

School Policies



2011-2012

This document contains all school policies pertaining to student life and the Toronto New School Student Code of Conduct. All TNS students are expected to abide by the rules and regulations set out in the policies herein throughout their time as part of the TNS school community.

“Where
teenagers
learn how to
think, not
what to
think.”

1. Academic Dishonesty Policy

1.1 Definition of Cheating

The Toronto New School considers any one of the following an acceptable definition of plagiarism and as a result academically dishonest.

1. Buying and/or selling of essays, assignments, or exam/test questions.
2. Submission of the same piece of work in more than one course without the permission of the teacher.
3. Preparation of an essay or assignment by someone other than the stated writer.
4. Allowing one's essay or assignment to be copied by someone else.
5. Unauthorized giving/receiving of information or assistance during an examination or a test.

1.2 Definition of Plagiarism

The Toronto New School considers any one of the following an acceptable definition of cheating and as a result academically dishonest.

1. Use of ideas or thoughts of a person other than the writer without proper acknowledgement.
2. Use of direct quotations, or of material paraphrased/summarized by the writer, without proper acknowledgement.
3. Submission of an essay or assignment that has been written in part or in whole by someone else as one's own.
4. Submission of material that has been obtained from a computerized source, with or without minor modifications, as one's own.
5. Use of any information that is obtained from the Internet and/or other software programmes and that is incorporated into a student's assignment without proper documentation.

Because classroom teachers are experts in evaluating the writing of their students, and because they are most familiar with the writing styles of their students, they are recognized as authorities in identifying plagiarism. Therefore, when a situation arises of suspected plagiarism, it is the responsibility of the student to demonstrate the work to be his/her own. Students must be prepared to orally defend all written assignments. This includes answering questions about content, ideas, and resources, and providing rough drafts and notes. Whether intentional or through ignorance of the rules, acts of academic dishonesty can lead to severe consequences for students.

1.3 Procedures and Consequences

Procedures

Depending on the degree of academic dishonesty, one or more of the following steps will be taken as appropriate to deal with plagiarism or cheating:

1. Student and teacher will meet concerning the situation.
2. Parents or legal guardians will be contacted.
3. Another subject teacher chosen by the administration and/or the administration will be informed and may be called in to the original or subsequent meeting.
4. A note detailing the incident will be added to the student's OSR.

Consequences

The consequences reflect the degree of academic dishonesty as determined by the administration and may include:

1. Oral and/or written warning or reprimand.
2. A make-up assignment or re-write may be given.
3. A failing grade or mark of zero.
4. Removal from course.

2. Attendance Policies

2.1 Absences

Absence due to illness: must be reported to the School Office each day prior to 8:30 a.m. and only by the parent/guardian (**416-960-1867 or 1838**). Absences not reported will be viewed as unexcused. In the event of an unexplained absence, parents will be called after attendance is taken.

Absences due to outside activities: TNS discourages parents from taking their children out of school in order to attend other functions unrelated to the school program. Where a parent knows that their child must miss school, for whatever reason, they must contact the school ahead of time. It is the responsibility of the student to make up any work or arrange any test missed during his or her absence.

Professional Appointments: As much as possible, professional appointments should be booked for times that do not conflict with class time. Reporting of absences and lates to the School when appointments of this nature are unavoidable is the responsibility of the parent/guardian before the day of the appointment. Students are responsible for obtaining the work covered in their absence. Students who have appointments during the school day (and are returning the same day), and where a parent cannot be reached for confirmation, must bring a note outlining the nature of the absence.

Religious Observance: The school requires advanced notice from the parent/guardian excusing the student and listing the day(s) of the absence prior to the observance. Parents should complete and return the Religious Observances Form to the main office.

University/College Visits: Potential graduates are granted two excused absences for out-of-town university/college visits. These are to be arranged by parental note with the Head of School at least a week in advance. Excused absences for university/college visits will not be granted after May 1.

Vacation Time: As TNS's holiday schedule is generous, please refrain from asking for additional holiday time. Teachers are unable to make special provisions for students who are absent for reasons other than illness, family emergency or religious holidays.

School Leaving Due To Illness: Students who wish to leave during school hours, due to illness, must obtain permission from the parent/guardian before doing so. Please note that students 16 years and younger are not permitted to leave the school without confirmation from the parent/guardian. Should this occur and the office cannot reach the parent/guardian, attempts are made to call the emergency contact. **If no contact can be made, the student is retained at school.**

Unexcused Absences: The following types of absences are not excused: employment, non-family vacations, excessive university/college visits, private study, foreseeable absences for which the above procedures were not followed, truancy. Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused. Disciplinary action will be taken.

Note:

1. Students who miss an evaluation because of illness or other legitimate unexpected cause, must present a note signed by their parent or guardian upon their return excusing their absence, and must complete the test or performance task on the day of their return. Persistent absences of this sort will result in the requirement of a doctor's note or other pertinent notification and may result in a review of the student's standing in a course.
2. Students who are scheduled for an event which will result in their missing a test or performance task must, prior to the day, negotiate with the teacher for an alternate date and time for the test or performance task to be completed. Persistent absences of this sort will result in a review of the student's standing in a course.
3. Parents and students should be aware that 8 absences in any course will result in a review of a student's standing in the course and can result in the removal of that student from the course. Where chronic attendance issues result in the review of 2 or more courses, a student may be removed from the school at the discretion of the Toronto New School Administration.
4. Review of a Students standing in a course will occur in the following way:
 - Consultation with the Head of School and/or Associate Head of School
 - Parent/Teacher/Student conference
 - Removal from the affected course for failure to meet hourly requirement
 - Persistent truancy will result in removal from the School
5. Parents/Guardians are advised that, while they can excuse their students, such action on a continuing basis may undercut successful performance.
6. Detentions and assignment to mandatory tutorials can result, at the discretion of the teaching staff and/or administration, as a result of any amount of missed class time.

2.2 Late Arrivals

Students arriving to class at any time subsequent to the times given as the starting times for each period, are considered late for class and must report to the front desk in the main office and sign in. An admit-to-class slip will be provided to a late student who must proceed immediately to class and present the slip to the teacher. Persistent unwillingness to arrive on time for class will result in the assignment of detention and may result in suspension and/or removal from affected classes. Parents and students are reminded that 3 late arrivals are the equivalent to 1 absence from class.

Period 1	9:00 am
Period 2	10:20 am
Period 3	12:40 pm
Period 4	2:00 pm

3. Computer Use Policy

3.1 Introduction

Computer networking has greatly expanded our ability to access and exchange information, requiring more vigilant efforts and perhaps more secure safeguards to protect individuals' rights of privacy. Property as well as privacy rights may be infringed whenever files or data belonging to others, however gained, are used without authorization; moreover, while freedom of inquiry and expression are fundamental principles of school life, assaults upon the personal integrity of individual members of the community and dissemination of offensive materials may undermine the foundations of that community. Other actions taken by individuals may, under some circumstances, jeopardize the integrity of the computer network and the ability of others to communicate using this system. While some of the guidelines therefore call for respectful and responsible use of the computer network to protect the rights of individuals, others warn against actions that may violate the law: users within the school community must understand the perils of illegal use, exchange, or display of copyrighted, deceptive, defamatory, or obscene materials on a web page or through other electronic communication channels.

The community at large has rights and expectations that must be considered. When individuals misrepresent either themselves or the school, or when they act by computer in a manner unacceptable within the school or in the larger community, the integrity of the School itself is endangered. Accordingly, the guidelines that follow seek to both preserve the freedom to inquire and share information as well as sustain the security and integrity of individuals within the community and the computer system itself.

It cannot be stressed enough that the computing or networking resources need to be accessible and secure for appropriate uses consistent with the mission of the school; the use of these resources for personal gain or without authorization is unacceptable. It must therefore be noted that even the individual right to privacy may, when personal files may need to be accessed for troubleshooting purposes, be overridden by the Head of School or designate to protect the integrity of the school's computer system.

3.2 Principles and Guidelines

Respect the Rights and Sensibilities of Others

Electronic mail should adhere to the same standards of conduct as any other form of mail. Respect others you contact electronically by avoiding distasteful, inflammatory, harassing or otherwise unacceptable comments. Others have a right to know who is contacting them.

1. Respect the privacy of others and their accounts. Do not access or intercept files or data of others without permission. Do not use the password of others or access files under false identity
2. Distribution of excessive amounts of unsolicited mail is inappropriate.
3. While the School encourages respect for the rights and sensibilities of others, it cannot protect individuals against the existence or receipt of materials that may be offensive to them. Those who make use of electronic communications may come across or be recipients of material they find offensive or simply annoying.

Be Aware of the Legal Implications of Your Computer Use

The Internet enables users to disseminate material worldwide. Thus the impact of dissemination on the Internet is often far broader than that of a statement made on paper or in routine conversation. Keep in mind that a larger audience means a greater likelihood that someone may object with or without legal basis.

1. Copyright law regardless of whether the copyright is expressly noted protects much of what appears on the Internet. Users should generally assume that material is copyrighted unless they know otherwise and not copy or disseminate copyrighted material without permission. Copyright protection also applies to much software, which is often licensed to the school with specific limitations on its use. Both individual users and the school may, in some circumstances, be held legally responsible for violations of copyright.
2. Many other laws, including those prohibiting deceptive advertising, use of others' trademarks, defamation, violations of privacy, and obscenity apply to network-based communications.

Respect the Reputation of the School in the Larger Community

TNS makes Internet resources available to students, faculty and staff to further the School's educational, research, medical, service and related missions. While incidental personal use is permissible in most settings, these resources are generally available only for school-related activities.

1. TNS monitors the content of web pages, electronic mail and other on-line communications, but is not responsible for the views expressed by individual users. Under certain circumstances, however, the school may be held liable if it fails to take reasonable remedial steps after it learns of illegal uses of its computer facilities. Students and staff are therefore expected to use computer resources lawfully.

2. Remember that you are responsible for all activity involving your account. Keep your account secure and private. Do not use identifying data or common words as a password; your password should be difficult to crack or otherwise guess either by individuals or by sophisticated computer programmes.
3. TNS is the custodian of a wide array of personal and financial data concerning its students, staff and parents, as well as the school itself. Respect the School obligations of confidentiality as well as your own. Only those with authorization may access, communicate or use confidential information.
4. Material posted on WEB pages is generally accessible and thus deserves even greater thought and care than your private electronic mail. Remember that, absent restrictions, your web page is available to anyone, anywhere, and act accordingly.
5. TNS has a right to expect that computer users will properly identify themselves. Computer accounts are assigned and identified to individuals. Don't misrepresent yourself.

Do Not Harm the Integrity of the School's Computer System and Network

1. Today's information technology is a shared resource. Respect the needs of others when using computer and network resources. Do not tamper with facilities and avoid any actions that interfere with the normal operations of computers, the network, and facilities.
2. Avoid excessive use of computer resources. They are finite and others deserve their share. Chain mail, junk mail, and similar inappropriate uses of school resources are not acceptable.
3. Although a respect for privacy is fundamental to the School's policies, understand that almost any information can in principle be read or copied; that some user information is maintained in system logs as a part of responsible computer system maintenance; that the School must reserve the right to examine computer files, and that, in rare circumstances, the School may be compelled by law or policy to examine even personal and confidential information maintained on school computing facilities.
4. You are granted privileges and responsibilities with your access to computers. While these vary between groups within TNS, the use of school resources for personal commercial gain is inappropriate and possibly illegal.

3.3 Implementation

TNS's general code of behaviour applies to information technology as well as to other forms of communication and activity.

The School administration and staff may be empowered to suspend some or all privileges associated with computer use in cases of misuse or threat to the integrity of all or part of the School's information management resources.

Before any permanent action is taken against a user, the user will be advised of the bases for the proposed action and given an opportunity to respond. Concerns about such actions may be raised through the usual administrative channels

Where a violation of school policies or applicable law appears to warrant action beyond a suspension or elimination of computer privileges, the matter may be referred to TNS Administration or to law enforcement authorities, if applicable.

Complaints or concerns about another's use of school computer resources should be directed to a staff member and subsequently to the school Administration.

3.4 Personal Computing Equipment

1. Students may not "plug into" the TNS Network with any external device without the permission of and under the supervision of a member of staff.
2. Students may not plug directly into any Toronto New School printing device under any circumstance.
3. Students may have access to the Toronto New School wireless network on approved devices only.

4. Academic Probation Policy

4.1 Introduction

The purpose of academic probation at The Toronto New School is to assist students who are:

- Failing or struggling to keep up with their peers;
- Significantly underachieving;
- Significantly and repeatedly disrupting the learning of others; and/or,
- Repeatedly failing to complete work and meet deadlines.

The objectives of academic probation are:

- to help students work towards achieving their potential;
- to help students develop appropriate behaviour, socialization and study patterns;
- to identify at an early stage if the student's learning and behavioural needs can be met by TNS; and,
- to monitor students if there are doubts about their ability to cope in the next year.

4.2 Process prior to placing a student on academic probation

Academic probation only applies to established students. New students may be placed on a provisional placement if it is considered necessary, and parents are notified of this in writing at the time of enrolment.

The School adopts the following process when students are underachieving, struggling to keep up with the work, disrupting the learning of others or repeatedly failing to complete work:

- The school's Student Code of Conduct is followed, which involves a staged approach including discussions between students, teachers, Heads and parents;
- In support of this discipline policy, a student will be placed on academic probation when there are clear indications that a student's behaviour and effort levels are consistently below the School's expectations;
- An underachieving student will be put on academic probation when, in the professional judgment of the Head of School, he or she has established an unsatisfactory academic record. Verbal and written evidence will be gathered from teachers during this assessment process and parents will be consulted;
- In the case of a notably weak student, or one with specific learning requirements, the Head of School will determine if the school is able to meet the student's needs. A new or updated psycho-educational

assessment may be requested. A period of academic probation will be agreed upon with parents;

- A student, who, in the professional judgment of their teachers, may find the academic challenges of the subsequent year to be overwhelming, may be placed on academic probation as a condition of reenrollment for the subsequent school year.

4.3 Criteria for placement on academic probation

Written and verbal evidence supporting a case for academic probation must be gathered. This should clearly demonstrate one or more of the following:

- Repeated disruptive behaviour;
- Consistent underachievement;
- Significant and repeated failure to complete work and meet deadlines; and/or
- Educational needs which the school is not able to meet satisfactorily.

4.4 Procedures for being placed on/being removed from academic probation

1. A meeting to discuss the student's needs, progress and academic probation must be held between staff and the student's parents.
2. Clear objectives of the academic probation will be set and the monitoring process explained.
3. A review date will be set.
4. Students who show satisfactory progress will be removed from academic probation when they have demonstrated:
 - a satisfactory academic track record; behaviour of an acceptable standard such that the School is satisfied that the student's educational needs may be met to an acceptable level.
5. A meeting prior to removal from academic probation will be held with parents and the student.

Sanctions while on academic probation

Students on academic probation are subject to the range of sanctions normally imposed under the Student Code of Conduct.

Duration of academic probation and end result

1. Students who have achieved satisfactory progress will be removed from academic probation.
2. Academic probation will not run for longer than one academic year. The parents of a student who has not made satisfactory progress after a period of one

semester on academic probation must be informed that their student's place in the school may be removed if further progress is not made. A decision to this effect will normally be made by the end of the second semester but may be deferred until the end of the summer school session, depending on circumstances.

3. A student who has not achieved satisfactory progress and been removed from academic probation by the end of the summer term, will not be offered a place in the school during the next academic year. Parents will be informed of this at the time that their student is placed on academic probation and in follow up meetings.
4. A student remaining on academic probation will be asked to withdraw from TNS or may be recommended for a pre-expulsion hearing based on repeated academic probation.

5. Homework Policy

Homework is assigned regularly

The development of a regular routine of home study and review is a significant factor in academic Performance. The purpose of homework is to:

1. Promote habits of regular study
2. Supplement and support in-school learning
3. Encourage the development of self-discipline and good work habits
4. Help develop positive attitudes toward independent study and life-long learning

It is the student's responsibility to complete assigned work, even when absent from class. Homework normally includes:

1. Completion of daily assignments
2. Practice of concepts
3. Review and revision of previously studied material

It is the responsibility of the school to ensure that families have ongoing access to updated information regarding homework assigned in class. Homework will be posted on the Toronto New School Online Calendar.

6. Late Submissions Policy

Missed and/or late Work

Teachers must allow students adequate time to make up work because of a documented medical illness and for work missed while out on a school sponsored event (excursion). If a student is absent for less than three days it is his/her responsibility to obtain missed work/tests from their teacher(s). If a student is absent for more than three days, the parent may request assignments through teacher email.

Submission dates must not be ignored due to school sponsored events. Submission must take place before departure for the event.

Late Assignment Policy

1. Students must complete any missed or late assignment that will be marked as an **evaluation** and represents essential overall expectations of the course.
2. The first day that an Evaluation assignment is late the student receives a 5% deduction and a new due date is set. It is advised that the teacher call parents and inform them of the situation and the impending penalties (a paper notice is also recommended). If the assignment does not come in on the next due date, a deduction of 10% is awarded. It is advised that the parental contact be initiated each time the assignment is not handed in. Students receive their final due date at this point.
3. Parental involvement will help to guarantee the completion of the assignment according to the revised due dates.
4. Continued failure to hand in an Evaluation assignment will result in a mark of zero. The student may not be granted a credit or be allowed to write the final examination if the Administration deems that the incomplete assignment(s) represents essential overall expectations of the course.

7. Substance Use and Abuse Policy

7.1 Introduction

TNS affirms that the use and abuse of alcohol and other mood-altering chemicals is wrong and harmful for any student and may serve to disrupt the maturation process, alter physical and emotional well being and interfere with the performance capabilities of the user.

TNS believes that the vast majority of students support the need for a clear and judicious policy with respect to the use and abuse of mood altering substances and that every student should have the opportunity to live, grow and develop free of mood-altering chemicals. We believe that the most desirable goal for our students is to remain totally abstinent from such use of chemicals.

Further, TNS strongly supports programs that are designed to raise awareness, to prevent involvement with alcohol and other drugs, to assist and support those who are involved and affected and to work cooperatively with those who are willing to seek help. The School also recognizes the need to clearly establish, through a procedural guideline, a disciplinary policy regarding alcohol and other drugs.

It is the primary objective of the School to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not necessarily be considered as an alternative to the disciplinary measures outlined below.

TNS students, while on school property or at a school-sponsored activity, shall not (or attempt to) possess, use, transmit, buy, sell, or supply a mood-altering chemical of any kind to anyone at any time.

7.2 Definitions

Possession

Includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.

Use

Manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.

Mood-altering chemical

Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as White Out, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to school policy. This list is intended for example only and not as an exclusive list.

Counterfeit or look-alike drug

Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it. Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Drug Paraphernalia

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

7.3 Jurisdiction

This policy extends to the use of the above:

1. on or in close proximity to any property owned, leased by or under the control of TNS, including vehicles used for the transportation of students.
2. During normal school hours, including lunch hour, class changes, and summer school.
3. At any school-sponsored or sanctioned activity or event away from or within the school.

7.4 Responsibilities

Staff Responsibilities

All TNS staff have the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to an administrator any suspected incident of possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the Head of School or Head of School's designee and may be required to submit a written report at a later time.

Responsibilities of School Officials

It is the responsibility of the school administration to inform students, staff and parents about the drug and alcohol abuse policy of TNS and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the School.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a School official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

1. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
2. If the student is in need of medical attention, local emergency personnel will be notified to give medical attention.
3. The parent or guardian of the student will be notified and asked to meet with the School administration. Only in the case of medical emergency or

if the parent(s) cannot be reached will the person on the student's emergency call list be notified.

4. Where and when appropriate, school officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol. Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

Searches

If the School official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

Locker Search: A school locker may be searched. The normal procedure is for the School official to accompany the student to his/her locker and require the student to show the official the contents. A second staff person will observe.

Personal Searches: The School official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the School official may ask the student or the student's parent for permission to conduct a search. The School official, at their discretion, may call the local law enforcement agency to investigate.

Responsibilities of Students and Parents

All Students are responsible for understanding TNS's Drug and Alcohol Policy.

Medication

TNS wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home; however, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the School and to ensure the health and welfare of the students.

At the written request of a parent/guardian or the student (where the student has reached the age of majority), prescription medications will be kept locked in the office and administered by school personnel. No medication will be administered without this consent. In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers).

7.5 Procedure

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties outlined below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the School in favor of stronger measures such as longer suspensions, expulsion or other appropriate action. Similarly, the School official may consider matters in mitigation of the routine disciplinary measures. Following are the offenses that are prohibited and the consequences that will result from the student's decision not to abide by the School policy:

Possession, use or application of any mood-altering chemical, as defined above:

First Offense:

Parents will seek professional guidance for their child with a professional counselor who has experience in chemical dependency cases. Also, the School will conduct an investigation into the source of the drug(s). The parent/guardian (hereafter referred to as parent) will be notified immediately and the student will be removed from classes or the School event for the remainder of the day. Law enforcement officials may be notified and, at their discretion, conduct an investigation. Parents will meet with the Head of School or the Head of School's designee that day, if possible.

The student shall be assigned a suspension of not more than five (5) days. The Head of School may waive two of the five days out-of-school suspension provided that the student has an appointment for an assessment with a counselor within five (5) days and notifies the School of the appointment. The student must participate in the assessment process (the cost of any and all assessments will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. The student must waive his or her rights of confidentiality so that verification of this assessment and a written report can be given to the School. Depending on the severity of the offense, drug testing may be a requirement of continued attendance at the School.

Second Offense:

Legal authorities will be contacted and charges pressed. The offending student will be expelled from TNS.

Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia.

First Offense:

Legal authorities will be contacted and charges pressed. The offending student will be expelled from TNS.

8. Weapons Policy

The staff and student body at TNS will not tolerate the possession of any weapons or other dangerous objects on school property or at any school event. Any student found to be in possession of a weapon will be subject to disciplinary action and may be expelled from TNS.

A weapon is an instrument of any kind that is readily recognized as, or strongly resembles, a weapon, and is inappropriate to the School environment, i.e. gun, knife, pipe, metal star, etc. Instruments that are appropriate to the School environment are considered weapons when used to cause harm or threaten another person, for example, tools, comb, math compass, pen, scissors, letter opener, etc. Laser pens and pointers are prohibited at TNS

The possession of any type of weapon on school property in school, or at any school-sponsored activity or event is unacceptable and illegal. Students, who are in possession of a weapon, intimidate others with a weapon, display intent to use a weapon, or use weapons are subject to suspension or expulsion from school. In addition, criminal charges may be filed with the Toronto Police Service.

9. Toronto New School Theft and Vandalism Policy

TNS's students and staff members should feel that others respect their possessions. At TNS, students are expected to respect the property of classmates, teachers, Staff and the School itself. Furthermore, they are expected to show this same courtesy during all school-related activities and toward others in our community. Students who steal will be subject to disciplinary measures. Every violation will be categorized as either a minor, moderate or major infraction of the School's Code of Conduct, and each situation will have consequences according to its severity. In all cases, the students will be expected to pay for or replace the property involved if it is damaged or lost. Tagging and other forms of graffiti in classrooms (walls and furniture), washrooms or in school corridors are included in TNS's definition of vandalism.

10. Bullying and Harassment Policy

TNS is committed to a working and learning environment that is free from any form of harassment. Harassment adversely affects working and social conditions for staff, and students in the School, and is unacceptable. Any incident of harassment will be regarded very seriously and may be grounds for disciplinary action. Persistent or gross harassment and, in particular, sexual or racial harassment will be treated as grounds for disciplinary action including suspension or expulsion from the School.

10.1 What is Harassment?

Harassment causes distress and anxiety. It interferes with people's ability to work and study and may be so serious and unrelenting that the person who is being harassed may feel it necessary to change a course or leave the School. It is uninvited, may be personally offensive and is always unwelcome; it can be detrimental to all aspects of people's social and academic lives.

The School considers harassment to include any behaviour that is offensive, intimidating or hostile; which interferes with individuals' academic or social environment; or which induces stress, anxiety, fear or sickness on the part of the harassed person. The defining features are that the behaviour is offensive or intimidating to the recipient and would be so regarded by any reasonable person.

Harassment may take many forms and involve more than one individual both as the harasser and the victim. It can range from extreme forms such as violence and bullying, to less obvious actions such as ignoring someone at school or excluding them from school activities. It may occur where the harasser has a position of authority and relies upon the fact that the recipient(s) are reluctant to complain for fear of ridicule or reprisals. Any act of harassment will be regarded by the TNS administration as more serious if it involves the abuse of the position of authority or trust.

It is important to remember that differences of attitude, background or culture and the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. While such difference may not be used as an excuse for unacceptable behaviour they may form the basis of discussion of the consequences of specific incidents within the community. Two important examples, among others, are sexual harassment and racial harassment both of which are illegal.

Sexual Harassment

Sexual harassment always involves unwanted attention, which emphasizes sexual status over status as an individual. It can occur in a variety of circumstances but always has a distinctive feature: the inappropriate introduction of sexual comments or activities into teaching, learning, or social situations.

Racial Harassment

Racial harassment is any hostile or offensive act or expression by a person of one racial or ethnic origin against a person of another, or incitement to commit such an act. Those who may be particularly affected are students and staff who are in a small minority within the School and, for fear of ridicule or reprisals, may find it difficult to complain. Any difficulty in defining what constitutes sexual and racial harassment should not deter staff or students from complaining of behaviour, that cause them distress; nor should anyone be deterred from making a complaint because of embarrassment or fear of intimidation or publicity. The School will respect the particular sensitivity of sexual and racial harassment complaints and their consequences as well as the need for the utmost confidentiality. Everyone can contribute toward preventing harassment through an active awareness of the issues involved and also by ensuring that standards of conduct for themselves and for friends and colleagues do not cause offence.

10.2 Procedures for Dealing with Harassment

If you feel that a fellow student or a member of staff is subjecting you to sexual or racial harassment in any form, do not believe it to be your fault or that you have to tolerate it. Report your difficulty to a staff member or an administrator immediately. The primary concern is that anyone who is subjected to harassment should receive support and assistance and, where appropriate, remedy. We also recognize that confidentiality is of the utmost importance but believe that under most circumstances, the accused has a right to be confronted by his/her accuser(s).

Incident Management

The School will take firm and decisive action to deal with any incident of harassment or bullying, which is witnessed by or reported to any member of the staff or the administration.

Post-incident Responses for the Victim:

When a member of staff or administration receives information, either directly or indirectly, that a student may have been the victim of an harassment or bullying incident, this report will be taken seriously and investigated. The School will offer a proactive, sympathetic and supportive response to students who are the victims of harassment or bullying. The exact nature of the response will be determined by the particular student's individual needs and may include:

- Immediate action to stop the incident and secure the student's safety
- Positive reinforcement that reporting the incident was the correct action to take

- Reassurance that the victim is not responsible for the behaviour of the bully
- Strategies to prevent further incidents
- Sympathy and empathy
- Counseling
- Extra supervision/monitoring
- Creation of a support group
- Peer mediation/peer mentoring
- Informing/involving parents
- Adult mediation between the perpetrator and the victim (provided this does not increase the victim's vulnerability)
- Arrangements to review progress

For the bully:

The School takes harassment and bullying behaviour very seriously and will adopt a supportive, pragmatic, problem-solving approach to enable bullies to behave in more acceptable ways. The School does not believe that the use of punishment alone is helpful in managing this problem but is of the view that the positive use of sanctions can be useful in demonstrating to bullies that their behaviour is unacceptable and in promoting change. TNS will respond to incidents of harassment and bullying behaviour in a proportionate way – the more serious the cause for concern the more serious the response. When sanctions are felt to be necessary, they will be applied consistently and fairly.

The following options will be considered:

- Immediate action to stop an incident of bullying in progress
- Engagement with the bully to reinforce the message that the behaviour is a breach of School rules and is unacceptable
- Detention
- Removal from class/group
- Withholding participation in intramural sports or out of school activity (if not essential part of curriculum)
- Parents informed
- Counseling/instruction in alternative ways of behaving
- Adult mediation between the perpetrator and the victim (provided this is safe for the victim)
- Fixed periods of suspension
- Expulsion (in extreme cases which may have involved violence or threats of violence)

11. Visitor Policy

All visitors to the school are expected to abide by all policies governing the daily operation of the school.

Parent/Guardian Visitors

Parents/guardians and other visitors who arrive on school grounds are required to check in at the receptionist desk in the office. **They may not go to a classroom to pick up a student nor may they be present in the hallways.** If a parent is interested in meeting with a teacher or visiting a classroom during the School day, as a courtesy to the teacher, arrangements must be made at least 24 hours in advance with the teacher or an administrator. Parent visitors must wear a visitor's pass while in the school during school hours.

Student Visitors

Due to the disruption of instruction time and the flow of classroom discussion, student visitors are not permitted on school grounds during the School day without the permission of an administrator. Student visitors are required to check in at the main office on campus. Only new students planning to enroll at TNS may be given permission to visit classes after parental contact with an administrator. TNS staff may not grant permission for visitors without administrative approval. Student visitors must wear a visitor's pass while in the school during school hours.

12. Policy on Privacy of Student and Parent Personal Information

The Toronto New School will comply with: (i) Personal Information Protection and Electronic Documents Act ("PIPEDA"), a federally enacted act which protects personal information that is collected, used or disclosed; (ii) other acts which protect personal information and privacy, such as the Education Act; and (iii) any future provincial protection of privacy legislation as it relates to the rights of students and parents. For the purposes of this policy, personal information means information about an identifiable individual who is, has been or has made application to be accepted as a student or the parent/guardian of a prospective, current or past student of the Toronto New School (TNS).

The Canadian Standards Association Model Code for the protection of personal information is a national standard that was developed by the Canadian Standards Association. The Code is a central part of PIPEDA. The Code's ten privacy principles are identified in PIPEDA as follows:

1. Accountability
2. Identifying Purpose
3. Consent
4. Limiting Collection
5. Limiting Use, Disclosure & Retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual Access
10. Challenging Compliance

TNS has implemented policies and procedures to give effect to these principles, including:

1. Implementing procedures to protect personal information provided as part of the application procedure and as a part of the ongoing process of the education of students during their attendance and subsequent to their attendance at TNS.
2. Establishing procedures to receive and respond to complaints and inquiries in connection with the collection, use and disclosure of personal information by TNS.
3. Developing this information package to explain TNS's policies and procedures to students and parents.

1. Accountability

TNS is responsible for the personal information under its control and has designated a Privacy Officer to be accountable for TNS's compliance with PIPEDA.

2. Identifying Purpose

TNS will identify and document the purposes for which it collects personal information. Only personal information that is necessary for those identified purposes will be collected. If TNS intends to use the personal information that has been collected for a new purpose, this new purpose will be identified and consent for such new purpose will be obtained from the students and parents to whom the personal information relates prior to using such personal information.

TNS shall only collect, use and disclose personal information about Students and parents for the following purposes:

- a. To assist TNS in the collection of tuition, fees and other charges owing with respect to educational services provided by TNS.
- b. To assist TNS in planning the courses offered in the school calendar.
- c. To assist TNS in communication with students and parents and for communicating information to The Ministry of Education, Statistics Canada and The Ministry of Colleges and Universities as per the mandate of any school operating in the Province of Ontario.

TNS does not collect and use personal information about students and parents for the following purposes:

- a. To sell Students and parents lists to third party agencies.
- b. For the promotion of any other business or service not connected to TNS unless otherwise requested by the student or parent.

Students and parents inquiries regarding the purposes for the collection, use and disclosure of personal information will be addressed by TNS

3. Consent

The knowledge and consent of Students and parents is required for the collection, use or disclosure of personal information, except when inappropriate, including where permitted or required by law. TNS will seek consent for the collection of personal information at the time of collection, wherever possible. TNS will make a reasonable effort to ensure that students and parents are advised of the purposes for which the personal information being collected will be used, and will state the purposes in a manner that will allow

students and parents to reasonably understand how their personal information will be used or disclosed by TNS.

Consent may be obtained in a variety of ways, for example, orally by telephone or by electronic media, depending on the circumstances and the type of personal information being collected, and in particular, on the sensitivity of the personal information. The reasonable expectations of students and parents will be considered when obtaining consent. For example, where students and parents provide their names and addresses for mailing and billing purposes, they should reasonably expect that this information would also be used for sending out report cards, progress reports, invitations to school events to students and parents, where the choice to respond is solely that of the students and parents.

In certain circumstances, personal information can be collected, used or disclosed without the knowledge or consent of Students and parents. For example, legal, medical or security reasons may make it impossible or impractical to seek consent. Seeking consent may be impossible or inappropriate when there is an emergency threatening the student's life, health or security, or where the student is a minor, seriously ill or incapacitated.

Although information may be publicly available, TNS will treat this in accordance with PIPEDA principles. Moreover, TNS may provide personal information to its lawyers, advisors, agents and/or third parties to collect a debt, comply with a subpoena, warrant or other court order, to a government institution requesting the information upon lawful authority, or as may be otherwise required by law. In all cases, proper internal authorization for disclosure procedures will be followed.

The use of TNS's educational services will be considered consent to collect, use and disclose personal information for stated purposes. The student's and parent's consent for the collection, use and disclosure of personal information is also obtained by TNS as follows:

1. When students and parents execute Tuition Agreements.
2. When an invoice is sent to parents for services provided by TNS

Copies of the TNS Privacy Policy will be published on the TNS website and also made available in TNS published brochures as well as on the application form

Students and parents may withdraw consent by providing reasonable notice to TNS. TNS will inform students and parents of any implications of such a withdrawal. Any withdrawal of consent will still allow TNS to use and disclose a Students and parent's personal information in order to collect or enforce payment of amounts owing as a result of a Students previous or continuing use of the educational services provided by TNS.

4. Limiting Collection

The collection of personal information will be limited to that which is appropriate in the circumstances.

5. Limiting Use, Disclosure & Retention

TNS will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the students and parents or as required by law. Personal information cannot be used or passed on in a manner inconsistent with the identified purpose.

TNS may disclose both a student's and parent's personal information to third parties retained by TNS for the purposes of billing such students and parents for the use of services provided by TNS and to collect and enforce payment of amounts owing by such students and parents.

Certain TNS employees may be given access to a student's and parent's personal information collected by TNS in so far as their duties require access for the purposes outlined. TNS employees are governed by a non-disclosure agreement prohibiting disclosure or use of any confidential or personal information for any purposes other than the stated purposes.

Personal information that has been used to make a decision about a student will be retained in accordance with the TNS document retention guidelines and the guidelines set down in the Education Act in the Province of Ontario. Personal information that is no longer required will be destroyed, erased or made anonymous. TNS retains the personal information of a student and parents only for as long as it is required for TNS's business purposes or as required by federal and provincial laws.

6. Accuracy

TNS will take reasonable steps to ensure that the personal information under its control is as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

TNS will not routinely update personal information, unless such a process is necessary to fulfill the purposes for which the information was collected. TNS will take reasonable steps to ensure that personal information that is used on an ongoing basis, including personal information that is disclosed to third parties, is accurate and up-to-date.

Access to a family's personal information on record with TNS may be requested by that student and parent in order to review and amend their personal information, as appropriate. To access your personal information, log on to the *Connected* portion of the TNS website.

7. Safeguards

TNS will take reasonable steps to protect personal information through security safeguards appropriate to the sensitivity of the personal information. Employees of TNS who have access to personal information will be made aware of the importance of maintaining the confidentiality of personal information. Security safeguards protect against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.

8. Openness

TNS will make readily available to students and parents specific information about its policy and guidelines relating to the management of personal information. TNS will be open about its policy and procedure with respect to the management of personal information, and students and parents will be able to acquire information about these policies easily and in a form that is generally understandable

9. Individual Access

TNS will inform students and parents of the existence, use and disclosure of their personal information (including to third parties) and will provide access to that personal information, upon written request. TNS will assist students and parents in the preparation of a request for access when students and parents requests assistance. TNS will inform students and parents whether or not it holds personal information about them, and will indicate the source of any such personal information, when possible.

There may, however, be situations in which TNS will not be able to provide access to all the personal information that it holds about a student or parent, although these situations will be limited and specific, and permitted or required by law. For example, TNS will not be able to provide access to a student's or parent's personal information where giving such access would violate a court order or where the disclosure of such information would likely reveal personal information about a third party, unless that third party's personal information can be severed from the student's and parent's personal information. If TNS refuses a request for access, students and parents will be informed, where appropriate in writing of the refusal, setting out the reasons for the refusal and informing students and parents of their right to appeal that refusal TNS will require that students and parents requesting access to their personal information will provide the appropriate verification information required to obtain access to such personal information. This information will not be used for any purpose other than to permit TNS to provide an account of the existence, use and disclosure of the students and parents' personal information.

TNS will be as specific as possible in providing an account of third parties to which personal information has been disclosed, and will provide a list of organizations to which personal information may have been disclosed when it is not possible to provide a list of the organizations to which specific personal information have actually been disclosed.

TNS will respond to a student and/or parent's request to access their personal information within a reasonable time, and not later than 10 days after receipt of the request. TNS may be entitled to a 30 day extension to respond, in limited circumstances, in which case students and parents will be notified of such an extension, the new time limit, the reasons for extending the time limit, and their right to make a complaint to the Privacy Commissioner with respect to the extension.

TNS may charge a reasonable fee for responding to a request. This fee will be determined based on the request and any request specific administrative or system costs that may be incurred, and will advise the students and parents, in advance, of the approximate cost. The personal information requested would be provided in a form that is generally understandable.

Students and parents will be able to challenge the accuracy and completeness of the personal information and have it amended or amend it themselves as appropriate. Depending upon the nature of the personal information challenged, amendment may involve the correction, deletion or addition of information and the amended information will be transmitted to third parties having

access to the personal information, where appropriate. In some circumstances, students and parents will be referred to a third party to amend their information, for example the Ontario Ministry of Education. When students and/or parent's challenge the accuracy and completeness of their personal, information and it is not resolved to their satisfaction, TNS will record the unresolved challenge and will transmit the existence of the unresolved challenge to third parties who have access to the personal information, where appropriate.

10. Challenging Compliance

Students and parents will be able to address a challenge concerning compliance with the above principles with TNS Administration. TNS will handle all complaints or inquiries about the policies and procedures relating to the handling of personal information in line with the processes that are in place.

Student Code of conduct

<p>Behaviour:</p> <ul style="list-style-type: none"> • Respect everyone’s right to an education (e.g. refrain from disruptive behaviour) • Respect the equality and individuality of all persons (e.g. displays of sexist or racist messages are unacceptable) • Respect everyone’s right to safety, dignity, and freedom from fear or intimidation (e.g. bullying and violence are not acceptable) • Respect the property of others (e.g. lockers, textbooks, classroom furniture, washrooms, computers) • Obey the law (e.g. no smoking on school or building grounds use of drugs and alcohol is not permitted) • Refrain from the use of gratuitous and hurtful language • Show reasonable restraint in mode of dress • Keep the School clean. Take responsibility for your own garbage in the classrooms and elsewhere around the School • Behave in such a way as to bring credit to yourself and to the School <p>Academic:</p> <ul style="list-style-type: none"> • Submit original work for all assignments • Plagiarism is a serious academic offence and will not be tolerated • Be punctual and attend regularly (e.g. notes explaining absences and chronic lateness must be presented to the School Office) • Commit yourself to a consistent pattern of work and arrive to classes prepared in mind and materials • Be responsible for work assigned when you are absent from classes (e.g. take initiative to contact a classmate or the teacher a.s.a.p.) • Meet deadlines, write examinations and participate in major evaluations on the scheduled dates • Follow the rules of conduct established by the teacher in the classroom <p>*TNS is a non-sectarian educational environment, and while we respect all students’ right to practice the religion of their choice and every effort will be made to avoid potential conflicts, a religious holiday may not be used as an excuse for failure to meet deadlines, participate in major evaluations or to appear for examinations.</p>	<p>When Students behave responsibly:</p> <ul style="list-style-type: none"> • Order is maintained in the School • Student safety is ensured • Students are treated with respect • The learning environment is enhanced • A healthy and comfortable area is provided in which to eat • Opportunities to give input and make decisions about school life are increased • A sense of community is built <p>When Students meet their academic requirements:</p> <ul style="list-style-type: none"> • Student performance is enhanced • Students can expect a fair and just evaluation • Students have a well organized learning environment minimizing confusion and enhancing learning • Students are afforded expanded learning opportunities • Students are better prepared for future challenges • Students are able to qualify for a variety of post-secondary destinations 	<p>In order to maintain a reasonable learning environment, several of the following consequences may be applied for failure to act responsibly:</p> <ul style="list-style-type: none"> • Parent/Student/Teacher Conferences • Counselling • Timetable changes • Detentions • Loss of privileges • Exclusion from field trips • Compensation for damages <p>At the discretion of the Head of School/or designate</p> <ul style="list-style-type: none"> • Removal from a course • Suspension • Expulsion • Police involvement <p>If students fail to meet their academic responsibilities some of the following consequences may apply:</p> <ul style="list-style-type: none"> • Parent/Student/Teacher conferences • Counselling • Mandatory tutorials • Loss of marks • Additional assignments • Change of timetable • Loss of course • Loss of credit • Exclusion from field trips • Suspension from school • Removal from school at semester’s end
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