



# VICTUS ACADEMY

## *STUDENT AND PARENT HANDBOOK 2023 – 2024*



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## **ARTICLE 1 - OVERVIEW**

### **Victus Students**

This handbook sets out the guidelines for what is expected of you, a Victus student, and other information about Victus life and its policies and procedures. Please read it carefully, alongside our Policies and Procedures Manual, as it will be a useful resource when you have questions relating to the school.

Our policies and procedures are changed from time to time by the administrative team. If changes do occur, you will be notified as all students are expected to follow the most recent guidelines. Procedures set out herein apply under normal circumstances but periodically a situation may require an immediate, specific response. In such circumstances, Victus reserves the right to take whatever actions it considers necessary to be in the best interests of Victus, its faculty and its students. This current document does not limit our authority to change our policies in the future.

If you have any questions about this handbook or any other matter relating to student life at Victus, please feel free to ask any member of the Victus team, as we are all here to help you.

### **Victus Parents**

The parents section of this handbook was developed to help you, as parents of our students, to have a better understanding of how our school works and to answer frequently asked questions. We hope this handbook addresses many of your questions or concerns, but always feel free to contact us about any matter. We work closely with and value the input of our parents, and if you believe there are any matters that should be included in any updates to this Handbook, please reach out to us.

We look forward to our ongoing discussions with you about your child's education, hockey career and well-being.



## ARTICLE 3 - STUDENT LIFE AND EXPECTATIONS

### 3.1 Guiding Principle

All students enter Victus with important goals, and we firmly believe that the good sense and judgment of our students are and should be an adequate guide to behaviour. Victus expects honesty, discipline and hard work from its students. We intend to develop among our students a sense of responsibility for personal conduct and for the well-being of our student body. Accordingly, we encourage freedom, discussion and debate but we need to enforce all of our rules for the well-being of all students.

### 3.2 Academic Program

- (a) *Courses, Course Selection and Changes.* Our curriculum meets the requirements of the Ontario Ministry of Education and provides enrichment in the STEM field. We offer a comprehensive and carefully selected complement of courses that will allow our students to follow diverse educational paths in preparation for the rigorous demands of university. There are few optional courses for any grade other than Grades 11 & 12. Students entering into Grades 11 & 12 should confer with our faculty preceding the beginning of the school year to discuss the courses that will be taken.

Students may change courses or withdraw from a course once the school year has begun. Change of any kind must be considered very carefully and such decisions need to involve parents and Victus faculty. Students who wish to make these change must do so by September 22<sup>nd</sup> for the first semester and by February 22<sup>nd</sup> in the second semester. Students who wish to withdraw need to do so by November 20<sup>th</sup> in the first semester and by April 24<sup>th</sup> in the second semester. Failure to do so results in full disclosure on transcripts.

The Policies and Procedures Manual sets out certain helpful information relating to obtaining the Ontario Secondary School Diploma and procedures for accommodation.

- (b) *Academic Standards:* We expect our students to give high priority to the academic program and work to the best of their ability. When a student falls short of these standards, the faculty will issue a formal expression of our concern to both the student and his or her parents. This is not intended to be punitive, but rather it alerts students, parents and advisors of the seriousness of the student's difficulties with the objective to encourage such students to improve their study habits or seek help from available resources.
- (c) *Community Service and Literacy Tests.* In addition to obtaining 30 credits in total,
- (i) students must have completed a minimum of 40 hours of community service, and
  - (ii) students must have passed the Ontario Secondary School Literacy Test.

These hours may be completed at any time during their high school years. We recommend that students do not leave this entire requirement until their final year. A regular commitment to community service over the four years of high school is recommended.

The community service requirement is designed to encourage students to develop awareness and understanding of civic responsibility and of the role they can play in supporting and strengthening their communities. Students, in collaboration with their parents, will decide how they will complete their community service requirement. To assist students, our faculty may provide you with ideas for community service opportunities.

- (d) *Online Courses.* In addition to our regular courses, we have access to numerous online courses which satisfy the OSSD requirements. Please note that whether or not online courses are covered by Victus tuition is subject to the discretion of the Victus Administration. Parents who wish to opt out or exempt their child from the online graduation requirement must complete the opt-out form available through the Victus Administration.

### 3.3 Hockey and Strength Program

- (a) *Policies:* You will be expected to comply with all instructions provided by our on-ice and strength and conditioning coaches, without exception. All such instructions are intended to ensure the safety of the students and for the orderly conduct of these sessions. These include:
  - (i) No student shall be permitted on the ice unless and until a coach is on the ice and with proper equipment.
  - (ii) No student shall be permitted in the gym, including the Rapid Shot area, unless supervised by one of our staff members.
  - (iii) We have a strict dressing room policy and all students must abide by such policies as well as policies requiring the movement and placement of equipment; and
  - (iv) Any overnight storage of equipment must be approved by the office and placed in designated areas; all equipment so stored shall be stored at your own risk.
- (b) *Hockey and Strength Program.* Our program is a serious one and it is a course. Attendance is mandatory, and all policies, including late policies and unexcused absences, apply to this program.



### 3.4 General Policies

Each student, by enrolling, has agreed to comply with all applicable policies while attending Victus. The Policies and Procedures Manual has the full list of all policies all of which should be carefully reviewed. However, we would like to highlight a few of them in this handbook.

(a) *Dress Code:*

#### **Dress Code Policy & Procedures 2023-2024**

<b>Classroom</b>	<b>Acceptable</b>	<b>Not Acceptable</b>	<b>Notes</b>
<b>Tops</b>	Approved Victus apparel  Outer layer must be Victus apparel in class and throughout the school and presented at all times	Non-approved Victus apparel 'Altered' Victus apparel Victus athletic wear (workout shirt) or articles previously worn in gym class (ex. hoodies)	Nothing cut, rolled, folded, etc.
<b>Pants</b>	Victus Pants Long pants – Khaki or Black Golf Shorts – Khaki or Black Yoga pants – Black	Cargo Shorts (multiple side pockets) Yoga Shorts (only permitted in the gym) Victus athletic wear (workout shorts) or articles previously worn in gym class (ex. Victus pants)	No track /sweat pants Single-toned No camouflage patterns
<b>Footwear</b>	Closed toe shoes Running Shoes Casual Shoes	Examples include but are not limited to sandals, Birkenstocks, Crocs, slides, slippers, etc.	Injury related accommodations Civvies Day exception Spirit Days exception
<b>Outer Wear (Non-Victus)</b>	Only coming in on the way to locker and coming out from locker.	No outer wear to be worn throughout the school	Outer wear to be kept in lockers for all students
* <i>Students that require accommodations to dress code may be granted exceptions on case-by-case basis with approval of Principal Furfaro.</i>			

<b>Strength</b>	<b>Acceptable</b>	<b>Not Acceptable</b>	<b>Notes</b>
<b>Tops</b>	Approved Victus workout apparel	Non-Victus workout apparel Non-workout apparel	
<b>Pants</b>	Victus Pants	Non-Victus workout apparel Non-workout apparel	
<b>Shorts</b>	Victus approved workout apparel	Non-Victus workout apparel Non-workout apparel	
<b>Footwear</b>	Running shoes, basketball shoes, cross training shoes, and other coach approved athletic shoe	Footwear deemed non-athletic by coaching staff (Including but not limited to sandals, Birkenstocks, Crocs, slides, slippers, etc.)	
<b>Outer Wear</b>	Victus approved workout apparel	Non-Victus apparel	Outer wear to be kept in lockers for all students

*\* Students that require accommodations to dress code may be granted exceptions on case-by-case basis with approval of Principal Furfaro.*

Ice	Acceptable	Not Acceptable	Notes
<b>Helmet</b>	Mandatory Face protection: Cage	Face protection: visor, no cage	Includes all ice sessions including Victus Cup, Homecoming games, competition games
<b>Jersey</b>	Victus Academy-provided practice jersey	Non-Victus apparel	
<b>Socks</b>	Victus Academy practice socks in good condition	Non-Victus practice socks Practice socks in poor condition	
<b>On-Ice without equipment</b>	Victus approved apparel (see classroom/strength dress code) Helmets (with cage) and gloves mandatory	Apparel outside of classroom/strength dress code  No helmet Face protection: visor, no cage	For special events (ex. Terry Fox Skate) or return-to-play from injury
<p><i>* Students that require accommodations to dress code may be granted exceptions on case-by-case basis with approval of Principal Furfaro.</i></p>			



Violation	Strength /Ice Session	Classroom
Procedure	Not Permitted to Strength/Ice session Student to go to the office and work on Strength theory tasks. (i.e. meal planning, workout planning, etc.) OR Ice task (counting shots, explaining drills, etc.)	Not Permitted into classroom Student to go to the office and work on classroom tasks.
Tracking	Coaches use tracking sheets	Teachers use tracking sheet Office Staff to track infractions
Communication & Follow-Up	Communication home Multiple infractions could lead to formal discipline at the discretion of Principal Furfaro	Communication home Multiple infractions could lead to formal discipline at the discretion of Principal Furfaro

Victus requires that its students remain in clean, neat and modest attire throughout the school day. Students should keep in mind that the purpose of the dress code is to reflect the discipline and seriousness of purpose associated with academic pursuits and other occasions that require dress code attire. The Principal governs any question about an item of dress deemed inappropriate, but not specifically listed in this code.

Victus staff reserves the right to clarify the code with students from time to time. Clothing should be modest. Necklines should not be revealing. Shoulders should be covered; no spaghetti straps allowed. Clothing should be in good repair. Belt lines for pants should not sag. Students wearing hoodies must keep their hood off their head.

For hygiene purposes, students are not permitted to wear workout or athletic Victus Academy apparel in the classroom.

- (b) *Cell Phone Policy:* Cell phones and other mobile devices with recording capabilities, which includes voice recording, still cameras, and video cameras, increase the risk for some forms of abuse or misconduct. As a result, the use of any personal device and its recording capabilities in schools is prohibited. Many institutions and sports organizations have implemented policy and practice on

restricting the use of these devices. Victus Academy has adopted similar policy that prohibits the use of any of these devices within its facility. This has been developed and implemented in conjunction with our Ice Staff, Strength Staff and Academic Staff.

Students must put away their cell phones when they enter the facility. Upon arrival at the start of the day, they are to go to their homeroom class and place it into cell phone storage with their teacher as soon as they enter the classroom. The phones are to remain in the classroom as phones are not permitted in the changerooms, washrooms, strength area, etc. If a parent needs to connect with their child, all communication must be facilitated through the office at (519-219-5900) or email [info@victusacademy.com](mailto:info@victusacademy.com).

Our teachers reserve the right to allow their students to use their cell phones in class for educational purposes provided that they are monitored by the teacher and the activity is pre-approved by the principal.

- (c) *Photography Policy:* Victus periodically captures photos and live or taped video of its students, employees and visitors to campus and we use these images on our website and social media channels for advertisements and student publications. Victus reserves the right to reproduce these images and files. By attending Victus you individual acknowledge agree to our rights in this regard.
- (d) *Parent Policies and Expectations:* It is very important that parents support and help us implement our policies and philosophy, and we try to work closely with all parents. However, where a parent's involvement becomes problematic or they do not comply with our policies, we reserve the right, in our sole discretion, to request the withdrawal of a student or deny enrolment or re-enrolment of a student.

### 3.5 Attendance, Absences and Lateness

- (a) *General.* Attendance at Victus is mandatory and all students are expected to make class and attend all required meetings and appointments punctually. Students are required to fulfil all course expectations as well as the mandatory 110 course hours in order to complete a course. Students who are not in attendance for 110 course hours risk losing credit. As well, the presence of all students is vital to our programs and we know that the student's contributions to class, on the ice and at other events are integral to their learning process and the overall progress of the class.
- (b) *Absences.* There are two types of absences: approved and unapproved. Approved absences are for medical reasons and for other reasons that are acceptable to the school and must be approved by the office prior to the scheduled absence; if a student anticipates any absence, please seek approval of the office as soon as possible. Unapproved absences are for reasons that are unacceptable to the school, such as vacations. Students who miss a class or a school event receive an unexcused absence and risk disciplinary action. This will also be counted as an 'occurrence'.

Teachers must report all absences to the office. A teacher may not excuse a student from any part of a scheduled class. Lates, which are reported at the teacher's discretion, are also counted as an 'occurrence'. Students who are ill and unable to perform their regular school duties must report to the office, which alone can give excuses from school classes/events.

The principal will deal with **occurrences** in the following fashion:

1. at 5 unapproved occurrences, the parent will be notified;
2. at 10 unapproved occurrences, a mandatory meeting will be held with the parent and student;
3. at 15 unapproved occurrences, notifications will be provided to the student that the credit could be withheld; and
4. at 20 or more unapproved occurrences, the credit could be withheld.

In addition to the above, once a student experiences attendance difficulty, other disciplinary actions may be undertaken, including the possibility of a requirement to withdraw.

- (c) *Late Arrivals and Leaving During the Day.* If a student arrives after the start of homeroom, he or she must proceed to the office and sign in, including the time and reason for lateness. Parents who are picking up their children for an appointment or have granted their children permission to leave for other reasons, must notify the school by calling the office ahead of time. All students will remain in their classroom until the parent comes in to sign them out at which time office staff will notify the teacher to send the student to the office. At no time should a parent call the student on their cell phone to let them know that they have arrived at the school.

### 3.6 The Discipline System

In a private school, the discipline system may differ from public schools. Our goals are to enlighten our students and to treat them as fairly as possible when rules are broken.

Disruption in the classroom and any other behaviour that impacts the learning of others will not be tolerated. Our campus must be a safe, welcoming, respectful environment to allow for the greatest possible environment for student success.

During any disciplinary process, the principal has the right to place a student on probation or leave, or require the withdrawal from Victus. The principal may also withhold student records.

A student may be dismissed from Victus at any time for violating any of our policies or procedures and in particular, in respect of the following serious matters:

1. bullying, hazing and harassing other students;
2. sexual misconduct;
3. dishonest acts of any kind, including academic dishonesty;
4. any drug or alcohol use;
5. violence of any kind; and
6. disrespecting any member of the Victus team either by verbal or physical abuse, or any other dangerous or injurious conduct.
6. any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Students who choose to remain present while these actions are taking place may also be subject to disciplinary action.

Each student is responsible for fully understanding this handbook and for complying with all of our rules and procedures. Failure to be aware of and understand them is not a defence to disciplinary action.

Students who are away from campus are required to behave as they are required to on campus. Victus may hold students accountable for their off-campus and online conduct in appropriate ways, including a disciplinary response. Disciplinary decisions will be made in off-campus programs by the faculty member in charge.

The principal may, for any reason deemed appropriate, require a student to leave campus temporarily, or not enter upon the Victus premises. The length and conditions of such leave will be set by the principal.

In imposing punishment for violation of any rule, the principal or the applicable faculty member has broad discretion in determining and imposing appropriate sanctions.

Under no circumstances is bullying, hazing or harassment of other students permitted. This is essential to provide a safe, secure and civil environment upon which all of us can depend. It is not our goal nor is it possible to legislate every possible infraction, nor can we demand kindness and respect. However, our goal is to encourage the development of leadership, character and good judgment and although most students do possess these qualities, when they do not, we must step in for the benefit of all other students and take disciplinary action.

<https://www.ontario.ca/page/bullying-we-can-all-help-stop-it>

For obvious reasons (i) harassment or ridicule, such as the use of an offending nickname, (ii) disparaging remarks about racial, sexual, religious, physical or other characteristics, (iii) bullying of any kind, including cyber-bullying which harm a student, cause emotional distress, or interfere with a student's activities or otherwise create a hostile environment, are always inappropriate.

### 3.7 Seeking Help

Victus encourages all students to seek advice from the faculty, with the primary point of contact being their homeroom teacher. We work hard to foster an atmosphere of trust and consider student-faculty communications as critical in that regard. The students should seek guidance from any member of our faculty who they trust and respect. Students who are concerned about themselves or a fellow student are encouraged to take the initiative to seek help from any member of our faculty.

### 3.8 Campus Safety, Emergency Response and Personal Safety

Victus holds fire drills throughout the school year to prepare the students in case a real emergency occurs. The faculty are responsible for conducting fire drills and will schedule the drills in consultation with the City of Kitchener. Whenever a fire alarm system is activated, each student must immediately evacuate the building and proceed to a designated area for attendance, as quickly as possible, but do not rush. Under no circumstance should you attempt to turn off the alarm system or delay leaving in order to gather your belongings.

If a lockdown is initiated, immediate notification will be given to all students. All accesses will be immediately locked. Please follow the following procedures:

1. Remain in the room you are in and ensure it is secured;
2. Remain quiet, turn off room lights and move away from windows and doors;
3. Remain where you will be able to receive email and voicemail updates; do not make any unnecessary outgoing phone calls – preserve your phone battery;
5. Try not let anyone into the building or room during a campus lockdown;
7. If you are outside when a lockdown is initiated, immediately leave campus, go to a safe location (i.e. Tim Horton's down the street) and monitor text messages for incident updates;
8. report suspicious activity or information concerning the emergency to faculty or arena staff.

### 3.9 The Sportsworld Facility.

We are very proud to be housed in the Sportsworld Arena. It is imperative that we approach the facility and the staff with the utmost respect. In addition to common sense and good conscience, we enjoy a special relationship with the City of Kitchener which we should not undermine.



### 3.10 What You Need

Each student must be equipped for all classes and on-ice activities. Please consult your teachers, advisors, and coaches to ensure you are always ready for the challenges of the day. At a minimum, **you must have a fully charged and functioning laptop/tablet (Chromebook, Mac, PC, iPad Pro, etc.) with writing capability**, together with pens, pencils, paper, binders, notebooks, and a calculator. Individual teachers may require further classroom materials, particularly in the elementary classes.

**On-Ice:** Students must bring a full set of equipment, including neck guards and helmets with a full-face mask (no visors). On Day 1, students will be provided with a jersey and socks. Returning students may choose to wear their jersey from last year. Students must wear the provided Victus jerseys and socks each and every ice time.

**Off-Ice:** Students must wear proper Victus-branded workout gear (refer to the *Dress Code Policy*).

### 3.11 Online Platform

Victus Academy uses an online platform Schoology which keeps track of student attendance and progress (grades, assignments, etc. throughout the term. Parents have access to this as well and both students and parents should check regularly to keep track of student progress throughout the term. Communication to teachers should also be made through this platform.

## ARTICLE 4 - STUDENT INFORMATION AND RESOURCES

### 4.1 School Hours and Absences

The school day is 8:20 a.m. to 3:15 p.m. Students can attend as early as 7:00 a.m. (subject to change). After School Support is available from 3:15 p.m. to 4:00 p.m. daily and we encourage students to use it.

If a student is ill, the student's parents must inform the office that day by calling 519-219-5900 before 8:15 am. Students are to attend all classes and school appointments and as such, a student requiring to miss any such class or appointment must obtain the prior permission from the office in order to be excused. This includes not attending an on-ice or off-ice session. Otherwise, same will be an unexcused absence and the subject of possible action. On or off-ice absences must not only be reported to the office, but must be reported by the student to their instructors.

### 4.2 Student Council

Student Council is a group of students who represent the student body in a variety of initiatives and we encourage all students to consider becoming a member of this important council. It has scheduled meeting times and meetings are open to all students. This council reflects student opinion, presents student-driven initiatives and proposals to the faculty and acts as the key liaison between the faculty and the student body. Any student interested in joining the council must meet the nomination deadline in September. There are no elections.

### 4.3 Advisors and Faculty Members

Each student will be assigned a teacher (his or her homeroom teacher) who will serve as an advisor. Students are encouraged to consult their advisors regarding school and personal matters. The advisor, through effective communication with the student's parents, is an important link between family and school. In addition, we hope each student feels comfortable in approaching, at any time, any coach, teacher, trainer or any other member of our faculty for any matter of interest or concern. We are all here to help.

### 4.4 Health and Wellness

Victus endeavours to promote all aspects of health and wellness. Our resources include the following:

- Dr. Ashwin Patel, our mental skills consultant.
- Scott Atkins is available to provide education and guidance on matters related to strength and conditioning; in particular, on the prevention, recognition and treatment of sports related injuries.
- Mark Ellis or Mike Ellis, along with any of our on-ice and off-ice staff can provide nutritional education and counselling relating to athletic guidance. Students can schedule appointments to discuss matters such as fatigue and food/nutrition related issues.

Any student experiencing mental health issues, including depression, anxiety, relationship problems or family issues, should contact any faculty member to assist.

Victus Academy has a strong network with community partnerships. Please feel free to reach out to us for resource information.

We also provide the annual regional immunization.

### 4.5 Student Activities, Clubs and Organization

We try to provide programs and services to enhance our students' academic, athletic and social life. Our goal is to (i) provide various options for students interested in co-curricular activities; and (ii) provide opportunities for student participation in planning a variety of fun and exciting activities, resulting in leadership skills development.

Victus will provide information and assistance to students interested in joining and/or organizing existing clubs and establishment of new clubs and we encourage all students to participate in clubs of interest to them. There are currently a number of clubs at Victus in a range of areas including music, gaming, sports and others. Students may join a club at any time throughout the year by attending a meeting or speaking with the club head. We also encourage students to start new clubs. To do so, please speak with a faculty member and seek approval.

Some of these groups include, but are not limited to, Coding, Skills Canada, Robotics, Trivia, Board Games.

#### 4.6 Co-op Program – New to Victus this Year

We are excited to announce that we are launching the Cooperative education program.

Cooperative education, or Co-op, provides our secondary student athletes with learning opportunities connected to communities outside the school. Grade 11 and 12 students will have the opportunity to earn High School credits through the completion of a semester-long unpaid work placement.

Co-op programs are designed to meet the students' individual needs, strengths, interests, and learning styles, preparing them with the knowledge, skills, and experience needed to become independent, lifelong learners and be successful in the future.

#### 4.7 Post-Secondary Guidance Support

Victus provides counselling and guidance, including advice relating to the university application process, to all students, not just the Grade 12 students although our primary focus is on students directly involved in the post-secondary admission process and pathways.

We encourage our students to visit colleges and universities and will be inviting post-secondary organizations to send their representatives to our school.

As due dates vary from university to university, it is ultimately the students' responsibility to know the appropriate due dates and application stipulations for the schools to which they plan to apply (i.e. OUAC numbers issued in October for application). If students are unclear as to such dates, they should seek assistance from either their advisor student counsellor or the Guidance Teacher.

Our goal is to empower students in this process, to assist them in making difficult decisions concerning their academic futures, to help them assess themselves honestly and to aid them in presenting themselves to the universities of their choice in a thorough and professional way. The process ultimately belongs to the students who must ultimately decide upon which college/university will receive their applications and at which schools they will attend. Students and their families should approach this process as an opportunity for an honest self-assessment and an exercise in making a life decision, and if they do so, they will find a valuable and rewarding experience before them.

As part of our Guidance Curriculum support, our advisors use the 'myBlueprint' education planner, assisting with secondary school course selections, and career planning for our students from grades 7-12.

#### 4.8 SAT/ACT Prep

The majority of U.S. bachelor-degree granting institutions will not require students seeking fall 2023 admission to submit either ACT or SAT standardized exam scores. Victus Academy will continue to work with interested families and is prepared to offer guidance in this area. If this is of interest to you, please contact your advisor.

#### 4.9 Sportsworld Facility

Victus Academy is proud to call Sportsworld Arena its home, but we must abide by the rules set out by the City of Kitchener. Please feel free to use all of the resources the facility has to offer. The lounge in the Main Floor area is an ideal place to sit, relax and visit with other members of the Victus community, but at all times should be used in a respectful and courteous manner. The cafeteria area on the second floor is also an ideal space for students to collaborate. Please be respectful in any use of the facility. It is each student's responsibility to clean up their area after lunch. This means putting garbage away, picking up anything that has dropped on the floor and wiping down the table if there has been a spill of any nature.

### **ARTICLE 5 - PARENT COMMUNICATION AND INVOLVEMENT**

Parents should not call or text their son/daughter on their cell phone during instructional time. If you need to get in touch with your child during the school day, please call the office directly and speak to the office staff who will then make sure that your message gets passed along.

#### 5.1 How Can Parents be More Involved?

We encourage all parents to participate in all aspects of our school. All parents are welcome to attend athletic events, guest lectures, etc. and we encourage you to attend as many events as possible. We value your participation as we are proud of our school and it means a great deal to our staff and students. As well, attending such events will give you a glimpse into the life of a student at Victus.

Please note, however, that except in special circumstances, we do not encourage parents to attend classes, which includes hockey and strength and conditioning training sessions.

You could also be a host family to international or out-of-province students playing on our prep team or otherwise. You can also assist in the admission process by serving as contacts for parents of newly admitted students as they decide whether Victus is the right school for the children.

Above all, please be a proud spokesperson for Victus. We want to hear about and want you to share your Victus experiences.

Parents are also encouraged to volunteer on the parents committee or otherwise with respect to Victus activities.

#### 5.2 How Should Parents Communicate Their Concerns with the School?

Please always feel free to contact any member of the Victus team, specifically the principal or office administrator, if you have any questions or concerns, but we suggest you start with your child's advisor (homeroom teacher), who should be able to assist you or refer you to the appropriate person.

### 5.3 Contact Information

Please provide the Victus Office with any change in address, phone numbers, email addresses, etc. so that we may update our records accordingly.

### 5.4 Parents Committee

Victus is looking to create parents committee, composed of parents who assist in a variety of initiatives relating to Victus. Please let us know if you are interested in joining.

## **ARTICLE 6 - ACADEMIC LIFE AND HOCKEY PROGRAM**

### 6.1 Advisor Role

Your child's homeroom teacher will be his or her advisor. The role of the advisor is to develop a good and supporting relationship with your child and to provide academic and personal support and guidance. The key to a successful relationship is communication and trust and we encourage you and your child to develop such a relationship with the assigned advisor.

The advisor's role is important for the parents as well. The advisor may periodically contact the parents to update them on their child's progress and solicit their input. You should also feel free to contact your child's advisor if you ever have any questions or concerns or if you would just like an update. You can reach your child's advisor by telephone or email or schedule an appointment.

If your child is having a problem with the assigned advisor, we suggest you try to keep the lines of communication open, but in the interim please encourage your child to find support from another faculty member. We have a robust staff, and given that no one member of our staff will meet all of a student's needs, each student should be comfortable communicating with many of them. If ultimately you or your child feel an advisor change is necessary, we can discuss this with you.

### 6.2 Is Guidance Available?

We do offer guidance services, although students are expected to be familiar with their specific diploma requirements. Prior to enrolment, students should contact faculty to discuss any questions they may have about their course requirements and selections. Our Guidance team begins with our student advisors. From there, we have our Guidance Teacher, overseeing our Co-op program and liaising with our advisors. Finally, Principal Furfaro is available to support the pathway process for all families.

### 6.3 What if I have Academic Concerns or Questions?

Initially, the student should reach out to his or her advisor for academic assistance. If the concern or question is particular to one course, the particular teacher should be consulted to request clarification of a grade, extra help or other assistance. All faculty members are available to help students with academic issues or concerns.

#### 6.4 What Happens to Students in Academic Difficulty?

Victus has a large support network available to any student who encounters difficulty academically or athletically. The key is for the student to reach out as soon as he or she is having trouble keeping up with the demands of a course or program so an action plan can be developed. A teacher can assist the student in determining what may be the cause of the problem and help design a plan to address the situation. Many instructors regularly offer extra help, either one-on-one or in small groups. If at the end of any reporting period, an advisor or teacher indicates that a student is experiencing a substantial level of difficulty, the student's academic report will be reviewed by the principal, who will determine the appropriate next steps.

#### 6.5 What if my Child is Not Accustomed to Speaking Up in Class?

We recognize that many students are not accustomed to speaking up in class and that it may take time to develop a comfort level sufficient for full participation in class discussions. However, we do expect that all students will participate in class discussions in whatever way they can. If your child finds it difficult to speak up during class, one solution is to ensure they are well prepared as this may provide the confidence to speak up. Your child's advisor might also have some suggestions.

#### 6.6 Does Victus have a Summer Reading List?

Victus Academy encourages all students to use some of their vacation time to read a wide range of books and publications, or to be involved in other pursuits, other than hockey, that will enrich and challenge them. Your child's advisor will be able to provide any guidance needed.

#### 6.7 What if My Child Must Miss a Class Due to Illness?

If a student is not feeling well enough to attend a class, athletic session or other event, he or she should stay at home, but the parents should call or email the Victus office prior to 8:15 am and report the absence. If a student is at school and becomes ill, the student should report to the office. After evaluation, the student will be given a place to rest until feeling well enough to return to classes or arrangements can be made to return home.

Depending on the severity of the illness, a student may either contact teachers for assignments or wait until the illness has passed to do the work; however, if a student misses 3 or more days due to illness, appropriate arrangements will be made to ensure assignments are sent home.

We try to be as accommodating as we can, but ultimately the student is responsible for the course requirements and material. The reality is that the more classes a student misses, the more difficult it is to meet the course responsibilities. In most circumstances once the student is feeling better and resumes classes, they are able to catch up.

### 6.8 What if My Child Must Miss Class Because of Another Commitment?

If students would like to request permission to miss class or to be late to school because of a special event, please seek the prior approval of the office. Not all approvals are automatically granted and the absence may be considered an unapproved absence.

### 6.9 What if My Child Misses Too Many Classes?

It is imperative that we closely monitor attendance and we have a strict standard for unapproved absences and lates. Student who have 5 or more unapproved occurrences (combined absences and lates) in a term are subject to disciplinary action, as set out in this Victus Handbook. Please note that ice and strength and conditioning are considered mandatory classes. We also monitor the number of excused occurrences. Whether due to hockey tournaments, college visits or illness, several absences can seriously impact the academic and athletic performance of our students. If we start to see excessive absences, we will have a discussion with the student and perhaps their parents to determine how best to deal with this problem. In addition, the principal may withhold credit from a course from any student who has missed more than 20% of scheduled classes in a term. We will provide periodic reports as to the number of excused and unexcused absences for that term. If you ever have any questions or concerns about your child's attendance record, please contact your child's advisor, or any other member of the faculty.

## ARTICLE 7 - ADDITIONAL TOPICS

### 7.1 School Cancellations

In the event of a snow/ice storm, please check 570 News Storm Centre to see whether or not our school is open or closed. As a rule, if the Waterloo Region District School Board (WRDSB) is open, we are open. Whether or not school buses are running does not impact Victus. Our office staff will eblast information to families during any inclement weather situation.

If a student determines that driving to school might be hazardous, please stay at home and the student's parents should contact the Victus office to report the absence prior to 8:20 am.

### 7.2 Student Safety

Victus take seriously and complies with all health and safety codes and standards. We coordinate fire alarm drills, fire extinguisher inspections and work closely with the City of Kitchener and their policies and procedures on life safety issues.

### 7.3 Health and Drug and Alcohol Policy

Victus strongly believes that alcohol and other drug use interferes with the healthy development. If a student is discovered using, misusing, possessing, distributing, purchasing or selling alcohol or other drugs, this infraction will be treated as a major disciplinary offence and will be dealt with by the principal.

#### 7.4 Prescription Drugs

Students are allowed to self-administer all appropriately prescribed prescription drugs. The required form to be completed is available at the main office.

#### 7.5 Food Policy

We encourage students to eat “silent food” in their classroom subject always to (i) the direction of their teachers; and (ii) good judgment and common sense, in each case so as not to distract other students. All food that needs to be heated up prior to consumption should be consumed during their lunch time. Under no circumstance is food to be consumed in the dressing rooms.

#### 7.6 Dress Code

Victus has adopted a dress code which is required for all school attendances, as well as campus activities. The purpose of the dress code is to reflect the discipline and seriousness of purpose we associate with our school. The dress code policy is found in section 3.4.

#### 7.7 Laptops

Students are required to bring a laptop/tablet with writing capability (and charger) to school each day, although we do not require a specific brand or operating system.

#### 7.8 Additional Expenses

Victus is very transparent as to tuition and other expenses. There are no additional expenses relating to books and school supplies. The only additional expenses are:

- (1) approximately \$600 for a year end trip;
- (2) the cost of any on-line course your student chooses to take that is not a pre-requisite to attending university; and
- (3) the cost of any year end hockey tournament your child chooses to participate in.

#### 7.9 Athletic Equipment

Victus will provide practise jerseys and socks for the on-ice program. Students are responsible for providing all other athletic equipment, including hockey sticks.



## ARTICLE 8 - CODE OF CONDUCT - DISCIPLINARY ISSUES

### 8.1 Concerns About Discipline

Parents may hear about a problem before we do. If you are concerned about your child or another student and would like someone at Victus to check into the situation, please contact the Principal immediately. You do not need to share the names of the other students involved unless you want to do so. In most circumstances, we do not have to share your name when addressing the problem.

### 8.2 Policy on Bullying/Harassment

We expect our students to act in a courteous, respectful and civil manner toward one another. Bullying, hazing and harassment are major offences and will not be tolerated. We regularly discuss these issues with students. We encourage all parents and students to review the statement about bullying found in this Victus Handbook and we encourage you to review this with your child. If you ever have any concerns that a student might be the victim of bullying, hazing or harassment, please immediately contact us.

### 8.3 Disciplinary Process

The disciplinary process is described in detail in this Victus Handbook. Discipline is examined on a case by case basis, considering mitigating factors, history, progressive steps, and several others. As each case is different, it is important to discuss this with Principal Furfaro. If at any time you have any questions or concerns, please do not hesitate to contact us.

## ARTICLE 9 - POST-SECONDARY GUIDANCE SUPPORT

### 9.1 Post-Secondary Application Process

Without question, the post-secondary application and decision process is important, but it does not necessarily need to begin before grade 10. It is usually not helpful to put too much pressure on a student about university too early, as that may in fact prove to be counter-productive. The Grade 9 and 10 curriculum is designed to provide a broad curriculum to allow students to excel academically and pursue their hockey and extra-curricular interests with passion. In Grade 7, however, we start to explore the post-secondary admission process in more depth.

As part of our Guidance Curriculum support, our advisors use the 'myBlueprint' education planner, assisting with secondary school course selections, and career planning for our students from grades 7-12.

### 9.2 Does Victus Recommend Preparing for Standardized Testing?

We recommend that all students be prepared for standardized testing but are of the view that the best preparation is found in the day-to-day school work of our students. However, there are some challenges associated with standardized testing and some students may need extra help and we can assist in this regard.

## ARTICLE 10- CONCLUSION - NO ONE OF US IS AS GOOD AS ALL OF US.

### Victus Students

Victus would not exist without its dedicated student body, on the one hand, and its skilled and passionate educators, coaches and other faculty members, on the other. We know each student enters our program with important goals and our goal is to endeavour to provide all students with the tools to allow them to achieve their potential. We hope to develop among our students a sense of responsibility for their own conduct and for the well-being of the student body. We expect honesty, discipline and hard work from our students, and we hope this handbook clearly sets out the standard for what is expected of you as a Victus student; we know that you can and will meet and exceed those expectations.

### Victus Parents

Victus would also not exist without its dedicated parents. We know all parents have made the important decision to have their students attend Victus and, as noted above, our goal is to provide every student with the tools to allow them to achieve their potential and the role of parents is critical in this regard. We hope this Handbook answers some of your questions and assists you in fulfilling your important role with Victus.



## APPENDIX A

### BUSINESS HOURS AND CONTACT INFORMATION

Victus Academy  
35 Sportsworld Crossing Road  
Kitchener, ON  
N2P 0A5

Administrative Office: Rose Schmidt, Jessica Lapore  
Phone: 519.219.5900  
Fax : 226.806.0230  
Email: [info@victusacademy.com](mailto:info@victusacademy.com)

Office Hours  
Monday – Thursday 8:00 - 4:00  
Friday: 8:00 – 2:00

Instagram: @victusacademy  
Twitter: @victusacademy  
Facebook: Victus Academy  
[www.victusacademy.com](http://www.victusacademy.com)

Principal: Rob Furfaro  
[rfurfaro@victusacademy.com](mailto:rfurfaro@victusacademy.com)