

Student Name: \_\_\_\_\_



## Jarvis Collegiate Institute

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## MESSAGE FROM PRINCIPAL

Dear Students,

Welcome to the 2016-2017 school year. I hope that you had a wonderful summer, and that you are feeling refreshed and ready to embrace a year of new experiences both in academics and in extra-curricular activities. I am proud to be Principal of a school that has supportive teachers, amazing students, a diverse population and an inner city location that provides opportunities for exploration and learning.

The 2016-17 school year will continue to be on STEM initiatives. In the past, our students designed and created a prosthetic leg for a disabled dog, won the EdHack TDSB award as the number one school for designing a school App and participated in the Maker Spaces around the city. Through our School programing we will be engaging our students with 21<sup>st</sup> century innovation and design. The team of administrators, curriculum leaders and teachers are committed to helping students be successful and prepared for the future.

This year you can join a trip to Europe, participate in leadership opportunities, be a team or club participant, initiate community events or join our Advanced Placement Program. The opportunities here at Jarvis are boundless. I encourage all students to be committed and motivated. We have a long and proud history here at Jarvis. I welcome all students from grade 9 to 12 and I look forward to working with you and seeing all the fantastic things you will do this year.

Good luck. It's going to be a great year.

Michael Harvey, Principal

### SCHOOL SONG

J.C.I. our loyal cry  
Is ringing clear and true;  
See the Jarvis colours fly,  
The red, the white, the blue;  
Cheer your team to victory;  
They'll fight and win for you;  
Rah, rah, rah for Jarvis!  
Hurrah, hurrah, for good old J.C.I  
Hurrah, hurrah, we'll cheer her to the sky;  
Jarvis' name and Jarvis' fame  
Will never, never die.  
Rah, rah, rah, rah for Jarvis!



## YOUR DAY AT A GLANCE

	DAY 1	DAY 2	DAY 3	DAY 4	PLC SCHEDULE Wednesday Alternating Days Day 1/Day2/Day 3/Day 4
8:50 – 10:05	A	E	B	F	<b>PLC MEETINGS</b> 8:50 AM – 10:05 AM Period 1 10:10 AM – 11:05 AM Period 2 11:10 AM – 12:05 PM  <b>Lunch</b> 12:05 PM – 1:00 PM  Period 3 1:05 PM – 2:00 PM Period 4 2:05 PM – 3:00 PM
10:10 – 11:25	B	F	A	E	
11:25 – 12:25	LUNCH	LUNCH	LUNCH	LUNCH	
12:25 – 1:40	C	G	D	H	
1:45 – 3:00	D	H	C	G	

## MY TEACHER LOCATOR

Period	Course	Teacher	Office/ Class Location	Hours Available
A				
B				
C				
D				
E				
F				
G				
H				

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## SCHOOL MOTTO

### **Nil Decet Invita Minerva**

(Nothing is seemly, unless with Minerva, Goddess of Wisdom)

### **Instilling Wisdom**

Jarvis has delivered an exemplary academic program that has prepared students for university, college, apprenticeships and direct entry into the workplace for over 200 years. We value wisdom and instill in our students the knowledge, skills, attitudes, and good judgment that come from these rich experiences. These experiences take place in and outside the classroom through a rigorous curriculum and a varied extra-curricular program.

### **Jarvis Means the World to Us**

As the oldest public high school in Toronto, Jarvis is a diverse multi-cultural community. While being a student here, you can make friends with students from 82 different countries of origin, all working together to achieve excellence. Diversity is our strength.

### **Making the Most of Your Jarvis Experience**

When graduates return to Jarvis, they tell us that some of their most powerful learning opportunities came from their extra-curricular involvement. They had fun, made new friends and gained valuable leadership skills. We urge all students to take advantage of these opportunities and join at least one club or team. Listen to the daily announcements and read **The Bulldog Bulletin** (a weekly newsletter for students) to find out how to get involved.

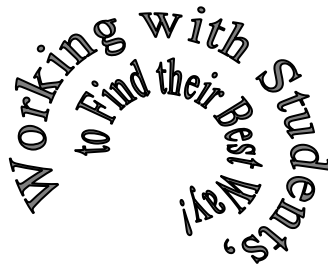
**As Minerva once said, “Wisdom comes from using your Agenda.” ☺**

## STUDENT SUPPORT SERVICES / WELLNESS ROOM

### **GUIDANCE DEPARTMENT (416-393-0149 x 20040)**

Guidance Counsellors:

M. Bartha  
M. Beaudry  
P. Moravec



The counsellors in Guidance are teacher specialists and are available to help all students. Each student in the school is assigned a specific counsellor, but may request an appointment with a different counsellor if desired.

**Students are invited to consult counsellors in the Guidance Office about the following:**

- Anything which might hinder progress in school, such as problems with academic work, home life, study, or personal difficulties
- Course selection and Post-Secondary planning
- Career information, part-time and permanent employment
- Confidential referrals to health professionals
- Volunteer opportunities

**SPECIAL EDUCATION**

(416-393-0149 x 20249)

J. Buesink, Curriculum Leader

A.Gabriel, Educational Assistant

**JCI Library and Learning Commons**

Library Hours 2016-2017: **Mon-Tues-Thurs-Fri:** 8:15a.m. – 3:30p.m.

**Wednesday: Late Start Schedule**

Teacher-librarians provide instruction and assistance to classes and individual students.

The library holds approximately 25,000 print resources and offers students a myriad of online resources through the TDSB Virtual Library

<http://www.tdsb.on.ca/libraries/links.asp?schoolNo=5520>.

Academic Honesty, Research skills and Web 2.0 tools are some of the skills taught by Teacher-Librarians.

The main area of the Library has 22 computers, study tables, and a seminar room that is reserved for classroom visits. There is also a second floor of the library which holds over 30 individual study carrels.






There are many opportunities for students to participate in extra-curricular activities in the library by joining any one of the various clubs: Library Club, Forest of Reading Club, Toronto Public Library and One Book Reading Club.



Connect to your TDSB Virtual Library in school and from anywhere online for news/magazine/journal articles, eBooks, streamed video, images, recommended websites/tools and more, to answer questions, solve problems, tackle projects and have fun.

There are 3 ways to find your Virtual Library when outside of the TDSB network, choose the one that works for you:

1. <http://www.tdsb.on.ca> – Find your school (top nav bar) – School name – Virtual Library link (left nav bar)
2. Search on the Internet for “school name TDSB Virtual Library”

Virtual Library Resources (look for read-a-loud, translation, images, video, citation, persistent link features)	
 Library Catalogue	Search your school library. Login with your TDSB network account and check to see what you have borrowed. You are able to find and read eBooks, find and view streaming video.
 Encyclopedias	A great place to start when you want to find out about almost anything
 Article databases	Find current news/magazine/journal articles, topic overviews, and information written for students from hundreds of sources, in one simple search.
 Media images, video, audio	Streaming video, images, and music for projects, for homework and for personal interest.
 eBooks	Fiction and non-fiction eBooks for school assignments or for pleasure

3. <http://aw.tdsb.on.ca> – sign in with student/employee number and network password – My home tab (top nav bar) – Virtual Library (left nav bar)

Use Login/Password when using the Virtual Library outside of the TDSB network			
Resource Name (format/type)	LOGIN	PASSWORD	DESCRIPTION
BookFLIX (eBooks)	tdsb	trillium	Fiction/non-fiction paired texts, 12 themes, elementary
Britannica Online (encyclopedia)	trillium	trillium	Start here for all subjects, 3 reading entry points, K to gr 12
Canadian Encyclopedia (encyclopedia)	no password needed		Start here for all subjects related to Canada, gr 5 to 12, ENG/FR
Canadian Literary Reference Centre (article database)	trillium	trillium	Canadian writers, English, drama, gr 7 to 12
Canadian Points of View (article database)	trillium	trillium	Current issues, Canadian point of view/perspective, gr 6 to 12



Canadian Reference Centre (article database)	trillium	trillium	Current information, Canadian content, gr 6 to 12
Capstone (eBooks)	trillium	trillium	Ancient civilizations, science, health, quick reads, gr 3 to 10
Career Cruising (database)	Ask your Guidance Department		Career information, gr 7 to 12
Culture Grams (database)	trillium	trillium	Countries, provinces, culture/maps/images/statistics, K to gr 12
Curio CBC (streaming media) also see Educator Resources for teacher home access	in school access for students		Streaming media, Canadian content, current issues, gr 7 to 12, ENG/FR
Encyclopedie Universalis Jr AND Sr (encyclopedias)	trillium	trillium	French language, two reading levels, read-aloud, gr 4 to 12, FR
Explora (article database search interface)	trillium	trillium	Searches multiple EBSCO article databases at the same time
Follett Shelf (eBooks)	student #	student #	Junior/Intermediate fiction books, biography, gr 1 to 12
Global Issues in Context (article database)	trillium	trillium	Global topics, overviews, articles, video, gr 7 to 12
Gale Virtual Reference Library (eBooks)	trillium	trillium	All subjects topic overviews, reference, e-books, gr 7 to 12
History Reference Centre (article database)	trillium	trillium	World, Ancient Civilizations, Explorers, European, gr 7 to 12
InfoBase e-Books (eBooks)	trillium	trillium	Science topics – e-books, gr 6 to 12
Jobs People Do (database)	TDSBjpd	TDSB	Careers, experiential learning, co-op, articles, videos gr 7 to 12
Learn 360 (streaming media) also see Educator Resources for teacher access	elem	elem	Streamed media, all subjects, K to 12

Literary Reference Centre (article database)	trillium	trillium	English, drama, gr 7 to 12
Naxos Music Library (streaming media)	trillium	trillium	Music, English, drama, public speaking, gr 5 to 12
NoveList K to 8 (article database)	trillium	trillium	Choosing fiction books. What to read next... K to gr 9
OERB also see Educator Resources for teacher access	tdsbstudent	tdsb	All subjects – lessons, tutorials
PebbleGo -Animals, Earth & Space (database)	trillium	trillium	Animals, Science, environment, K to gr 4
Primary Search (article database)	trillium	trillium	Wide range of topics for elementary students
Imagine the Learning/Research Success (research)		tdsbresearch	Helpful guides for inquiry /research projects, gr 1 to 12
Research Success in French (Liens français)		recherche/tdsb	Helpful guide for inquiry /research projects gr 7 to 12, FR
Science Reference Centre (article databases)	trillium	trillium	Science, health, geography, gr 6-12
TABvue (eBooks)	tdsb	trillium	Canadian information, social studies, Gr 4-10, ENG/FR
Teen Health & Wellness (article database)	tdsb	trillium	Mental, physical health, teen issues, self-help, gr 7 to 12
EDUCATOR RESOURCES for TDSB staff Teaching Resources (bookable/streaming media, kits), classroom resources, Prof. Library resources, etc.	Find passwords and access information - bit.ly/tdsbstaffVL Professional Library eBooks (ASCD, Follett, EBSCO, Proquest); streaming media (CBC Curio FR/ENG & Learn 360 etc.); Les Plan FR/ENG classroom resources, STEM, OERB, OSAPAC resources and more.		

Use Login/Password when using the Virtual Library outside of the TDSB network.

**PASSWORDS MAY NOT BE POSTED ELECTRONICALLY OUTSIDE OF THE TDSB NETWORK.**

## **DAILY SCHOOL ROUTINES AT JARVIS**

### **Student Program**

The following table shows the number of courses Jarvis students must take:

Year 1	8 courses	Year 3	8 courses
Year 2	8 courses	Year 4	7 courses

Some senior students may have spares during the school day. They are to use the library for quiet study during this time.

### **Full Disclosure (Mark Maintain After Date)**

If students in Grade 11 or 12 courses withdraw within five instructional days following the issue of the second provincial report card, the withdrawal is not included in the Ontario Student Transcript (OST). If a student withdraws after 5 instructional days following the issue of this report, the withdrawal is recorded in the OST. The percentage grade at the time of the withdrawal is recorded. Although this is unlikely to occur, a withdrawal for Grade 9 or 10 courses is not recorded on the OST.

### **Assembly Etiquette**

- Before leaving the classroom, teachers will inform their students of their assigned seating block.
- Bags and coats are to be left behind in the locked classroom.
- Electronics must be powered off and put out of sight before entering the auditorium, or they will be confiscated.
- No food or drink may be taken into the auditorium.
- Students will listen to the presentation attentively and respectfully. Talking and gesturing will not be permitted; the performers have worked very hard. Students who disturb the presentations will be removed.
- Any student removed for disturbing the presentation is to report directly to the Vice-Principal's office.
- Latecomers may not be admitted and should report to the Attendance Office to see a Vice Principal.
- Students are to return immediately to the class from which they came. Follow-up discussion may be offered to debrief the presentation.



## **BEING ON TIME**

At Jarvis, we value regular attendance, punctual arrival to class, and full participation. This is the Jarvis Way! Students who acquire these habits gain high marks, scholarships, Coop opportunities, jobs and a sense of pride. So arrive on time and look alive! You only get out of high school what you put into it.

## **JARVIS' LATE POLICY**

It is the *responsibility of parents/guardians* to ensure that their children arrive to school and be in class by 8:50 am **before** the national anthem is played. A five minute warning bell is sounded daily at 8:45 a.m. to remind students to get to class immediately.

If students arrive after the anthem is played, up until 9:15am, they are to proceed to their Period 1 class and they will be marked **late**, and a subsequent phone call home will be sent informing parents/guardians of their student's late arrival. If teachers administered any kind of assessment/evaluation before a late arriving student arrives to class, an automatic mark of zero will be assigned. *It is the responsibility of parents/guardians to ensure that their children arrive to school on time and prepared for learning.*

If a student is consistently late, teachers will make contact with the parents, and refer the student to the Vice Principal Office through a formal referral form. At this time, students may be assigned office detentions and mandatory parent meetings will be arranged. A progressive discipline model will apply at this time.

Students who arrive within the last fifteen minutes of class, and wish to sign in, must wait in the VPO for the next class to begin, and the student will be marked **absent** for the class that they missed and a phone call will be sent home to inform parents of the missed class. It is essential that parents/guardians and the school, work together to teach students the importance of consistent punctuality. Weak attendance and punctuality are directly correlated with student achievement and academic success.

## **... PERSISTENTLY LATE?**

Consistent with the Progressive Discipline Model, teachers will address individual instances of lateness in a number of ways including: contacting parents, referral to a V.P., after 3 parental/guardian contacts, withdrawal and possible suspensions, a review of school policy, catch-up work or an in-class detention. Lateness may affect marks earned on warm-up activities and quizzes and on the learning skills section of report cards.

### **... LEAVING SCHOOL DURING THE DAY?**

You will need a note explaining why you have to leave early. Present your note to your classroom teacher, and then report to the Attendance Office to hand it in and sign out. Students under the age of 18 must have parental permission to leave school early. If you have to leave unexpectedly during the day, you must report to the Attendance Office and have an office assistant contact a parent/guardian by phone in order to sign out. Do not leave the school without informing the office.

### **... ABSENT FROM SCHOOL?**

Ask your parent or guardian to phone and leave a message at school at 416-393-0149 (option 1) the day before or the morning of any absence. Upon returning to school present a note to the Attendance Office (a note signed by your parent/guardian explaining the reason for your absence). The Attendance Office will issue an admit slip which you must show to all the teachers of your missed classes. The office will keep on file all the notes you submit.

You are also responsible for talking directly with your teachers and making up work missed due to absence. Failure to do so could result in a zero.

Absence for religious reasons requires a note as well.

### **... ABSENT BECAUSE OF A FIELD TRIP OR OTHER SCHOOL EVENT?**

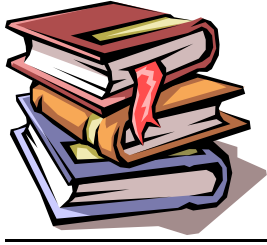
Inform all your teachers in advance of an absence due to a field trip in another subject. Be responsible. Talk with your teacher *before* your absence and catch up on all work missed.

## **ACADEMIC EXCELLENCE AT JARVIS**

### **HOMEWORK**

Homework is important. This is an opportunity to do the following:

- complete work begun in class
- review and practice what you learned that day
- prepare for upcoming topics/activities
- study for assessment and evaluations



## EVALUATION

All students are evaluated on a 70/30 split.

- 70%** cumulative total of *all* work from September to June
- 30%** culminating activities, final exams or a combination of both

In the first week of all courses, your teachers will give you a course outline or a program statement describing the course content and the evaluation policy. If you make a significant improvement over the course of the year, your teacher will consider your most recent and most consistent level of achievement.

### **Achievement Chart Categories**

All students are assessed based on the 4 achievement categories which provides a way to organize the knowledge and skills students need to demonstrate into four broad categories of knowledge and skills.

**Knowledge & Understanding**—subject specific content acquired in each grade/course and the comprehension of its meaning

**Thinking & Inquiry** —use of critical and creative thinking skills and processes

**Communication**—conveying of meaning through various forms

**Application**—use of knowledge and skills to make connections within and between various contexts

Formal reporting to parents/guardians takes place four times a year as follows:

- November followed by Parent/Teacher interviews
- February followed by Parent/Teacher interviews
- April
- June

## **JARVIS LATE SUBMISSION OF WORK POLICY STATEMENT FOR STUDENTS**

Teachers will inform students at least one week in advance of due dates of all major evaluations. All evaluations will indicate a due date. Students are expected to submit work by the due date.

Where students anticipate difficulty in meeting the due date, they must inform their teacher. Students must anticipate consequences when due dates are not met. With chronic lateness, students may face a penalty of up to 10%. At a certain point, late assignments cannot be accepted and this represents the ultimate deadline date. Students are entitled to know what the ultimate deadline date. As always, teachers have the flexibility to consider extenuating circumstances of individual students.

### **Assigning a Zero and Mark Deduction**

If students have not provided evidence of their learning before evaluation takes place, teachers may use a zero as a placeholder in their mark book. A zero provides teachers with an opportunity to discuss with the student and parent the student's obligation to provide evidence of learning and for the student to be responsible for their learning.

A zero may also be used to assign value to student work where the student has plagiarized or cheated until the student has demonstrated his or her learning.

When student assignments are being evaluated, teachers may also use their professional judgment to assign a zero or deduct marks, up to the full value of the assignment. However, teachers must ensure that the assignment of a zero or mark deduction will not distort or misrepresent a student's overall or actual achievement on the mark on the report card and teachers must take all available evidence into account from observations, conversations and student products collected over time.

### **CULMINATING ACTIVITIES – THE FINAL 30%**

#### **May include a combination of the following:**

- Culminating Assignments
- In-class Tests/Performances
- Formal Exams/In class Exams

During the approximate last six weeks of the school year all students are involved in a variety of formal assessments which make-up the final 30%

of all marks. It is critical that students are organized and present for all culminating assignments. If a student is absent for a scheduled culminating activity due to illness, they must present a medical note indicating specific dates and reason(s) for missing activities, in order to have the assessment re-scheduled. If no medical note is provided they will receive a “zero”. Students who miss a culminating evaluation for an avoidable reason ( i.e. sleeping in, missing a bus, misreading a schedule or a family holiday) will receive a zero for the evaluation missed.

### **Determining the Grade**

#### **Mid-semester Term Mark**

The teacher will review the evidence of learning and use professional judgment to determine the student's most consistent level of achievement by the following:

- reviewing relevant summative assessment and evaluation evidence
- giving particular attention to the student's more recent achievement
- applying achievement levels to judge student performance
- assigning a percentage (%) grade that corresponds to the level of achievement

#### **End of Semester Term Mark (70% of final grade)**

Seventy percent of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level

of achievement throughout the course, with special consideration given to the more recent evidence of achievement.

### **REPORT CARDS**

The first report card will be issued in mid-November, followed by a Parent–Teacher Interview Day. An interim report card will be issued in February followed by a Parent/Teacher Interview day. A third report card will be issued in April and the final report card will be issued at the end of June.





## **HONOUR ROLL AND “TOP THREE”**

### 1. To be eligible for the term and annual Honour Roll:

A student in Grade 9/10 must have achieved an average of 80% in eight (8) of his/her courses;

A student in Grade 11 must have achieved an average of 80% in seven (7) of his/her courses

A student in Grade 12\*\* must have achieved an average of 80% in six (6) of his/her courses.

(\*\*Gr 12 students enrolled in FUNCAL, MUST carry a total of 7 courses on their timetable till June to be considered for honour role. e-Learning and/or night school courses DO NOT count towards day school Honour Roll and “Top Three”.)

### 2. To be eligible for the “Top 3” school-wide grade averages:

A student in Grade 9/10 must have the highest mark average in eight (8) of his/her courses;

A student in Grade 11 must have the highest mark average in seven (7) of his/her courses;

A student in Grade 12\*\* must have the highest mark average in six (6) of his/her courses.

(\*\*Gr 12 students enrolled in FUNCAL, MUST carry a total of 7 courses on their timetable till June to be considered for honour role. eLearning and/or night school courses DO NOT count towards day school Honour Roll and “Top Three”.)

## **ACADEMIC HONESTY**

Students are expected to be academically honest by submitting their own original work. The marks they receive are intended to reflect their own academic achievement. Academic dishonesty in any form is a serious offence and will result in serious consequences. Neither lending your work to others, plagiarism, nor copying from them electronically, (or in any manner), will **NOT** be accepted and will result in an automatic zero.

## **PLAGIARISM DEFINED**

One form of academic dishonesty is plagiarism. Plagiarism is usually defined as presenting someone else’s words and ideas as one’s own. It can take many forms, including the following:

- submitting an essay/assignment written by someone else, e.g., buying an essay online, downloading an essay from a free website, having someone else complete one's assignment, or using work done by another student (including homework);
- piecing together material from one or several sources and adding only linking sentences;
- quoting or paraphrasing material without citing the source of that material, including books, magazines, journals, websites, newspapers, television programs, radio programs, movies, videos, photographs, and drawings in print or electronic form;
- copying and pasting from the Internet or other electronic sites without citing the source;
- not providing quotation marks for direct quotations—even if the sources have been cited.

To ensure academic honesty and avoid instances of plagiarism, students are expected to do the following:

- seek clarification from teachers about what constitutes plagiarism;
- seek remediation when their research skills are deficient;
- understand the penalties for academic dishonesty and plagiarism;
- ensure that all their work is original and that they cite sources accurately and consistently;
- keep all processes/rough work/drafts created in the writing process as evidence of personal work.

**Any student found guilty of cheating or plagiarism will receive a mark of zero on the assignment or test in question.**

## ONLINE TUTORING

**Need help with Grade 9 or 10 Math?**

**FREE Online Math Tutoring Staffed by Ontario Certified Math Teachers**



**Math Coach:** <http://tdsb.na3.acrobat.com/mathcoach>

Accessible: Monday to Friday, during the school day



**Homework Help:** <http://homeworkhelp.ilc.org>

Accessible: Sunday to Thursday evenings, from 5:30 pm to 9:30 pm

**Do you need to review materials, tests, quizzes or exams?**

**FREE resources written by Ontario Certified Teachers in ALL subject areas**

**Ontario Educational Resource Bank:**

<http://resources.elearningontario.ca>



Accessible: 24/7

User Id: tdsbstudent

Password: tdsb

### **TDSB CODE OF CONDUCT: STATEMENT OF PRINCIPLE**

It is the mission of the TDSB to provide “learning environments that are safe, nurturing, positive and respectful.” TDSB schools are violence-free environments that promote a sense of belonging for all students. **The TDSB and Jarvis C.I. do not tolerate violence of any kind at school, in the community, or during any school-related activities.**

The Jarvis Code of Conduct is implemented in accordance with the Toronto District School Board (TDSB) Code of Conduct, the TDSB Safe Schools Policy as well as Provincial Legislation and Policies. This Code of Conduct also reflects the values and expectations of Jarvis C.I.

### **ROLES AND RESPONSIBILITIES**

The members of the Jarvis school community include students, teachers and support staff, principals and vice-principals, parents and visitors, all working together. All members of the Jarvis school community are required to be familiar with and comply with this Code to maintain a safe, positive and nurturing environment. Students must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour as follows:

- come to school prepared, on time and ready to learn;
- show respect for themselves, for others and for those in positions of authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules, policies and local codes of conduct and take responsibility for his or her own actions.

**Students are also expected to . . .**

- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm and judicious parent;
- be courteous to fellow pupils and cooperative and courteous to teachers;
- show respect for school property;
- understand and comply with their school's code of conduct.

**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 this responsibility when they do the following:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with both the T.D.S.B. and Jarvis Code of Conduct;
- encourage and assist their child in following the Rules of Behaviour;
- assist school staff in dealing with disciplinary issues.

**STANDARDS OF BEHAVIOUR**

All members of the school community must do the following:

- 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 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 all conflicts peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or any adult, or persons in positions of authority.

### **SAFETY**

All members of the school community must NOT under any circumstances do the following:

- engage in bullying behaviours;
- commit sexual assault;
- traffic 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 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.

### **SPECIFIC BEHAVIOUR EXPECTATIONS AT JARVIS**

#### **DRESS CODE**

Students at Jarvis are required to maintain an acceptable standard of grooming and dress. Revealing clothing, and garments with inappropriate slogans are not acceptable. Spaghetti-strap, muscle, tube, tank, halter, and/or strapless tops are not permitted. Shirts must be long enough to be tucked in, pants should cover under clothing and shorts must be a suitable length for a school environment. Teachers will speak to students who are

wearing inappropriate clothing and refer them to the administration. These students will be asked to either cover up, or will be sent home to change at the discretion of the Principal or Vice-Principal(s). Students must store their coats, bandanas, or other headgear in lockers or knapsacks. Hoodies are not to be worn inside the school. Religious headwear is exempted from this restriction.

### **BRINGING VALUABLES TO SCHOOL**

It is now the policy of the TDSB that all personal communication devices (i.e., cell phones, blackberries, PDAs, iPods/MP3s) be powered off and stored out of view during instructional time if requested by the teacher.

Students are asked not to bring their valuables to school. In spite of the best efforts of staff, classrooms, lockers, and change rooms are not entirely secure places. **The school is not responsible for lost or stolen articles (e.g.: bikes). Do not bring cash, electronic devices, cell phones or other valuables to school as there is no guaranteed safe way to secure these items.** If you find items lost by others, bring them directly to the **Lost and Found** located outside the Attendance Office.

### **LOCKERS**



You will be assigned a locker at the beginning of the school year. It is your responsibility to see that your locker is kept in good condition and that you use a proper, dial, Dudley lock on your locker – **NO KEY LOCKS** are permitted. You may **NOT** share your locker with anybody else as you will be responsible for **ANY** wrong doing in or on that locker. If someone marks your locker, please report this to the Vice-Principal's Office immediately. Students who use a locker which is **NOT** assigned to them, know that the locks will be removed and the contents will be bagged and held in the VPO. Remember, lockers are not secure - do not leave your valuables in your locker!

### **TEXTBOOKS**

Textbooks are the property of the school. Students must keep them in good condition. At the end of the year there will be a charge for damaged or lost textbooks. If you lose a textbook, you must purchase a replacement from your subject teacher or from the Main Office.

**All textbooks must be handed in before, or on the day students write their final exams to their individual subject teacher. Students who do not have their assigned textbook must go the Main Office and pay for their textbook BEFORE they are permitted to write their exam. No extra time will be allotted for those students who must wait in line at the office while paying for their texts.**

#### **FOOD AND DRINKS**

No eating or drinking is permitted in any classroom or hallway, except in designated areas of the first floor during lunch. It is very important that garbage be placed in the containers provided to help keep our school rodent and insect-free. **Exception:** Bottled water may be brought to certain classes at the discretion of the teacher. Students are expected to make use of recycling and garbage containers in the cafeteria and throughout the school building and grounds.

#### **HALLS AND SPECIAL AREAS**

**Gyms** and the **swimming pool** are out-of-bounds except under supervision. Wearing street shoes, whether they are rubber-soled or not, is forbidden on the gym floors.

Students are asked not to bring their valuables to school. **It is particularly important to ensure that valuables are not left in vulnerable places during physical education classes. In spite of the best efforts of staff, change rooms and lockers are not entirely secure places. The school is not responsible for lost or stolen articles. Do not bring cash, electronic devices, cell phones or other valuables to the change rooms as there is no safe way to secure these items.**

Students are expected to respect the following rules, which assist traffic flow and prevent fire hazards and accidents:

- No sitting in the stairwells
- No assembling in groups which may obstruct hallways
- No card playing
- Students with a spare must go to the library for quiet study.

#### **SCHOOL COMPUTERS**

- Refer to the TDSB policy in this book
- Computer and Internet access are provided for educational use, not for personal entertainment
- Sites such as Facebook, may be accessed while at school only as requested by the teachers
- Students who use web-sites or e-mail to Facebook, Twitter, Tumblr, Instagram etc. to bully others are subject to the consequences of bullying as outlined in the T.D.S.B. Code of Conduct and will be suspended or consequence.

## **PROGRESSIVE DISCIPLINE:**

### **SUPPORT STRATEGIES, INTERVENTIONS AND/OR CONSEQUENCES**

In consultation with parents or guardians, if policies or routines are ignored or disregarded, one or more of the following may result:

- time-out in V.P. Office
- reflection sheet
- call by teacher to parent/guardian
- written or oral apology
- review Code of Conduct (Student Agenda)
- classroom detention
- behaviour contract
- withdrawal of privileges
- referral to VP
- office detention
- withdrawal from class
- meeting with parent/guardian
- peer/conflict mediation/ peace circle
- single day withdrawal from all classes
- restitution to the school or to any injured party or property where circumstances warrant
- Safe Schools – suspension
- Safe Schools – expulsion
- referral to Guidance
- counseling
- referral to School Team
- program modification

## **KEEP OUR SCHOOL SAFE!**

### **EMPOWERED STUDENTS PARTNERSHIP (ESP)**

This student-led program empowers youth to identify safety concerns in their high schools and communities, and challenges them to create a year-long campaign to address these concerns.

### **VISITORS**

School property is private property. Only Jarvis students, teachers and authorized T.D.S.B. staff are permitted in and around the building. Students may not invite friends or other guests to the school.



## **EXTRA-CURRICULAR LIFE**

### **STUDENT COUNCIL**

The Student Council Executive is elected in May to represent the needs and interests of the Jarvis student body. It organizes fun events such as dances, special events and spirit days; and leads charity drives. These student leaders model the benefits of an active extra-curricular life.

How *you* can get involved:

- Run for Class Rep and become a member of the Representative Assembly
- Participate or volunteer at the many spirit events
- Give feedback to Council members as to your interests/concerns
- Run for Executive in May

### **STUDENT COUNCIL EXECUTIVE 2016-2017**

President – Eman Ahmed                      Vice-President – Nafisa Ahmed  
Secretary – Grance Guillaume              Treasurer – Brianna Vuong  
Social Convener – Carissa Campbell  
VP of External Affairs – Rishada Majeed

Student Council Advisor – E. Johnston

### **SCHOOL ACTIVITY FEE**

There is a \$50 Student Activity Fee which allows you the following:

- SAC card is necessary to participate in the many school activities
- Receive a Jarvis Agenda
- Receive a Student Photo Identification Card/Library Card
- Club membership
- Attend all in-school or off site team or championship games
- Participate in intra-murals
- Attend school dances

**J A R V I S C L U B S (DEPENDENT UPON STUDENT  
INTEREST/STAFF AVAILABILITY)**

American Math Competition	Jargon On-Line
American Invitation Math Exam	Jarvis Airwaves
Amnesty/International Affairs	Jarvis Dance Crew
Animanga Club	Jazz Band
Art Club	Library Volunteers
Badminton Club	Leadership
Biology Competition (U of T)	Literary Supplement
Board Games	Lunch Hour Athletics
Business Contests	Magnet Yearbook
Canadian Math Olympiad	Martial Arts
Canadian Open Math Comp.	Math Club
Classics Club	Multicultural Club/United Way/ Stars
Chemistry Contests	Muslim Students Association
Chess Team/Club	Orchestra
Coffee House Evenings	Pascal, Cayley, Fermat Contests
Computer Club	Peer Leaders
Computer Science	Peer Tutoring
Concert Band	Physics Club/Contests
Concert Choir	Reach for the Top
Debating Club	Science Club
Environment Club	Sears Drama Festival
E.S.P. (Empowered Students Partnership)	Senior String Ensemble
Euclid Contest	Stage Crew
Fashion Show	Student Council
Free the Children Committee	Table Tennis Club
Fryer, Galois, Hypatia Contests	Tutoring Referrals
Graphic Novel Club	Yearbook
International Film Club	
Jargon—Newspaper	

## JARVIS COLLEGIATE ATHLETIC POLICY

*“We believe that sport is to be played for the enjoyment of the sport. Winning is desirable, but winning at all costs defeats the purpose of sport. Defeat is honourable when the best has been given by all concerned.”*

**OYAA Code of Conduct**

*“We believe that sport should be played for the pure enjoyment of the sport.”*

**Jarvis Staff**

In addition to the academic expectations of students at Jarvis Collegiate, the following guidelines are outlined for those students wishing to participate on Sports Teams.

1. **Prior** to the start of the season, students must have each of their teachers acknowledge their participation in a school sport by completing a participation form.
2. Students must work to maintain passing grades in all courses or must be participating in remediation in collaboration with the coach and or Jarvis Administration.
3. Student athletes must be enrolled full-time.
4. Student athletes must have a J.C.I. Student Activity Card for the current year and paid their \$50 S.A.C. fee.
5. Students must pay an annual \$50.00 Athletic Fee. This covers athletic equipment, uniform upkeep and the athlete’s Athletic Banquet ticket. This is a **non-refundable fee**.
6. Student athletes may participate on one team per season. Additional team membership would be at the discretion of the PHE Assistant Curriculum Leader.
7. Students who transfer to J.C.I. from another secondary school are ineligible to play inter-school sports until their eligibility status is appealed and approved after filling out an OFSAA appeal form. Transfer students are encouraged to consult with the ACL, Ms. Misko, upon enrolment at J.C.I. for help in this situation.
8. Students who are absent from class without excuse and/or not actively participating in their academic responsibilities as a Jarvis student, are not permitted to attend practices or games scheduled for that day/season..
9. To ensure academic success, student athletes absent from class(es) for sports related reasons are responsible for completing assignments by the class deadlines.
10. Students participating in athletics are expected to be positive role models for the rest of the student body. Athletes, therefore, must maintain behaviour consistent with the JCI and TDSB code of behaviour both on and off the playing field. Student athletes who are unable to meet these expectations will be subject to consequences that are consistent with progressive discipline. This may include temporary or permanent removal from the team.

## **BOYS' ATHLETIC ASSOCIATION / GIRLS' ATHLETIC COUNCIL**

Athletic events are organized by the Boys' Athletic Association (B.A.A., found in the Lower Gym) and the Girls' Athletic Council (G.A.C., found in the Upper Gym.). These executives support student membership on interschool teams and in intramural competitions. A \$50.00 Athletic Fee entitles you to join all school teams and attend a year-end banquet and dance in honour of all Jarvis athletes.



## **T E A M S (DEPENDENT UPON STUDENT INTEREST/STAFF AVAILABILITY)**

- |                        |                          |
|------------------------|--------------------------|
| Archery                | Soccer – Boys Sr.        |
| Badminton              | Soccer – Girls           |
| Baseball-Varsity Boys  | Softball                 |
| Basketball - Boys Jr.  | Swim                     |
| Basketball - Boys Sr.  | Tennis – Boys            |
| Basketball - Girls Jr. | Tennis – Girls           |
| Basketball - Girls Sr. | Track and Field          |
| Cross Country          | Ultimate Frisbee (Co-ed) |
| Field Hockey – Girls   | Volleyball – Boys Jr.    |
| Rugby                  | Volleyball – Boys Sr.    |
| Soccer – Boys Jr.      | Volleyball – Co-ed       |
|                        | Volleyball – Girls Jr.   |
|                        | Volleyball – Girls Sr.   |

Athletics at Jarvis											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>GIRLS</b>											
X Country	_____	_____	_____								
Tennis	_____	_____	_____								
Basketball Jr/Sr	_____	_____	_____								
Field Hockey	_____	_____	_____								
Swimming		_____	_____	_____	_____	_____	_____				
Volleyball Jr/Sr			_____	_____	_____	_____	_____				
Ice Hockey			_____	_____	_____	_____	_____				
Badminton					_____	_____	_____	_____	_____	_____	
Track & Field					_____	_____	_____	_____	_____	_____	
Softball							_____	_____	_____	_____	
Soccer							_____	_____	_____	_____	
<b>BOYS</b>											
X Country	_____	_____	_____								
Tennis	_____	_____	_____								
Volleyball Jr/Sr	_____	_____	_____								
Soccer Jr	_____	_____	_____								
Soccer Sr Out/Indoor	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
Swimming		_____	_____	_____	_____	_____	_____	_____	_____	_____	
Ice Hockey			_____	_____	_____	_____	_____	_____	_____	_____	
Basketball Btm/Jr/Sr			_____	_____	_____	_____	_____	_____	_____	_____	
Badminton					_____	_____	_____	_____	_____	_____	
Track & Field					_____	_____	_____	_____	_____	_____	
Rugby							_____	_____	_____	_____	
Baseball							_____	_____	_____	_____	
Table Tennis							_____	_____	_____	_____	
<b>CO-ED</b>											
Archery					_____	_____	_____	_____	_____	_____	
Badminton					_____	_____	_____	_____	_____	_____	
Volleyball							_____	_____	_____	_____	
Ultimate Frisbee							_____	_____	_____	_____	

**GUIDELINES FOR ADMISSION TO SCHOOL EVENTS (TICKET RULES)**

During the school year we run a number of daytime and evening social events to promote and enhance school spirit (dances, pep rally, buy-outs, etc.). The following guidelines apply:

- Jarvis events (i.e., dances, buy-outs, etc.) are for Jarvis students only, who have paid their \$50 SAC fee.
- Students must buy their own ticket. Students may not buy tickets for their friends.

- Tickets for events are non-transferable. This means the ticket must be used by the person who bought it.
- There will not be any ticket sales at the door of any event.
- Ticket sales will usually end by 3:30 on the day preceding the event. This is the only way we can ensure proper teacher supervision. If students are interested in an event, it is important that they purchase tickets early since insufficient ticket sales will mean that the event will be cancelled.
- Photo I.D. (SAC Card) must be presented at the door or students will not be admitted to the event.
- Re-entry is not permitted. Once you have entered an event you must stay in the event area. Also, the remainder of the school is "off limits".
- For dances, all belongings must be left in the cloak room. Since there will be no access to the rest of the school, lockers will be out of bounds.

#### **SPECTATOR ADMISSION REQUIREMENTS (SPORTING EVENTS)**

- Only students from the host or home school are permitted to attend as determined in advance by administration.
- A Student Activity Card (SAC) with photo identification is mandatory for entry as a spectator into the competition venue.
- Parents/guardians must obtain the school's permission to attend.

#### **SPECTATOR CODE OF BEHAVIOUR**

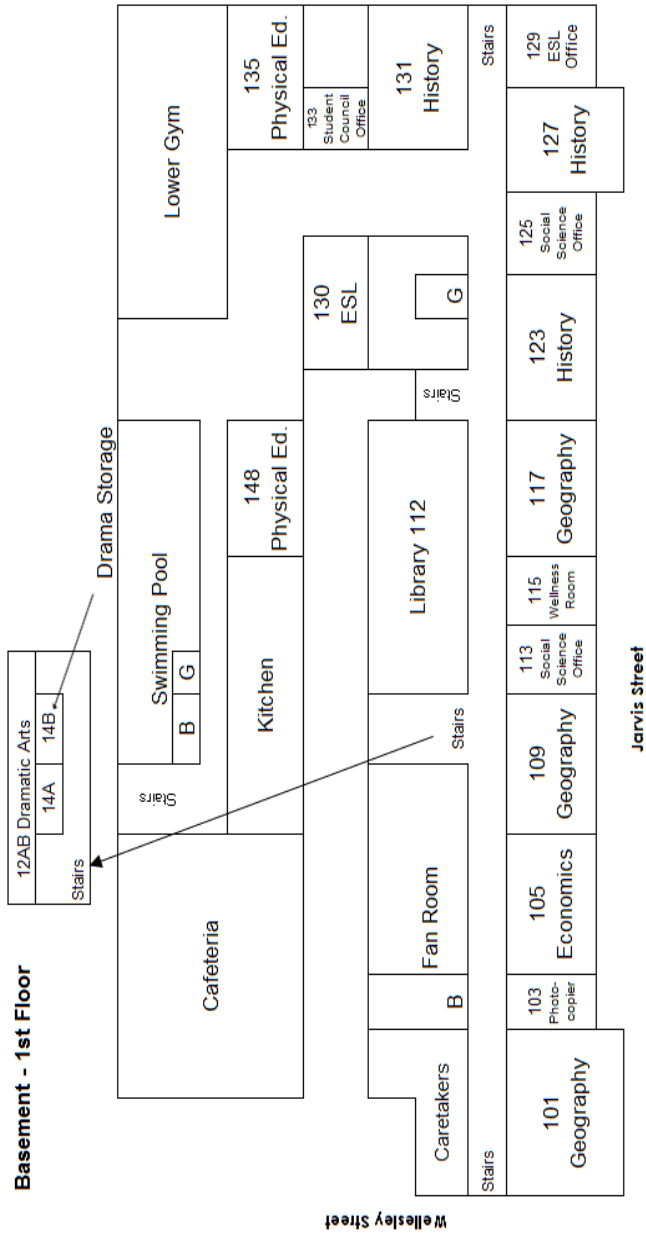
- Cheer in a positive manner
- Respect the decisions of the officials
- Respect the athletic facilities and property
- Respect the authority of TDSB staff who are supervising
- Be courteous and respectful to fellow spectators
- Not interfere with the game in any way
- Refrain from the use of profanity, taunting, aggressive/threatening behaviour
- Observe the TDSB Code of Conduct
- Leave the venue in a quick and orderly fashion upon completion of game

Spectators who are unable to meet these expectations will be instructed to leave and may be subject to further discipline (in accordance with TDSB and Jarvis Codes of Conduct and Safe Schools policy).

#### **SCHOOL COUNCIL MEETING DATES**

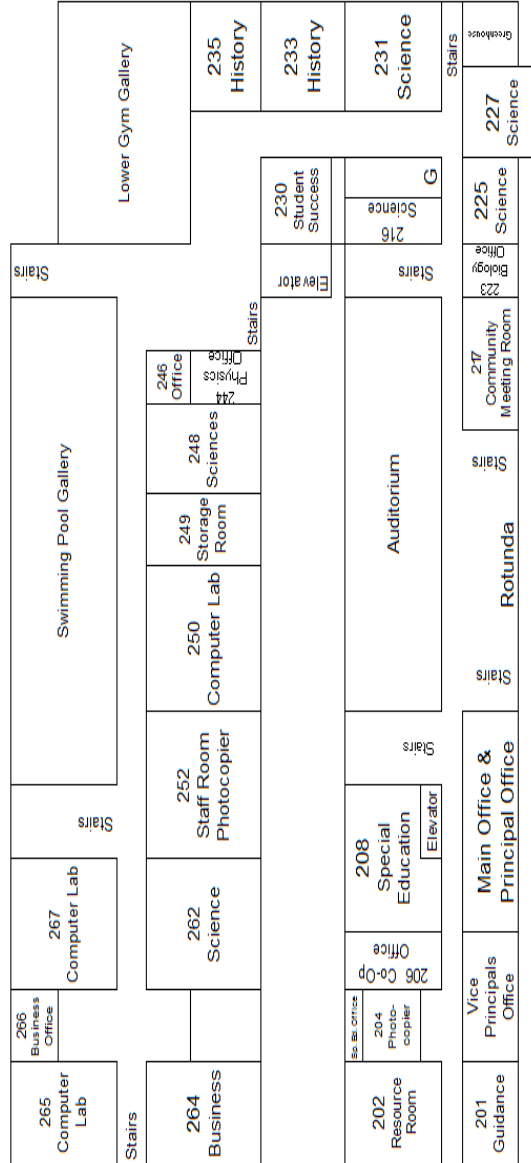
September 20, 2016	5:30 p.m.	Room 217
October 24, 2016	5:30 p.m.	Room 217
November 21, 2016	5:30 p.m.	Room 217
February 21, 2017	5:30 p.m.	Room 217
April 18, 2017	5:30 p.m.	Room 217

# MAP OF SCHOOL



# MAP OF SCHOOL

## Ground Floor - 2nd Floor

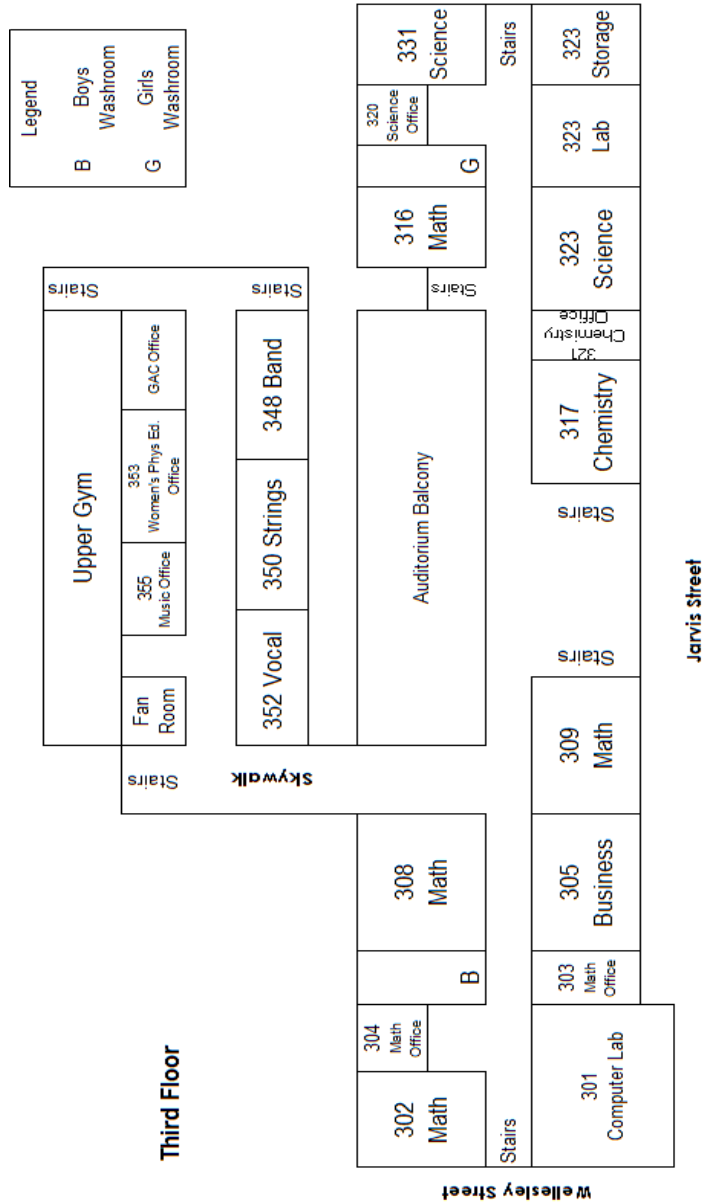


Wesley Street

Jarvis Street



# MAP OF SCHOOL

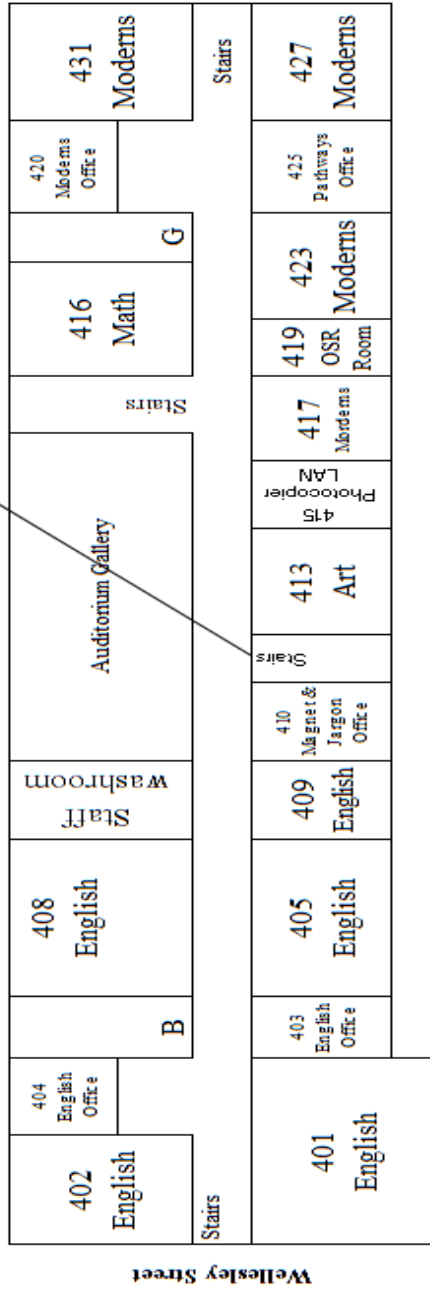


# MAP OF SCHOOL

## Jarvis Collegiate Institute

Fourth Floor

513 Art Room  
(Fifth Floor)



## **HELPFUL TELEPHONE NUMBERS**

Kids' Help Line	1800-668-6868
Lesbian, Gay, Bi Youthline	(416) 962-9688
Metro Toronto Children's Aid	(416) 924-4646
Teen Sex Infoline	(416) 961-3200

## **CRISIS NUMBERS**

Assaulted Women's Help Line	(416) 863-0511
Find Help Information Services	211
Social Services East Toronto	(416) 392-3200
Covenant House	(416) 593-4849
East Toronto Legal Services	(416) 461-8102
Suicide/Distress Centre Toronto)	(416) 408-4357
Sick Kids' Hospital: Teen Clinic (Birth Control)	(416) 813-5804
Drug & Alcohol Infoline	(416) 595-6111
Toronto East General Crisis Unit	(416) 469-6220
Toronto Rape Crisis Centre	(416) 597-8808
Youthdale Psychiatric Crisis Service	(416) 363-3751

## **BIRTH CONTROL, STDS, STIS AND HIV**

Aids – Sexual Health Information line	(416) 392-2437
Hassle-Free Clinic	(416) 922-0566

## **YOUTH GAMBLING**

Scarborough Resource Centre	(416) 296-7154
Problem Gambling	1888-230-3505
CAMH (Centre for Addiction & Mental Health)	(416) 535-8501
Toll Free Gambling Council	1888-647-4414
Cecil Community Centre	(416) 392-1090

## **COUNSELLING**

Blake Boulton Youth Outreach	(416) 465-1410
Human Sexuality Program TDSB	(416) 985-3749
Oolagen Health Services	(416) 395-0660
Turning Point	(416) 925-9250

## Days of Significance 2016-2017



This calendar highlights selected secular and creed-based days of significance and is provided as a resource for schools and others when planning educational or other activities. This list includes creed-based observances and holidays, as well as, significant events and celebrations, public holidays, and other important dates that should be considered when planning events, tests or exams, and other activities. This calendar should not be used as a list of dates for creed-based accommodations; accommodation requests must be made formally and determined on an individual case by case basis subject to the operational procedures of the Board regarding creed beliefs, practices and observances. This calendar is not meant to be comprehensive or exhaustive, but rather a selected representation of significant dates. Every attempt has been made to ensure its accuracy.

<http://www.tdsb.on.ca/aboutus/calendar/schoolyearcalendar20162017.aspx>

- 
- Bold**      Bolded Titles are primary holy days of a tradition.
- \*      Holy Days usually begin at sundown the day before this date.
  - \*\*      Local/regional customs or moon sightings may cause variation of this date during this period.