTEM**

Upon their arrival at Villanova College, each student becomes a member of one of four houses – Augustine, Monica, Nicholas, Rita – named for prominent Augustinian saints. Various inter-House competitions and activities are organized throughout the year in both the Middle and Upper Schools. Through academic achievement, displays of leadership, and participation in School events and activities, students earn House points. At the end of the year, the points are tallied, and the House Cup is awarded. The House System is designed to encourage both community and friendly competition among students in a supportive and inclusive environment. The Houses provide not only an increased feeling of identity and belonging, but they also provide students with a sense of tradition and leadership opportunities.

## **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 PROBATION**

Students who have failed to maintain a 70% overall average and a 70% in their core courses at mid-term and year-end will be placed on Academic Probation and notified via Academic Probation Letter. Students who are failing or who are in danger of failing one or more courses may also be placed on Academic Probation, even if their overall average is above 70%. Students on Academic Probation 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. Students with a failing grade (less than 50%) in two or more courses at year end will not be eligible to re-enrol in the school in the upcoming year.

The 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, including athletics, arts programs and other optional events and activities, must maintain a minimum overall average of 70% and be earning a passing grade in all courses to be eligible to participate. Students who have been placed on Mandatory Tutorial are required to attend **tutorial sessions** *before* they attend practice or club meetings. Students on Academic Probation or those who are not In Good Standing will have their participation in the program reviewed by the program leader and the Administration.

#### **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-Parent 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 Headmaster/President 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 a remote learning program is necessary due to a Partial or Complete Closure, the policies and guidelines contained within this Handbook will remain in effect. Additional policies, specific to the remote learning environment, may be put in place. (See **Appendix IX**)
5. In the event that the Partial Closure or Complete Closure remains in effect on June 30<sup>th</sup>, the Headmaster/President 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.

6. 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.
7. When the emergency has ended, the Headmaster/President 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

Regular Schedule		Times	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
<b>Period 1</b>		8:30-9:35 Morning Announcements 8:30	A	F	C	H	E	B	G	D
<b>Period 2</b>		9:40-10:40	B	G	D	A	F	C	H	E
<b>Period 3</b>	A/B	10:45-11:45	C	H	E	B	G	D	A	F
	B/C	11:25-12:25								
	A/C	10:45-11:15/11:55-12:25 Grades 4-6 class p3A 10:45-11:25								
<b>Period 4</b>		12:30-1:30	D	A	F	C	H	E	B	G
<b>Period 5</b>		1:35-2:35 Afternoon Announcements 2:25	E	B	G	D	A	F	C	H
<b>Early Bus Departure</b>		2:45								
<b>After School Activities</b>		3:00-4:00 * Some activities may begin/end at different times at discretion of coach/activity moderator								
<b>Late Bus Departure</b>		4:30								

#### Lunch Schedule

<b>Lunch A (grades 9 &amp; 10)</b> 10:40 – 11:20
<b>Lunch B (Middle School)</b> 11:15 – 11:50 Grades 4-6 lunch 11:25
<b>Lunch C (grades 11 &amp; 12)</b> 11:45 – 12:25
<b>Jr. Recess</b> 11:50 – 12:25

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

### Grades 7 & 8 – Full Rotary

- English
- French
- Mathematics
- Music
- Physical & Health Education
- Religious Education
- Science
- 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. How those credits are distributed depends on when the student entered grade 9.

Students who entered grade 9 in Fall 2023 or earlier must earn:

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.

Students who entered grade 9 in Fall 2024 or later must earn:

17 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 and Citizenship	1/2 credit in Career Studies
1 credit in Technological Education	1 credit from STEM-related courses*

\* STEM-related courses include:

- Business studies
- Computer studies
- Cooperative Education (not offered at Villanova College)
- Mathematics (in addition to the 3 compulsory credits required)
- Science (in addition to the 2 compulsory credits required)
- Technological Education (in addition to the 1 compulsory credit required)

In addition to the 17 compulsory credits, students must:

- earn 13 optional credits [*selected from the courses available in the school*]
- beginning in 2025, pass the financial literacy assessment as part of their grade 10 Mathematics course.
- pass the Ontario Secondary School Literacy Test [*written in Grade 10*];
- complete 40 hours of community involvement activities.

### Grade 9 and 10 Course Selection

Students will complete most of their compulsory credits in grades 9 and 10. Academic credits will be offered where possible. ***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.” St. Thomas celebrates learning as an activity that ought to make a difference in the community and in the world. St. 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;
4. a minimum **overall average of 75%** in the student’s graduating year;
5. conduct free of any patterns of tardiness, disciplinary, department, 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>Knights Council</b>	<b>Clubs</b>
<b>Peer Tutoring/ Mentoring</b>	<b>Outreach</b>	<b>Campus Ministry</b>	<b>Service to School</b>

### **Graduation Awards (Upper School)**

Upon completion of High School, all students receive the Ontario Secondary School Diploma. In addition, there are several awards available to graduates. Consideration for these awards and subsequent Ontario Scholar recognition will be based on marks achieved only in day school classes taken at Villanova College in the student’s grade 12 year. A student must also have taken Grade 12 English at Villanova College in his/her grade 12 year in order to be considered for major academic awards and scholarships.

#### **Subject Awards**

Subject awards are presented to the student with the highest final grade in all courses taught in grade 12 at Villanova College. A student must be enrolled in the course in his/her grade 12 year and meet all expectations of the course, including writing the final exam, to be eligible for the award. The student’s name will be engraved on the subject plaque, which is displayed in the School, and the student will receive a trophy to keep.

#### **Special Awards**

In addition to the subject awards, a number of other distinguished recognitions are available to our graduates. Each is awarded annually to deserving students.

#### **Grade 8 Year End Awards**

Subject Awards are presented to the student who has demonstrated academic success as well as a passion and commitment to the specific discipline.

#### **Grade 8 Special Awards**

In addition to the subject awards, there are some other distinguished recognitions available to our grade 8 students. Each is awarded annually to deserving students.

## 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.

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*. Teachers will use multiple forms of assessment to both determine a student's achievement of the curriculum expectations in a subject or course, as well as to determine how to best support students' further learning in the course. To that end, teachers will use three types of assessment, as described in the *Growing Success* document:

**Assessment of Learning** occurs at or near the end of a cycle of learning and summarizes a student's learning at a given point in time in relation to established criteria.

**Assessment as Learning** occurs during the learning cycle and provides students with feedback (teacher, self and peer) to help them develop a metacognitive understanding of their own learning and determine next steps.

**Assessment for Learning** occurs throughout the learning cycle and allows teachers and students to determine where students are in their learning and what improvements can be made in order for the student to achieve success.

Through the Course Syllabus, teachers inform students of how grades are calculated. The classroom teacher will consider all evidence collected through **observations**, **conversations**, and student **products**. The teacher will consider the evidence from all 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. The teacher's professional judgment determines whether cheating has occurred.

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 Headmaster'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.

**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+	95 – 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	87 – 94	A	<b>Excellent Very Good</b>
	4-	80 – 86	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	73 – 76	B	<b>Competent Satisfactory</b>
	3-	70 – 72	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	63 – 66	C	
	2-	60 – 62	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	53 – 56	D	
	1-	50 – 52	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 goals of Villanova College's Late Assignment Policy are:

- To help students develop good work habits and an appreciation for punctuality.
- To quickly identify students who need additional support

- To deal proactively with potential issues with student submissions.
  - To encourage students to see assessments and evaluations as an important part of their learning, and their teachers and other team members as supportive collaborators – not as tasks to be completed and people to be feared.
  - To encourage a collaborative approach among teachers, students and parents.
  - To ensure students complete all learning tasks so that a zero grade can be avoided.
- 
- The first day an assignment is late, the student receives a **5%** deduction, a *new due date is set* and parents are contacted by the teacher.
  - If the second due date is missed, the student receives a **10%** deduction, *another due date is set*, 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*, and the parents are contacted by the teacher. In the Middle School, the deduction at this stage will be 15%.
  - 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. Villanova College stresses the importance of **student** and **parent** responsibility for attendance and punctuality to school. Students who arrive at school after 8:30 am must report to the Main Office before attending class. Students may be late to school *four times per session without penalty* (September-December; January-June).

After 3 lates to school, parents will be contacted by the Assistant Head of School – Dean of Students to discuss how to help avoid further lates.

After 5 lates to school, the student will serve a 1 hour detention on that day after school.

A detention will be assigned for every late to school thereafter.

If the student is late 9 times in 1 session, parents will be contacted by the Assistant Head of School – Dean of Students to notify them that their child will serve a 1 day out of school suspension after 10 lates to school. After the suspension, a meeting will be scheduled with the parents to discuss how to improve punctuality.

If tardiness is not resolved, students will be subject to removal from co-curricular activities and a review of enrolment for the following year.

### 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:

After 3 lates to class, parents will be contacted by the Assistant Head of School – Dean of Students to discuss how to help avoid further lates.

After 5 lates to class, the student will serve a 1 hour detention on that day after school.

A detention will be assigned for every late to class thereafter.

If the student is late 9 times, parents will be contacted by the Assistant Head of School – Dean of Students to notify them that their child will serve a 1 day out of school suspension after 10 lates to

class. After the suspension, a meeting will be scheduled with the parents to discuss how to improve punctuality.

If tardiness is not resolved students will be subject to removal from co-curricular activities and a review of enrolment for the following year.

### **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 parent fails to notify the School ahead of time, 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. Students are not to use their cell phones to contact a parent during the school day.** 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/guardian has been contacted by the School. If office staff is unable to reach a parent, they will call the listed Emergency Contact. Parents are responsible for ensuring that up-to-date Emergency Contact information is provided to 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.

	Male	Female
<b>Grades 4, 5 &amp; 6</b>	Grey dress pants with black dress belt White dress shirt School-crested tie School-crested cardigan Dark non-patterned dress socks	Grey crested tunic (maximum of 2 inches above the knee) OR grey dress pants White dress shirt School crested tie School crested cardigan Navy blue knee high socks and opaque navy blue opaque tights (or dark non-patterned dress socks if wearing the grey dress pants)
<b>Grades 7-11</b>	Grey dress pants with black dress belt White dress shirt School crested blazer School crested tie Dark non-patterned dress socks	Grey kilt (maximum of 2 inches above the knee) with kilt pin OR grey dress pants with black dress belt White dress shirt School crested blazer School crested tie Navy blue knee high socks and opaque navy blue opaque tights (or dark non-patterned dress socks if wearing the grey dress pants)
<b>Grade 12</b>	Grey dress pants with black dress belt School crested powder blue oxford shirt School crested blazer School crested Senior tie Dark non-patterned dress socks	Grey kilt (maximum 2 inches above the knee) with kilt pin OR grey dress pants with black dress belt School crested powder blue oxford shirt School crested blazer School crested Senior tie Navy blue knee high socks and opaque navy tights (or dark non-patterned dress socks if wearing the grey dress pants)
<b>Shoes</b>	Black leather dress shoes that must be able to hold a shine. The soles and any stitching must be black and must not leave marks on the floor. Any embellishments, such as buckles, must be minimal and modest in size. No sneakers, athletic or casual footwear, slippers, or shoes without heels are 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.	
<b>Optional</b>	Grades 4 – 11: school crested white golf shirt for summer uniform (May – June) Grade 12: school crested powder blue golf shirt for summer uniform (May – June) Grades 7 – 12: school crested cardigan/vest/sweater	

Please note the following additional uniform regulations:

- Blazers (Grades 7-12):** 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 2" above the knee** and with the regulation kilt pin.
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 shirt must be worn **neatly tucked in**. The shirt may be short or long sleeved. The top button of the shirt must be buttoned.
5. **Socks and tights:** Non-athletic, non-patterned, dark 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.
6. **Aesthetics:**
  - **Earrings** – are not permitted for male students. Female students may wear moderately sized dress earrings.
  - **Jewelry** – chains and chokers are not to be visible. Rings (except the school ring) and bracelets are discouraged and may be prohibited.
  - **Nails and Makeup** – female students must keep their nails and make-up appropriate for school. These may not be **distracting, excessive, or extreme**. Male students may not wear makeup or coloured nail polish.
  - **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)**. No extreme variation in hair length is permitted (i.e. no shaved sides with hair on the top of the head). Students may not incorporate shaved designs into their hairstyles.
    - **Males:** Hair must not be excessively long or spiked, below the eyebrows or below the shoulder. 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 accessories** must be moderate in size and colour.
  - **Male students must be clean-shaven.** Students who report to school unshaven will be charged a uniform infraction.

The following are **not permitted**:

- 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
- 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 including shirt, tie, school kilt/jumper or grey slacks 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-toed 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, Grooming and Aesthetics Expectations

Any student not in compliance with policies pertaining to uniform, grooming and aesthetics must report to the Main Office, where infractions are documented throughout the school year. At the discretion of the Administration, the student may not be admitted to class until the infraction has been resolved. The accumulation of these infractions will result in the following consequences:

3 infractions - parents will be contacted by the Assistant Head of School – Dean of Students

5 infractions - the student will serve a 1-hour detention on that day after school

A detention will be assigned for every infraction thereafter.

9 infractions - parents will be contacted by the Assistant Head – Dean of Students

10 infractions - the student will serve a 1-day suspension followed by a meeting with parents and the Assistant Head – Dean of Students

If the issues are not resolved students will be subject to removal from co-curricular activities and a review of enrolment for the following year.

## 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, e-cigarettes vaporizers, 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. Instagram, SnapChat, Twitter, 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 administration, 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;
- develop procedures to allow students to report bullying incidents in a safe and welcoming environment, and in a way that will minimize the possibility of reprisal;
- develop procedures that encourage parents and other persons, including teachers, coaches and other staff to report incidents of bullying, and will facilitate such reporting;
- develop procedures to address when and how to report to police, and how to work with police, on an ongoing basis to promote the safety and security of students
- 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.

#### Headmaster/President

The Headmaster/President 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 Headmaster/President, 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**

Reports of circumstances or actions that represent bullying or may constitute bullying will be addressed in an age-appropriate manner in accordance with the circumstances of each individual case. 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 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 Headmaster/President. 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.

### 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 be In Good Standing to be eligible to participate on any athletics team at the school. Students failing to achieve the minimum 70% average and/or failing two or more subjects will be placed on probation and the student's participation in the athletics program will be reviewed. Students may be removed from the program or conditions for their continued participation may be imposed. **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 the 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.

## **APPENDIX IX – VIRTUAL VILLANOVA COLLEGE POLICIES AND GUIDELINES**

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, it may be necessary for Villanova College to adopt a remote learning model (Virtual Villanova College or VVC). In VVC, teachers will provide instruction and learning activities for students to complete at home. Some instruction will take place synchronously, that is via live, two-way communication (i.e. MS Teams). Alternatively, teachers will provide asynchronous learning activities, which students will complete independently.

If the School must move to a remote learning model, all policies included in this Handbook remain in force. The unique nature of the remote learning environment requires the following additional policies to be put in place:

### **Attendance and Participation**

Attendance and participation in VVC are mandatory. For synchronous learning sessions, students must log in on time and remain logged in and engaged for the full duration of the learning session. Absences must be reported by parents to the School via email or Edsby planned absence.

### **Designated Workspace**

It is the responsibility of the student to designate a remote workspace. The designated workspace should be free from distractions and have all required materials easily accessible, including an outlet and access to the Internet.

### **Rules and Policies:**

All of Villanova College's rules and policies, including those set forth in this Handbook, apply while learning remotely. These policies include, but are not limited to, policies regarding attendance, conduct and assessment and evaluation. Failure to comply with the terms of these policies will result in possible action under the School's progressive discipline policy. Persistent or serious contravention of one or more of the School policies will result in appropriate consequences.

### **Schedule**

Students must follow the VVC schedule as outlined by the School. Appointments must be arranged so as not to interfere with the student's class schedule. Meal and rest breaks will be incorporated into the VVC schedule.

### **Cameras**

For synchronous learning sessions, students are expected to turn their cameras on at the beginning of the class. Teachers may give permission for cameras to be turned off once attendance has been taken, but if a student is speaking to ask or answer a question, for example, his/her camera must be turned on. The use of a preloaded background will protect a student's privacy when he/she is working at home.

## **Dress Code**

Students do not need to wear their uniforms for remote learning, but they must be dressed neatly and in accordance with the School's expectations for moral tone and appropriate dress. Students are not to wear hats or hoods when in synchronous learning sessions.

## **Assessment and Evaluation**

Unless otherwise indicated, all assessment and evaluation policies contained in this Handbook are in effect during remote learning.

## **Online Conduct**

Students are reminded that when they are in a synchronous learning session, they are in an academic online environment, therefore, they are expected to conduct themselves accordingly, particularly in their interactions with their teachers and peers. Appropriate academic online behaviour includes:

- muting your microphone when you are not speaking;
- using the chat feature for questions or comments related only to the content of the learning session and/or at the direction of the teacher;
- ensuring comments made in the chat feature are relevant and appropriate;
- alerting school staff if other students being threatened, intimidated or bullied online;
- removing distractions, including cell phones, from the learning environment;
- avoiding behaviour that distract the teacher and/or classmates or disrupt the learning environment;
- refraining from recording or taking photographs or screenshots of the teacher or classmates without their written consent;
- having all necessary materials at hand;
- turning your camera on when you are speaking (if you have been given permission to turn it off);
- respecting the privacy and confidentiality of personal information of others.

## **Recording and Storing**

Teachers may record synchronous learning sessions for student reference at a later date. Communications over the School's IT systems, including instant messages on chat programs such as Edsby and MS Teams, are stored and can be reviewed at a later date.

## **Tips for Students Learning at Home**

- **Maintain your morning routine.** Just because you're not going to school doesn't mean you should skip the things that ordinarily set you up for success. Wake at the same time and continue the routine that works for you.
- **Repurpose commute time for self-care.** The majority of our students have a minimum 20-minute drive or bus ride to school. Don't let this reclaimed time go to waste. If reading, meditating, journaling, praying or exercising aren't currently part of your routine, now is a great time to try them out.
- **Dress for success.** Although you don't have to wear your uniform for VVC, doesn't mean you can stay in your pyjamas. Getting dressed in the morning helps get you in the right mindset to stay productive.

- **Remember that even though you're at home, you're not alone.** Your teachers, guidance counsellors and the Leadership Team are available to support you. Do not hesitate to contact them via Edsby or email if you have any questions or concerns.
- **Focus on nutrition.** Maintain focus and energy by avoiding foods with sugars, artificial ingredients, or empty calories. Drink lots of water.
- **Designate a dedicated workspace.** Find an environment that fosters productivity. It should be quiet, comfortable, and free of distractions - and different from where you usually eat or relax.
- **Take time to go outside.** Taking breaks is great for your focus and well-being. Recharge by walking around the block or stepping outside on a patio or balcony.
- **Go to bed at a reasonable time.** Just because you don't have to get up as early doesn't mean you should stay up late. Ensure you are getting 8-10 hours of restful sleep so that you are well-rested and productive during the school day.

## APPENDIX X – INFORMATION REGARDING VACCINATIONS

All students are strongly recommended to receive recent and up-to-date vaccines against COVID-19, the seasonal flu, and any other pandemic for which a vaccine is available and recommended by Health Canada and/or the Ontario Chief Medical Officer of Health. All students are strongly recommended to receive boosters for such vaccines as and when recommended by Health Canada and/or the Ontario Chief Medical Officer of Health.

The School reserves the right to make vaccination mandatory at the School's discretion, including if the Ministry of Health and/or the Ontario Chief Medical Officer of Health issues instructions to do so. The School recognizes its responsibilities and duties under the Ontario *Human Rights Code* (the “Code”). If the School makes vaccination mandatory and a student is unable to be vaccinated due to a protected ground, as defined by the Code, the School will provide accommodation to the point of undue hardship.

The School further reserves the right to collect information on student vaccination status upon request. If the School collects information on student vaccination status, the School will only collect, use and disclose such information in accordance with its Privacy Policy and all applicable privacy laws. Proof of vaccination will be kept in a confidential file, stored in a secure location.

