

John F. Ross C.V.I.

# Parent Handbook



In a changing world, John F. Ross C.V.I. is a diverse school community, committed to providing a safe, caring, educational environment based on mutual respect, where each person is challenged to develop skills, knowledge, and attitudes necessary for lifelong learning.

John F. Ross C.V.I.

21 Meyer Drive  
Guelph, ON  
N1E 4H1

Telephone: 519-822-7090  
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Websites [www.ugdsb.ca/jfr](http://www.ugdsb.ca/jfr)  
[www.ugdsb.ca/jfr/councils](http://www.ugdsb.ca/jfr/councils)

**Ms. Beth Burns**

**Principal**

**Mr. Joe Burns**

**Vice-Principal**

(Responsible for students with last names starting with A to G)

**Ms. Carolyn Chesney**

**Vice-Principal**

(Responsible for students with last names starting with H to N)

**Mr. Brent Bloch**

**Vice-Principal**

(Responsible for students with last names starting with O to Z)

Dear Parents/Guardians,

Welcome! At John F. Ross we want all students to be successful. Please encourage your son or daughter to commit to their studies and to try out one of our many extra-curricular opportunities. Please contact us at any time and remember our motto "Respect. It Works Both Ways. Give It and Get It. Everyone Benefits!"

Sincerely,

***Beth Burns, Principal***

*This handbook has been developed for you by your School Council, with support from the staff and administration of John F. Ross C.V.I. and funded in part by a Ministry of Education Parents Reaching Out Grant (PRO).*

## ATTENDANCE

**Class Hours:** 9:05 a.m. to 3:20 p.m.

**School Open:** 8:30 a.m. to 4:30 p.m.

Regular attendance is one of the most important components of school success. Therefore, we strongly encourage students to attend all classes daily. Every instructional day is an important day and we encourage you to only allow your son/daughter to be absent when absolutely necessary.

Occasional illness and family emergencies are the only valid reasons for a student's absence. Students must bring a note from a parent or guardian to verify an absence. Please contact the teacher the same day if a test is scheduled or a major assignment is due. Valid, authorized absence means that the student will have an immediate opportunity to make up any missed evaluation/test/assignment. The John F. Ross' automated voice attendance system (Aizan) will call the home of every student who is absent from school for one or more periods.

As much as possible, please schedule your son/daughter's appointments (medical, dental, personal, business) outside of school hours.

For your own reference, we suggest that you keep a record of days when your son/daughter is absent due to illness or other appropriate reasons.

**Note:** Students are **not considered absent when they are involved in a school activity** such as a field trip, activity day, or sports event where they are representing the school. These extracurricular involvements are important parts of the whole educational experience.

We **do not** expect students to be present when they are sick. Performance is negatively affected and the illness may persist longer as a result of being in school. Students should be taking care of their health so they can return quickly. Please discourage students from working long hours at part-time jobs, especially on weeknights.

Student Success Centre: The school provides a resource room - "The Hub" - for students to study for credit recovery, a quiet place to write a test, work on an assignment, and a place for students under in-school suspension, etc. Please encourage your child to take advantage of this opportunity!

## HELPING YOUR TEEN BE MORE SUCCESSFUL

For the annual fee of \$35 students are issued a John F. Ross student card. The fee is used to support the many activities and clubs available at Ross. Students must pay the fee to be eligible to participate in any events, clubs, or team sports. Please advise your vice-principal if this fee causes financial hardship.

The student card serves many purposes. It is necessary to access the library, participate in any John F. Ross extracurricular clubs or sports teams, and to attend any Student Council organized activity, including dances. All students must carry this identification card at all times while in the school and be prepared to show it when asked. It is one of the ways that we ensure that individuals who are part of the Ross community are identified. The student card is also the identification that is necessary for students who are eligible to ride on school buses.

Please download our app at <http://www.SchoolInfoApp.com> for all the information you need to stay up to date with school news and announcements, events and more.

There is an annual yearbook available to be purchased for \$35.00.

### How can parents/guardians help?

- Become familiar with your teen's preferred method of studying, doing homework, and projects. Be firm in maintaining high expectations, but avoid nagging.
- Homework is assigned in most courses on a regular basis. Students are encouraged to use their phone calendars to record homework and major assignments. **Please monitor this.**
- Check to see if your son/daughter understands each assignment.
- Be available and supportive. Give your son/daughter the space and privacy studying requires. Act as helper and supporter, but don't do the work for them.
- Review the school's plagiarism policy with your teen (available in the App, or on-line at): <https://sites.google.com/site/johnfrosscvisenglishdepartment/what-is-plagiarism>
- Keep in touch with teachers. Our staff is committed to the success of your son/daughter. If you contact them, they will call back within 48 hours.
- After an absence, encourage your son/daughter to see teachers for missed work.
- For extended absences of more than one week, or if your teen suffers a major injury, contact their vice-principal.

## WHAT DO I DO WHEN MY TEEN

### ...is absent from school?

Send a note explaining the absence with the student when he/she returns. The note should be given to each period's teacher for signing, and handed in to the last teacher at the end of the day. Call the teacher(s) if a test, exam, presentation or major project is due that day.

### ...is late for school?

Send a note of explanation with the student.

### ...has to leave during the day for an appointment?

Send a note with the student in the morning indicating clearly the time he/she is to be excused (and may return). The student should bring the note to the vice-principal's office to sign out before 9 a.m.

### ...feels too ill to stay in class?

The student reports to the vice-principal's office. A parent/guardian will be contacted for permission for the student to go home. If you cannot be contacted during school hours, please provide us with an emergency contact who can assume responsibility for your son/daughter.

### ...must be contacted during school hours?

For family emergencies only, explain the situation to the office and the student will be contacted.

### ...needs to use the phone?

Office phones are for emergencies only. Cell phone usage is determined by the classroom teacher. Students should not be receiving calls or texts during class time.

### ...has a personal problem?

Call the main office and ask to speak to a Guidance Counselor, Child and Youth Counselor, nurse, teacher or vice-principal.

### ...has ongoing health problems?

Please provide details on the personal data sheets at the beginning of the school year, and provide updates to the office if necessary.

### ...finds a course too difficult, too easy, or homework overwhelming?

Talk to the subject teacher first, and then a Guidance Counselor. Extra help in Math is available during lunch time.

### ...loses a valuable?

Check the lost and found box in the vice-principal's office. Report the loss to a vice-principal.

### ...needs to hand in material outside of class time?

Make arrangements directly with the teacher - the main office does not accept student work.

## GUIDANCE AND SUPPORT SERVICES

### Guidance and Cooperative Education Department

Guidance counselors assist students and their parents with course selection, career planning, educational planning, and personal issues.

John F. Ross offers several leadership and school to career programs for students, e.g., DaVinci, Co-op, Specialist High Skills Major. Browse the school's website to learn about the possibilities. If your teen is interested in any of the above programs, see guidance and begin planning in grade 9/10.

### Support Services

The Child and Youth Counselor and the Social Worker assist students in dealing with stress, anxiety, interpersonal concerns, and other issues. A Guelph Police Liaison Officer is assigned to our school on a half-time basis, and provides a positive presence, advice and assistance.

Please note that all issues discussed are strictly confidential unless the health or safety of the student is at risk.

To contact any of these services, call the school at 519-822-7090, ext. 320.

## SPECIAL EDUCATION

The Special Education Department provides programs and services to meet the needs of identified students throughout their time at John F. Ross.

Exceptional students will receive accommodations as defined by the Individual Education Plan (IEP), prepared by the Special Education staff and classroom teachers. Ongoing communication between the Special Education staff, classroom teachers, students and parents is essential.

For more information, the Board's Parent's Guide to Special Education and Special Education Plan are both available through the Board website at <http://www.ugdsb.ca> under "Programs".

For further assistance, contact us at 519-822-7090, ext. 341.

## ENGLISH LANGUAGE LEARNERS

The ELL Department has a long history of preparing New Canadians and International Students with their English language development. In addition to exciting and valuable classroom opportunities, the department encourages students to enrich their lives by taking advantage of the diversity of extra-curricular activities running at the school. By actively participating within the school and the local community students will continue to develop strong interpersonal and improved language skills leading to more meaningful and successful lives after high school.

To contact the department, call the school at 519-822-7090, ext. 411.

## SCHOOL COUNCIL

The John F. Ross School Council is made up of parents, staff, the principal and a Students' Council representative, and meets monthly. The School Council works with staff and the principal to offer advice and feedback about issues such as school safety, school improvement plans, and enrichment opportunities as well as to raise issues of concern to the parent and student community. The focus is on school-wide applications and concerns, rather than individual student issues.

The School Council promotes and encourages communication between home, school and community to enable families to actively share the responsibility for their children's education.

Please join us - everyone is welcome! Meetings are usually on the **3rd Tuesday of each month at 7 p.m.** in the Staff Lunchroom (room 232). Directional signs will be posted on outside doors on meeting nights.

Contact us at [scjfross@gmail.com](mailto:scjfross@gmail.com) or visit our website to find more information <http://www.ugdsb.ca/jfr/councils/school-council/>.

## STUDENT-RUN COUNCILS

### Students' Council

Students' Council is an elected/appointed body which represents all of the student activities and non-athletic organizations in the school. Representatives from all grades are nominated by teaching faculty to be members of the Junior or Senior Students' Council (dependent on grade). The executive is elected by the Council, with the exception of the student body President and Vice-President, who are democratically elected by the entire student body. It is the aim of the Council to have meaningful and constructive co-curricular programs for students of varying talents and interests.

### Athletic Council

The Athletic Council is a voluntary group which provides the students of the school with an intramural sports program and which assists with the extramural sports activities. The aim of the Athletic Council is to involve as many students as possible in a wide variety of intramural sports and social activities. Everyone is welcome.

### Arts Council

The Arts Council is a voluntary group of students responsible for arts related activities at John F. Ross. They represent the literary, musical, dramatic and visual arts. All students are welcome at general meetings.

### Grad Council

The members of this council are students in their graduating year. Its primary purpose is to arrange events for the graduating class.

## SPORTS TEAMS

### Teams may vary annually

#### **Fall (Sept. - Nov.)**

Baseball  
Basketball (Girls Jr. & Sr.)  
Cross Country  
Golf  
Field Hockey (Girls)  
Football  
Intramurals  
Soccer (Boys Jr. & Sr.)  
Tennis  
Volleyball (Boys Jr. & Sr.)

#### **Winter (Nov. - Mar.)**

Basketball (Boys Jr. & Sr.)  
Cross Country Skiing  
Curling  
Ice Hockey (Boys & Girls)  
Swimming  
Volleyball (Girls Jr. & Sr.)  
Wrestling

#### **Spring (Mar. - Jun.)**

Badminton (Jr. & Sr.)  
Cricket  
Fastball  
Rugby (Boys & Girls)  
Soccer (Girls)  
Track & Field  
Ultimate Frisbee  
Volleyball (Co-ed)

### *Intramurals*

Intramural sports at lunchtime are a fun way to get together with friends, meet new people and stay active.

Students should watch and listen for announcements at school about intramural events.

## ACTIVITIES AND CLUBS

### Activities/Clubs vary based on student interest

Experience has shown that students who are involved in extracurricular activities are more successful in school. Please encourage your son/daughter to become involved in some of the following activities:

AP Prep Club	Programming Club
Anime Club	Robotics Club
Brass Ensemble	Ross Reflections
Chess Club	Ross School of Business/DECA
Christians in Action	Ross Singers
Clarinet Ensemble	Ross Studios
Club de Cirque	Royal Jazz
Concert Choir	Royal Rhythm Dance Club
Courage for Carly	Save the Future
Dr. Who Club	Saxophone Ensemble
E.L. Fox Crew	School Senate
Environment Club	Sears Festival
Exchange Students	Senior Concert Band
Fitness Centre	Sidekicks
Flute Ensemble	Street Dance Club
Gay Straight Alliance	Theater at Ross
Guitar Ensemble	United Nations Club
Improv Club	Video Game Club
Intermediate Concert Band	Wake Up and Chow Down
Junior Jazz Band	Written @ Ross
Math Club	Yearbook
Math Contests	Youth in Action (Me to We)
Movie Making Club	Z Club
Multicultural Club	And more....

## REPORT CARD, INTERVIEWS, ETC.

**Program:** Students select from 3 course types: Academic (theoretical focus), Applied (practical emphasis), and Open (for all).

**The Curriculum:** All classes are planned in accordance with the learning expectations and philosophy of Ontario Secondary Schools Curriculum Documents. See [www.edu.gov.on.ca/eng/curriculum/secondary](http://www.edu.gov.on.ca/eng/curriculum/secondary).

**Promotion Policy:** A student who meets the learning expectations and successfully completes a course will earn a credit toward the completion of his/her Ontario Secondary School Diploma. Our staff is committed to providing extra assistance for students. Parents can assist students by monitoring their progress and contacting teachers regarding any concerns.

**Evaluation:** Information related to course evaluation is located in your son/daughter's Student Handbook. On the first day of each class, course outlines, requirements and expectations are handed out.

**Report Cards:** Formal reports are issued four times each year. You should expect your son/daughter to bring one home at the following times:

Mid-Semester 1: mid-November	Final Semester 1: mid-February
Mid-Semester 2: late April	Final Semester 2: early July

Actual dates are provided in the Student Handbook and a message via the school's automated Aizan system.

**Parent/Student/Teacher Interviews:** Interviews are scheduled twice a year: Semester 1 Interview - mid-October; Semester 2 Interview - mid-March. Actual dates are provided in the Student Handbook. Information is also sent home with the interim report. Interviews are booked online on the Upper Grand District School Board website - Parent-Teacher Interview Booking System. You will need your son/daughter's student identification number (OEN). You are encouraged to bring your son/daughter to the interview and take this opportunity to address any questions or concerns.

**Field Trips:** Educational field trips are planned well in advance. Students receive information and consent forms that must be signed by the parent/guardian and returned to the teacher prior to the trip. Field trips are intended to enrich and extend the classroom experience. Students should inform their other teachers in advance of approaching field trips to help them plan. Please advise your son/daughter's vice-principal if the field trip fees cause financial hardship for you.

## PARENT RESOURCES

### Homework Links

Free online homework help each evening from Ontario teachers at <https://homeworkhelp.ilc.org>. Also includes essay feedback, math tutorials, tips, and resources for the EQAO tests.

<https://sites.google.com/site/johnfrosscvisenglishdepartment/what-is-plagiarism>

Lists the school's plagiarism policy, as well as essay and report guidelines.

Get a free Guelph Public Library card and access homework help through <https://www.guelphpl.ca/>

### Community Involvement Information

<http://www.ugdsb.ca/students/community-involvement/>

School information related to the mandatory volunteer hours.

[pinnetwork.ca/40-hours-community-service/](http://pinnetwork.ca/40-hours-community-service/)

The youth page of the Volunteer Centre of Guelph-Wellington.

### People for Education Tel: 1-888-534-3944

<http://www.peopleforeducation.ca/> - Information on high school course selection in 15 languages. Additional information on Ontario's education system is available.

### Canadian Parents for French Tel: 1-800-667-0594

<http://cpf.ca/en/resources/for-parents/> - Locally, you can contact the Upper Grand chapter (FIPAG)

### Mental Health Tel: 519-836-6220

<http://cmhaww.ca> [www.mindyourmind.ca](http://www.mindyourmind.ca)

For 24-hour confidential, anonymous support call the Wellington Distress Centre at 1-888-821-3760

### Here 24/7 1-844-437-3247

Toll free number for addictions, mental health and crisis services.

### Kids Help Phone 1-800-668-6868

<http://www.kidshelpphone.ca/>

### Learning Disabilities

Learning Disabilities Association of Ontario Tel: 519-837-2050  
[www.ldao.ca](http://www.ldao.ca) [www.ldonline.org](http://www.ldonline.org) [www.snow.idrc.ocad.ca/](http://www.snow.idrc.ocad.ca/)

Your school trustee: Susan Moziar ([susan.moziar@ugdsb.on.ca](mailto:susan.moziar@ugdsb.on.ca))

## STUDENT SCHEDULE

Please complete your son/daughter's timetable in the space provided below so that you will know who to contact if necessary. Course name, room, and teacher information can be obtained from his/her timetable.

E-mail address format: "firstname.lastname@ugdsb.on.ca"

	Semester 1	Semester 2
9:05 - 9:10	Homeroom	Homeroom
Period 1 9:10 - 10:25	Class:  Teacher:  _____._____@ugdsb.on.ca	Class:  Teacher:  _____._____@ugdsb.on.ca
10:25 - 10:30	Travel Time	Travel Time
Period 2 10:30 - 11:45	Class:  Teacher:  _____._____@ugdsb.on.ca	Class:  Teacher:  _____._____@ugdsb.on.ca
11:45 - 12:45	Lunch	Lunch
Period 3 12:45 - 2:00	Class:  Teacher:  _____._____@ugdsb.on.ca	Class:  Teacher:  _____._____@ugdsb.on.ca
2:00 - 2:05	Travel Time	Travel Time
Period 4 2:05 - 3:20	Class:  Teacher:  _____._____@ugdsb.on.ca	Class:  Teacher:  _____._____@ugdsb.on.ca