Student Handbook

General Information

Daily Schedule

You registered at Massey to learn and in 3 or 4 years you will graduate. Know your timetable and make sure you get to your classes on time. Tardiness accumulates and eventually will cost you an absence. You signed up for your courses and were scheduled to attend those classes IN GOOD FAITH. Fill the seat every day, on time and be prepared to learn! There is a three minute break between classes to allow for movement. We have an alternate schedule on Wednesdays to allow for teacher meeting times. Period 1 does not start until 9:15 on Wednesdays.
  Mon,Tues,Thur,Fri **Wednesday**

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| PERIOD 1  | 8:25 a.m.  -  | 9:35 a.m.  |
| PERIOD 2  | 9:38 a.m.  -  |  10:48 a.m.  |
| PERIOD 3  | 10:51 a.m. -   | 12:01 p.m.  |
|  LUNCH P6  |  12:01 a.m. -  |  1:06 p.m.  |
| PERIOD 4  | 1:06 p.m. -  |  2:16 p.m.  |
| PERIOD 5  | 2:19 p.m. -  |  3:29 p.m.  |
| PERIOD 7  | 3:29 p.m. -  |  4:38 p.m.  |

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| --- | --- | --- |
| PERIOD 1  | 9:15 a.m.  -  | 10:15 a.m.  |
| PERIOD 2  | 10:18 a.m.  -  |  11:18 a.m.  |
| PERIOD 3  | 11:21 a.m. -   | 12:21 p.m.  |
| LUNCH P6  | 12:21 p.m. -  |  1:26 p.m.  |
| PERIOD 4  | 1:26 p.m. -  |  2:26 p.m.  |
| PERIOD 5  | 2:29 p.m. -  |  3:29 p.m.  |
| PERIOD 7  | 3:29 p.m. -  |  4:38 p.m.  |

Academic Calendar

An academic calendar is mailed home to each family with details of upcoming events and important dates. Important information such as NO SCHOOL days, EARLY DISMISSAL days, ADVISOR EVENTS, EXAM DATES, GRAD INFORMATION, and SPECIAL EVENTS are featured in the calendar. We strongly encourage you to transfer some of that pertinent data to your agenda book or your electronic device and save yourself from being left out of the loop.

Hours of Operation

Vincent Massey opens its doors to the student population at 7 a.m. The cafeteria is available for students to work quietly in preparation for their day. The library opens at 8 a.m. The school remains open into the evening, generally to accommodate the many extracurricular activities that take place beyond the school day. Students should remember that our custodial staff work after school to clean the school and, at no time, should there be interference with this process.

School Fees

General student fees:

All students are required to pay a compulsory school fee. The fee of $65.00 funds:

•academic calendar

•student agenda and course description guide

•general improvements to common areas (hallways, cafeteria, library) including aesthetics and audio visual

•locks and lockers

•cafeteria and hallway supervision

•partial subsidizing of field trip fees for admission and bussing

•full subsidizing of events that benefit the entire school (i.e. barbeques, celebrations, and orientations)

•full subsidizing of unique programming events and opportunities (i.e. guest speakers and presentations)

•TAG activities

•UNESCO events (one annual event)

Attendance

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student. Non-sanctioned absences are intended to allow for the occasional illness that does not require medical intervention. Do not confuse the 8 non-sanctioned absences as license to skip class. A computerized call-back system, School Messenger, is in operation at the school. Absences are automatically reported to the home. Frequently asked questions related to the attendance and the appeal procedures are found later in the document.

Personal Belongings

Each student is given a locker and combination lock. Grade 9, 10 and grade 11 students share a locker for the school year; grade 12 students have their own locker. Lockers are intended for storage of outerwear as well as other personal belongings. The security of the locker is only as good as the student’s ability to maintain confidentiality of the lock’s combination. The school is not responsible for the contents of any locker and students are strongly discouraged from bringing valuables to school. The locker is the property of the school and students should not replace personal locks on any ICVMC locker. All lockers will be subject to inspection, on reasonable grounds, at any time by the administration of the school or a designate. Students are expected to clean out their lockers at the end of the school year and return their combination lock to their advisor. The school does have security cameras and, when necessary, the cameras will be used to review events that take place in the school. Nevertheless, there are some areas in the school that tend to be more vulnerable than others (the gym, the cafeteria and the changing rooms) and we strongly recommend that students be cautious and not leave personal belongings unattended in those areas.

Standard of Behaviour

Students attending ICVMC should remember that appropriate behaviour, dress, and language are the expectation.

WHAT DOES THAT MEAN? It means that the following standards should guide your actions:

1. RESPECTFUL interactions and exchanges; there is never a need to be rude to another person; when an exchange is not going the way you expected, it is better to walk away than to allow it to overheat and digress to yelling.

2. DRESS should be suitable in a PUBLIC learning environment: in a school the standard is discreet dress. Students will be approached if their dress is deemed inappropriate for an educational environment and will be required to change into more appropriate clothing.

3. LANGUAGE should be appropriate in a PUBLIC learning environment; foul language is NOT acceptable. Students should use restraint in conversation on school premises and keep the following in mind: if your voice can be overheard, the conversation is NOT private.

4. BULLYING, in any context, is negative and never warranted or acceptable at ICVMC. Every person should be able to attend our school and feel safe. If you are unable to support that belief, you should expect consequences for your actions.

5. ELECTRONIC DEVICES can be used in the school.  If students are inappropriate in the use of their device, staff can confiscate it. It is in the student’s best interest to relinquish the device and to have a private conversation at the end of the class. Engaging in an argument over a confiscated electronic device is not a good idea. If the device is turned in to the office, a designated administrator will speak with the student prior to returning the device at the end of the school day.

6. EXTRACURRICULAR involvement, whether as a player or spectator, is considered a school activity. As such all school and divisional rules apply.

7. SMOKE FREE: on school property no one is permitted to smoke. This includes the use of vaporizers and e-cigarettes. Smoke travels and it is unpleasant to conduct classes that are affected by second-hand smoke. Students need to heed the provincial smoking by-law (100 ft. from public buildings). Remember, smoking is bad for your health!

8. A COMMUNITY behaves in ways that is supportive of each other. BE A GOOD NEIGHBOUR: Please remember to comply with the following: DON’T LITTER - people take pride in their yards; throw your garbage in a garbage can. TURN DOWN THE SOUND - Many of our neighbours have small children who nap during the day and it is also disruptive to classes that are in progress when the sound in your car is cranked! Keep the noise down to an acceptable level as you drive up and down the street. SLOW DOWN - safety is important, keep your speed within the legal limits for a school zone. PARK LEGALLY - do not block driveways or you may be towed. The parking lot is strictly out of bounds for student parking!

Announcements, News & Information

There are several different methods for sharing information at ICVMC. Students should pay attention to announcements. It is your responsibility to SEEK OUT information. The school will try to publicize information via:

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the public address system between classes

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posters on bulletin boards and TV’s in the entryways

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daily announcements on the main floor monitors

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weekly announcements on the school website and Portal

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school wide broadcasts using the phone system (School Messenger) or through email

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mail outs

As well, the Phys. Ed. department posts information on their bulletin board outside the gym and at their office door.

Student Services posts information on a bulletin board outside their office area entering the cafeteria.

Academics

In order to graduate you require 30 credits. The compulsory courses include:

Grade 9: ELA, Math, Science, Social Studies and Physical Education (5.0 credits).

Grade 10: ELA, Math, Science, Social Studies and Physical Education (5.0 credits).

Grade 11: ELA, Math, History and Physical Education (4.0 credits).

Grade 12: ELA, Math and Physical Education (3.0 credits).

In addition to these 17 credits, students must acquire 13 optional credits.

\*French Immersion students also require francais in each of the grade levels.

HONOURS and HONOURS WITH DISTINCTION: Grade 9, 10 and 11

CUM LAUDE and MAGNA CUM LAUDE: Grade 12

Students are encouraged to strive for excellence which will be recognized at the Undergraduate Awards in fall (grade 9. grade 10 and grade 11) and the Convocation ceremony in June (grade 12).

The criteria include averaging of the following courses:

ENGLISH PROGRAM:

Grade 10: ELA, MATH, SCIENCE, GEOGRAPHY, +1 optional course;

Grade 11: ELA\_F, MATH, HISTORY, + 2 optional courses;

GRADE 12: ELA\_F, MATHEMATICS, + 3 optional courses.

FRENCH IMMERSION PROGRAM:

Grade 9: ELA, XFR, XMA, XSC, XGEO;

Grade 10: ELA, XFR, XMA, XSC, XGEO;

Grade 11: ELA\_F, XFRLC, XMA, XHIC, + 1 optional course;

GRADE 12: ELA\_F, XFRLC, XMA, + 2 optional courses.

Students with a compulsory course mark less than 70% will not be considered. Only full courses are used in the averaging. Averages are not rounded up or down. Students are expected to have received credit in Physical Education to be considered.

IMPORTANT DATES [these dates are identified in the Academic Calendar]

Course Changes:

Semester 1: All students are required to meet the criteria, complete the Course Changes Form and make an appointment for any course changes in semester 1. Last day for course changes is mid September.

SEMESTER 2: All students are required to meet the criteria, complete the Course Changes Form and make an appointment for any course changes in semester 2. Last day for course changes is mid February.

Report Card Online Viewing:

Semester 1: November  ( grades + comments).

Semester 2: April  (grades + comments).

Non instructional days and exam periods are listed on the school calendar.

Important Terms

Informed absence: when a parent informs the school of the reason for their child’s absence eg. illness, appointments with supporting documentation, family trips, religious holidays. Still recorded in attendance as absent, but no phone call will be received. Permission to be away for an extended period should be sought through a letter to school administration well in advance of the projected absence. Absence due to a religious or cultural holiday observance requires advance notification. In the case of family activities, the school requests at least one week’s advance notice. Before leaving, homework arrangements should be made with the classroom teachers.

School Program absence. When a student is participating in a school sponsored activity such as a field trip, team game, tournament, etc. This is not counted as an absence but it is noted in the attendance system.

Chronic illness. Students who suffer from a recurring medical condition should provide one doctor’s note to the school. That note will be kept on file for future absences. A parent should continue to call in to notify the school of each absence.

Course withdrawal. Students who determine that a course selection was incorrect should officially withdraw from that course. Course withdrawal forms are available from the Student Services office. A parent signature is required. Deadlines for course withdrawal are mid December (Semester 1) and mid May (Semester 2).

Appeal. After 8 non-sanctioned absences an appeal will be issued to a student. The appeal must be signed and conditions agreed to by the teacher and student. A parent signature is required. A student has 3 days to pick up and return the appeal form from the classroom teacher.

Lates. 3 lates = 1 absence. Each teacher determines what constitutes a late for their class. Students should be sure they understand each teacher’s attendance policy and expectations. A course syllabus should provide answers to many questions about class routines and expectations. Read each course syllabus thoroughly.

Appeals, Frequently Asked Questions

Q: What is an appeal?

A: An appeal describes the process whereby you attempt to be reinstated in a course. Appeals are issued when you have missed 8 classes, either through absence and/or lates.

Q: What do I do if I am given an appeal form by my teacher?

A: The appeal form must be retrieved by you from the classroom teacher. Once it is in your hands, it must be completed, signed by you and your parent/guardian and returned to the classroom teacher. All of this should be done within three school days. The classroom teacher will, in collaboration with you, determine whether the appeal is granted. Remember, it is the student’s responsibility to pick up the appeal from the teacher.

Q: If the appeal is granted, what happens next?

A: Conditions are set by the teacher for the appeal. Generally these conditions are tied to attendance (absences and lates) and/or behaviour, and/or assignment completion. As a student wanting to be reinstated, your signature denotes agreement to adhere to the conditions of the appeal.

Q: What happens if I don’t honour the conditions of the appeal?

A: If the conditions are not followed, a teacher can revoke the appeal and your reinstatement is nullified. A phone call is made to inform your parent, should this occur.

Fair Notice Items

Field Trips

Students are expected to adhere to the divisional and school Standard of Behaviour policy when on a field trip. Disregard for the policy restrictions may require disciplinary action.

Team Sports

Every student at Vincent Massey is encouraged to try out for team sports. Due to the competitive nature of high school sport, not all students will receive playing time that is equal to other team members. Respectful behaviour is expected at all times. The specific team ‘coach’ determines play time, practices and team expectations.

Weight Room Privileges

Use of the Vincent Massey Fitness Centre for recreational purposes is a privilege. Students may purchase a membership to use the centre. Inappropriate behaviour, misuse or violation of rules (determined by the Phys Ed staff) will result in consequences that could include short or long-term suspension of the Fitness Centre membership.

Lunch-hour Intramural Sports in the Gym

Students have the opportunity to use the gym during the lunch hour. Activities will range from open gym to scheduled activities and events. Although the lunch hour is not as formalized as class time, the Standard of Behaviour policy is in effect.

Finding Your Way Around

Do you need something from the main office?

The main office is located on the 1st floor at the front entrance of the school, on the southwest corner of the school. As a marker, the school sign is on the southwest corner of the school.

Do you have a BEICT class?

The Business and Technology computer labs are located on the second floor in the centre hallway. Business classes are held in designated classrooms, usually on the 2nd floor.

Do you have an English class?

The English classrooms and office are located on the 2nd floor along the south hallway.

Do you have a Human Ecology class?

The Human Ecology classes are located along the north side of the 2nd floor (kitchen lab, art room, nursery room). Family Studies classes are located in designated classrooms.

Do you have a Language class?

The Language classes are located in designated classrooms, generally on the 2nd floor, south hallway. French Immersion classes are held in the French Immersion wing.

Do you need to go to the library?

The library is located on the 1st floor at the front entrance of the school; on the southwest corner of the school.

Do you have a Mathematics class?

The Mathematics classrooms and office are located on the 1st floor along the south hallway.

Do you have a Physical Education class?

The Physical Education Activities’ classes are held in the gym on the 1st floor, centre hallway, the Fitness Centre (1st floor, northeast corner) or outside on the field. Health and instruction-based classes are held in the Health room on the 1st floor, north hallway or in a French wing classroom, northwest side of the building. The Phys Ed Office is located on the 1st floor, east hallway; parking lot side of the school.

Do you have a Science class?

The Science classrooms and office are located on the 3rd floor along the south hallway.

Do you have a Social Science class (Psychology, Sociology)?

Social Science classes are located in designated classrooms, often on the 2nd floor.

Do you have a Social Studies class?

The Social Studies classrooms are located on the 1st floor along the south hallway. The Social Studies office is located on the 1st floor, along the east side of the school (near the parking lot entrance).

Do you have to speak to your counsellor in the Student Services area?

The Student Services offices are located next to the main office near the front entrance.

The Learning Centre and the Life Skills classroom are located on the 1st floor in the center hallway.

Do you have a Technology class (Woodworking, Drafting, and Graphics)?

The Woodworking class is located on the 1st floor, along the north hallway (northeast corner). The Drafting and Graphics class is located on the 2nd floor along the east hallway (opposite the parking lot stairwell).

Do you have Performing Arts classes?

The Arts classes and office are located on the 1st floor. The Dance Studio is located centre, along the east hallway; the Band room is located along the east hallway, directly across from the parking lot entrance; the choral, Improv and drama classrooms are located along the north hallway, 1st floor. The art class is the exception; it is located on the 2nd floor along the north hallway (northwest corner of the building). It can be easily accessed by using the stairwell near the Holiday Inn exit.

Where are the stairwells and where do they go?

On the main floor there are 5 stairwells. The parking lot stairwell and the main floor stairwell near the front foyer are most frequently used by students as they move to and from their classrooms. Three other stairwells are less obvious:

1. Main floor, centre hallway toward the Student Centre area (near the cafeteria entrance). This stairwell takes you to the 2nd floor, centre hallway (computer classrooms).

2. Northwest corner of the school, just before the Holiday Inn foyer. This stairwell takes you to the Art room and the Foods room.

3. Southeast corner of the school, across from the Woodworking class. This stairwell takes you to the 2nd floor Nursery room.

Where is the medical clinic?

The doctor’s office is located at the Holiday Inn foyer, at the northwest corner of the school. The doctor’s office is only open 2 half-days a week, Monday and Friday. The medical clinic is for students only, however students should use their unscheduled periods to see the medical staff.