

# Victoria Park C.I. Family Handbook

Superintendent: TBA  
Trustee: Ken Lister

Principal: Vance Scott  
Vice-Principals: Karl Calhoun, Maria Neag and Suzanne Read



## Contents

Principal's Message	1
School Council	1
School Schedule	2
Graduation Requirements	3
Essential Skills	4
Course Selection Process	5
Expectations	6
Supports for Students	7
School/Home Partnership	8
Evaluation & Reporting	9
Co-Curricular Activities	10
School Communication	11

## School Council Dates

Meetings start at 7pm

- ◆ Oct. 10, 2018
- ◆ Nov. 21, 2018
- ◆ Dec. 12, 2018
- ◆ Feb. 6, 2019
- ◆ Apr. 17, 2019
- ◆ May 15, 2019

## Principal's Message

I am pleased to have this opportunity to welcome you to Victoria Park Collegiate Institute (VP).

For those parents whose child is entering grade 9, we know that leaving middle school for high school is an exciting yet challenging transition. We hope that you will continue to be actively involved in your child's education. By working together we'll help your teen successfully reach his or her full potential and ultimate goals.

This Parent Handbook provides you with information we hope that you will find useful during the school year. Important dates, valuable information and a few tips on how

to keep your child on task are provided. Some of our school policies are also included to assist you in understanding life at VP.

We share with you the desire to maintain a safe and secure school. Your support of our Code of Conduct and the TDSB Safe Schools Policy is appreciated. I hope that you will take advantage of the many opportunities available to you to meet staff and for you and your child to become involved in our community. I look forward to meeting you in the very near future. If you should have any questions or concerns, feel free to contact the school.

## School Council

The School Council, also sometimes referred to as the Parent Council, provides a forum through which parents and other members of the school community, including staff and students, can contribute to improving student achievement and school performance.

The School Council meets six times during the school year. Each meeting includes briefings by the Principal. We frequently have a themed presentation with a guest, devoted to a topic of special interest or concern to parents. Attending School Council meetings is the best way to learn about what is

happening at the school, learn about curriculum issues, obtain academic and valuable parenting tips and learn about the exciting extracurricular opportunities available for VP students.

**All meetings are open to the public and all VP parents are encouraged to attend as many meetings as they can.**

If you are interested in becoming an elected member, please contact the Main Office in September for nomination forms. Elections will be held in October.

### School Schedule

PERIOD	REGULAR DAY	LATE START
1 *	8:45 am - 10:05 am	10:00 am - 11:05 am
2	10:10 am - 11:25 am	11:10 am - 12:10 pm
LUNCH	11:25 am - 12:25 pm	12:10 pm - 12:55 pm
3	12:25 pm - 1:40 pm	12:55 pm - 1:55 pm
4	1:45 pm - 3:00 pm	2:00 pm - 3:00 pm

\* Period 1 includes 5 minutes at the start for announcements.

### 2-Day Block Schedule

Period	DAY 1	DAY 2	The Day is typically in line with the monthly calendar date. Odd numbered days are day 1 and even numbered days are day 2.
1	A	B (F)	
2	B	A (E)	
LUNCH	LUNCH	LUNCH	
3	C	D (H)	
4	D	C (G)	

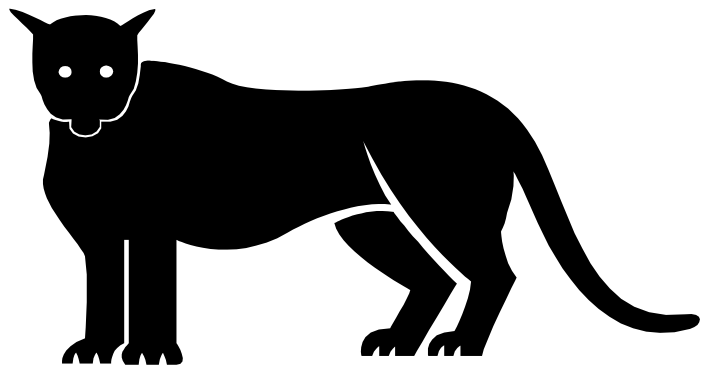
Victoria Park runs on a two-day cycle. Blocks E, F, G, H apply to non-semestered courses only.

**Late Starts**

- September 11 & 25, 2018
- October 9, 26 & 30, 2018
- November 6 & 20, 2018
- January 15, 2019
- February 5 & 19, 2019
- March 5, 26 & 29, 2019
- April 16, 2019
- May 7 & 28, 2019

**Early Dismissal**

- December 18, 2018



## Requirements for the Ontario Secondary School Diploma (OSSD)

### To graduate a student must:

- **Earn 18 Compulsory Credits**
  - 4 credit in English (1 credit per grade)
  - 1 credit in French as a second language
  - 3 credits in Mathematics (at least one at the Grade 11 or 12)
  - 2 credits in Science
  - 1 credit in Canadian History
  - 1 credit in Canadian Geography
  - 1 credit in the Arts
  - 1 credit in Health and Physical Education
  - .5 credit in Civics
  - .5 credit in Career Studies
  - Group 1: additional credit in English, or French as a second language, or a Native, classical or International language, or social sciences and the humanities, or Canadian and world studies or guidance and career education or cooperative education
  - Group 2: additional credit in Health and Physical Education, or the arts, or business studies or French as a second language or cooperative education
  - Group 3: additional credit in Science (grade 11 or 12) or technological education, or French as a second language or computer studies or cooperative education
- **Earn 12 Optional Credits**
- **Complete 40 hours of community involvement activities**
- **Successfully complete the literacy test.**

## The Essential Skills

The Government of Canada has identified the Nine Essential Skills (listed below) as those that are needed for work, learning and life. These skills are used in almost all occupations in different forms and at different levels of complexity. Mastery of these skills provides a greater opportunity for success in the Canadian labour market. To better prepare our students for their chosen career, each subject department will be incorporating the Nine Essential Skills into the various curriculums. To learn more about Essential Skills, please visit the website:

<http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>



### NINE ESSENTIAL SKILLS

Reading Text  
 Document Use  
 Numeracy  
 Writing  
 Oral Communication  
 Working with Others  
 Thinking Skills  
 Computer Use  
 Continuous Learning



## The Habits of Mind According to Drs. Costa & Kallick

Habits of Mind are dispositions that are skillfully used by characteristically intelligent, successful people when they are dealing with problems for which the solution is not immediately apparent. The 16 Habits of Mind are:

- Persisting
- Thinking and Communicating with Clarity and Precision
- Managing Impulsivity
- Gathering Data Through all Senses
- Listening with Understanding and Empathy
- Creating, Imagining and Innovation
- Thinking Flexibly
- Responding with Wonderment and Awe
- Thinking About Thinking (Metacognition)
- Taking Responsible Risks
- Striving for Accuracy
- Finding Humour
- Questioning and Posing Problems
- Thinking Interdependently
- Applying Past Knowledge to New Situations
- Remaining Open to Continuous Learning

## Course Selection Process

Subjects for next year are governed by the following timelines:

### November - February

- Students are provided with access to myBlueprint, on-line course selection tool ([www.myBlueprint.ca](http://www.myBlueprint.ca)). They will receive course information through myBlueprint, Victoria Park's Course Offerings document, "Choices", and have opportunities to discuss options with staff through Guidance Counsellor class visits and individual appointments.

### Late February/Early March

- Parents are required to sign the printed course selection confirmation sheet and return it to their homeform teacher.
- Deadlines for submitting selections will be grade-specific with all student selections recorded in our computer before March Break.

### April

- Students are informed of cancelled courses. Students will select a replacement course. Timetabling of courses and students occurs in April. Classes may be cancelled where there are an insufficient number of students.
- Students who have made inappropriate choices in levels of a course will have their course level changed. Students should check the pre-requisite for courses using "Choices".

### May/June

- Students with timetable conflicts are called into Guidance on an individual basis to discuss and resolve any issue.

### June

- First semester programs must be finalized. Changes after mid-June are considered for failed courses and/or change in post-secondary plans ONLY.

### August

- Students who attend non-TDSB summer school are responsible for bringing in their summer school report card to Guidance during the last two weeks of August. Students may also choose new courses if their plans for post-secondary change.

## Attendance



Regular attendance and punctuality are essential to student success. Students are responsible and accountable for their attendance and justifying any absence. Students who skip classes or who repeatedly arrive to class late will receive a series

of escalating consequences resulting in suspension and possible placement in an alternative program setting to support their need for close attendance monitoring.

## Absences

When a student is absent, a phone call is expected from the parent/guardian. Upon returning, a note explaining the absence must be shown to all of their teachers and then returned to the office.

hours notice to the teacher to prepare the work.

**Arriving Late or Leaving Early**  
After 8:55 a.m. - the student must sign in at the main office with a note to explain the late arrival.

When absent for an extended period of time due to illness, students must hand in a medical note. Students may request that work be provided. Please give 48

A student who must leave before 3:00 p.m. must sign out at the main office and must present a note explaining the time and reason for the early dismissal.

## Absences from Evaluations, Exams and Culminating Activities



All missed exams and culminating activities must be documented with a medical note which states that the student was unable to attend school because of a medical reason and missed the exam or culminating activity. All non-medical absences will result in a mark of zero.

the responsibility of the student to advise the teacher ahead of time, so that alternate arrangements can be made.

If a student is away for a recognized student activity, it is

Please ensure that your child is present during culminating activities and exams. Students must show medical documentation for all missed evaluations.

## Guidance Department

The Guidance secretary can be reached at (416) 395-3310 ext. 20040. Guidance counsellors are available to discuss any concerns that you may have.

A student who wants to see a counsellor signs up in the Counsellor Appointment Schedule Book at the Reception desk. They will receive an appointment slip which allows the student to leave class at the scheduled

time. At the end of the appointment, the counsellor signs the appointment slip, allowing the student back in class. Counsellors are available to:

- Help students with academic and personal issues
- Connect students to local community service programs
- Consult with students on academic programs



## Student Supports

At Victoria Park C.I. we also offer other services to our students including: Child & Youth Workers, School Social Worker and a Settlement Worker for students new to Canada. These individuals can be reached through our Guidance Office.

Our school social worker is highly skilled in dealing with teenage issues and teenager-parent issues, and can help students and families make connections to community social service agencies. The social worker is a valuable resource if you have concerns about your teen's social or emotional well-being.

## Academic Supports

### Remediation

Remediation is provided by teachers for students in their classes who need or want extra help. Contact teachers directly.

### Student Success Team

These teachers support students who are at risk of not succeeding in their academic courses. Contact the Guidance office.

### E.S.L.

Courses and support are provided for students whose first language is not English. Contact ESL teachers.

### Special Education

Teachers and Educational Assistants (EAs) offer support to students who have been identified with an exceptionality (IPRC) or have an IEP.

### Peer Tutors

VPCI's Peer Tutoring program runs daily. If students are interested in tutoring, either as tutor or tutee, students should contact the Guidance Department.





## Student Agenda Book

Each Victoria Park student is given a Student Agenda at the start of the school year. When used consistently, the Student Agenda can act as a wonderful time management tool.

Students should use the Agenda to keep track of daily work

and extra-curricular activities. Parents can also monitor the book for homework and tests.

You will also find valuable information on study tips, the code of behaviour, evaluation policy, school safety, and many other topics.

## Homework and Study Tips

### Homework

Homework is an important part of student success at Victoria Park. Teachers assign homework to students so that they may practice independently the day's lessons.

Homework may include:

- Daily assigned work for the following day
- Reading in preparation for the following day
- Reviewing the day's work

### Study Tips

Here are some suggestions for you to share with your son or daughter:

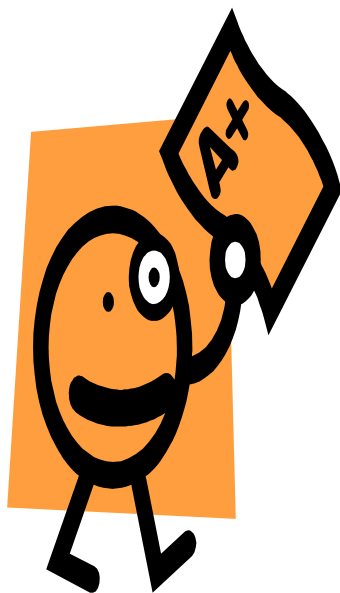
- Use your Student Agenda to record homework, tests and projects.
- Create a good working environment. Find a location where you are comfortable and free of distractions. Turn off the television.

- Only use the computer for school-related work.
- Keep all of your supplies (paper, pens, etc.) in one area.
- Use your Student Agenda to organize your homework time. If you have no assigned homework, use the time to review or read.
- Break your work into manageable pieces. Plan 10 minute breaks every 40-45 minutes. During this time, grab a snack or use the computer for social networking (Facebook, MSN, etc.).
- If you have a major assignment, set goals so that you do the work over time—not the night before it is due. If you have questions, see your teacher for extra help.
- Plan for regular review. Be sure that your notes are in good order and that they are complete and easy to read.





## Report Cards and Parent Interviews



Each student receives an interim report card, a mid-term and a final report card for each course. The timing of the report cards will depend if the course is semestered or full-year.

- An interim report card is issued in October for first semester and in March for second Semester.
- A mid-term report card indicating a mark is issued in November for first semester and in April for second semester.
- A final semester report card is issued in February for first semester and in June for second semester.
- All reports are sent home with the students however, students will pick up semester two final report cards at the end of June.

Parent/Teacher interviews are held once each semester. We encourage you to come and meet the teachers and discuss your child's progress. If you have questions at other times, phone the school and ask the subject teacher to return your call. If you have questions about your child's program, feel free to call the guidance office.



## Student Evaluation

Students are evaluated in their courses as follows: 70% Classroom Evaluation and 30% Final Summative Evaluation which may include Culminating Activities and/or an exam.

The Learning Skills of students are also evaluated. These skills include Responsibility, Independent Work, Collaboration, Organization, Initiative and Self-Regulation.

## Co-Curricular Activities

Victoria Park is proud of our successful tradition of linking academic achievement with involvement in co-curricular activities which includes sports, intramurals, community events and student leadership groups, the arts, and clubs. Student participation makes the high school experience much more enriching.

All students are expected to attend classes regularly and on time, and are expected to work to the best of their ability. Failure to comply will jeopardize the student's active participation in co-curricular activities. Should a student be found failing in, or having failed, two or more subjects in the past year, the student's eligibility to participate in extra-curricular activities will be reviewed by an Academic Eligibility Committee or an administrator. The review could result the student being temporarily or permanently removed from participating in co-curricular activities.

The following is a partial list of activities available. All activities must have a staff supervisor in order to function.

### YEAR LONG ACTIVITIES

DECA (business club)	Art Club	Biology Club
Canadian National Math League	Chess Club	Web Team
Boys to Men	Girls for Girls	Improv Team
Environmental Club	Robotics	Sears Drama Festival
AHA Anti-Homophobia Alliance	Yearbook	ESP
Panther Press Newspaper	Biking Club	White Pine Book Club
Fitness Club	Victoria Park Ambassadors	French Club/Tutoring

### FALL

Girls' Basketball	Cross Country (Co-Ed)	Rugby
Girls' Field Hockey	Boys' Soccer	Running Club
Tennis (Co-Ed)	Boys' Volleyball	Physics Contests

### WINTER

Annual High School Math	Badminton (Co-Ed)	Swim Team (Co-ed)
Boys' Basketball	Hockey	Volleyball
Canadian Computing Competition	Archery	

### SPRING

Math Contest-Fryer (Gr. 9)	Volleyball - Co Ed	Avogadro (Grade 11) Contest
Chemistry Contest	Cricket	Biology Contest (U of T)
Boys' Baseball	Boys Soccer	Chemistry Contest
Physics Contest (Gr. 11)	Girls' Rugby	Math Contest-Galois (Gr. 10)
Girls' Softball	Girls' Soccer	
Math Contest-Hypatia Gr.11)	Co-Ed Beach Volleyball	
Euclid Math Contest Waterloo (Gr.12)		

**Victoria Park C.I.**  
15 Wallingford Rd.  
Toronto, ON  
M3A 2V1

**Phone:**  
416-395-3310

**Fax:**  
416-395-4208

**Email:**  
VictoriaParkCI@tdsb.on.ca

**Twitter:**  
@vicparkci

#### School Moto:

#### Perge et Perage

(Take Action and  
Pursue Our Goals with  
Enthusiasm)

## School Contact

It is essential in the event of an emergency that we have updated records for contacting parents/guardians.

Please inform the Main Office immediately of any change in address, home, cell or business numbers.

Parents are encouraged to contact their student's Vice Principal if they have any questions or concerns around their teen's academic or social/emotional needs.

#### Vice Principals

Mr. Calhoun A - H  
Mrs. Neag I - Q  
Mrs. Read R - Z

#### Special Education

Students in Intensive Support Programs (MID, and Communication/LD) should contact Mrs. Read for program concerns.

#### International Baccalaureate

Students in the International Baccalaureate (IB) Program and the Preparatory Program for IB in grades 9 and 10 should contact Ms. MacInnis through the Guidance Office.

## Sign up for School Email

We appreciate that not everyone has (or is interested in having) email contact. However, if you do, we would be very interested in adding your info to our database.

Please contact the school to add your email contact information.

You will then receive regular emails from the school keeping you up-to-date on school events.

Please remember to let us know if your information changes as well.

## Parent Support

As parents you can play a major role in the success of your child. Some ways that you can lend your support and be involved are:

- Contacting teachers at any time in order to be kept up to date with your child's progress in a course
- Contacting Victoria Park at any time in order to find out about school events
- Attending Parent/Teacher interviews
- Looking at your child's agenda planner for upcoming events, homework, assignments, tests, etc.
- Encourage your child to study
- Looking at your child's notebooks regularly



**We're on the Web!**

**[www.victoriaparkci.com](http://www.victoriaparkci.com)**

## Significant Dates 2018/2019

September 11	Late Start-Staff Meeting
September 12	School Council Family Information Night and BBQ
September 13	Yearbook Photos
September 25	Late Start - PLC
October 9	Late Start - Staff Meeting
October 10	Parent/School Council Meeting with Elections
October 15	Interim Report Cards
October 25	Parents/Teachers' Interview Afternoon and Evening
October 30	Late Start - PLC
November 6	Late Start - Staff Meeting,
November 7	Post-Secondary Information Night for Parents
November 13	Mid-Term Report Cards
November 14	Take Your Kids to Work - Grade 9 only
November 14	After 8 Night
November 16	PA Day - No School
November 20	Late Start - PLC
November 21	Parent/School Council Meeting
December 7	PA Day - No School
December 12	Parent/School Council Meeting
December 18	Early Dismissal - Staff Meeting
December 24 - Jan. 4	Winter Break - No School
January 7-21	Culminating Activities
January 15	Late Start - Staff Meeting
January 16-17	EQAO Grade 9 Math
January 22- 29	Tutorial/ Semester 1 Final Exams
January 30	Mark Review Day
January 31	PA Day - No School
February 1	Semester 2 begins
February 5	Late Start - Staff meeting
February 6	Parent/School Council Meeting re: Course Selection
February 13	Semester 1 Final Report Cards
February 15, 18	PA Day, Family Day - No School
February 19	Late Start - PLC
March 5	Late Start - Staff Meeting
March 11-15	March Break
March 21	Interim Report Cards
March 26	Late Start - PLC
March 27	EQAO Literacy Test
March 28	Parents/Teachers' Interview Afternoon and Evening
April 16	Late Start - Staff Meeting
April 17	Parent/School Council Meeting
April 25	Mid-Term Report Cards
May 6-24	IB Exams
May 7	Late Start - PLC
May 15	Parent/School Council
May 28	Late Start - Staff Meeting
May 31	Prom
June 3-17	Culminating Activities
June 6	Athletic Banquet
June 12-13	EQAO Grade 9 Math
June 18-25	Tutorial/ Semester 2 Final Exams
June 25	Arts Banquet
June 26	Mark Review Day, Commencement
June 27-28	PA Days-No School