

NORTH TORONTO CODE OF RESPECT AND BEHAVIOUR

At North Toronto Collegiate, we show

RESPECT FOR OURSELVES

- by attending school regularly and punctually
- by approaching our school responsibilities in a manner which exemplifies our best efforts
- by attending school or school functions without alcohol, drugs, or weapons
- by taking steps to ensure a healthy lifestyle
- by dressing in a manner appropriate to a school setting

RESPECT FOR OTHERS

- by respecting the rights of others to be heard and appreciated both within and beyond the classroom
- by accepting as worthy of respect all persons regardless of their race, gender, sexual preference or orientation, colour, religion, national origin, age, and mental or physical ability
- by keeping the halls and entrances clear and quiet while classes are in session and clean at all times. Students during their spares should be in the Commons, Library, or Main Foyer area
- by refraining from the use of language or gestures which are profane, abusive, or inappropriate in a school setting
- by welcoming and supporting all members of the North Toronto school community

RESPECT FOR OUR SCHOOL

- by showing care for the condition of school property such as desks, textbooks, lockers, computers, musical instruments, and library materials
- by keeping our school clean by consuming food and drinks only in designated areas, by ensuring that garbage and litter are disposed of properly, and by keeping the school building clean and free of graffiti
- by not smoking on school property or on our neighbours' property
- by acting in a manner which honours the traditions and reputation of the school
- by participating and/or supporting the participation of others in school activities

RESPECT FOR OUR COUNTRY

- by standing respectfully during the playing of the national anthem
- by exhibiting good citizenship through obedience to the laws of city, province, and country

RESPECT FOR OUR ENVIRONMENT

- by reducing, reusing, and recycling our waste products
- by being aware of environmental concerns and by actively supporting activities which further those concerns

(CREATED BY NTCI STUDENTS)

SCHOOL PROCEDURES AND POLICY

MISSION STATEMENT:

North Toronto Collegiate Institute is a diverse and inclusive community of staff, students, and parents who cultivate a tradition of excellence both within and beyond the classroom. We foster creativity and critical thinking through our academic, artistic, athletic, environmental, and global education programs. Student leadership and school spirit produce a rich variety of extra-curricular opportunities, shaping our culture of involvement, commitment, and caring. Our school community ensures a safe, welcoming, student-focused environment where all can discover their potential through growth in knowledge, skills, and confidence. Our twenty-first century facilities and technology support learning that enables students to act as responsible and engaged citizens in an ever-changing world.

It is in this spirit that we have established the following **STUDENT RESPONSIBILITIES** for the students of North Toronto Collegiate:

1. Students are expected to attend classes regularly and punctually. Students are expected to be in their seats in the classrooms before the playing of the national anthem. Refer to the attendance sections of this handbook for procedures relating to absence and lateness.
2. Students are expected to comply with the requests and directions of staff in a polite and mature way.
3. Students are expected to have homework and other assignments completed on time and to arrive at classes with the required learning materials.
4. Students are expected to respect and protect the school property and grounds. Students are expected to care for desks, lockers, textbooks, and other equipment lent to them by the school. Vandalism and the destruction of school property are not in keeping with the recognized maturity of North Toronto students. Students and their parents should be aware that they may be required by the Toronto District School Board to defray the cost of replacing or repairing damaged school property.
5. Abusive and profane language, including racial, religious, homophobic, or gender slurs, is disrespectful and unacceptable.
6. Fighting or physical abuse of any kind is not acceptable behaviour.
7. Students should be aware that the school does not make a distinction between fighting and play-fighting, and that potentially dangerous behavior such as throwing snowballs will not be tolerated.
8. Students must refrain from smoking, vaping or holding lit cigarettes on school property or at school events.
9. The use or possession of drugs or alcohol on school property or at school events is strictly prohibited by law. Failure to comply may lead to a wide range of consequences including suspension, police charges as well as a loss of privilege of participating in special events such as prom, dances and shows.
10. The carrying of weapons of any kind in the school or on school grounds is strictly forbidden by law. Failure to comply may lead to suspension, expulsion and police involvement.

It has been our experience at North Toronto that the majority of our students are trustworthy, responsible, and considerate. On occasion, however, a student may encounter issues related to discipline because of individual or group behaviour which is inappropriate in a school setting. Usually such problems are solved informally by the teacher and the student(s) concerned. A more serious matter may be referred to the Vice-Principal or the Principal, and the parents of those involved may be called in for consultation. The staff of the school appreciates, needs, and expects the support of the parents as partners with them in arriving at the best solution. In all courses of disciplinary action, prime importance is given to the best interests of the student(s) concerned.

The Administration is available to discuss in more detail any specific matter related to school discipline.

Students and parents should also be aware that all schools in the province fall under the jurisdiction of the *Education Act*, of the Province of Ontario. This Act requires that a student may be suspended by the Principal for a fixed period, not in excess of a period determined by the Board. Please refer to the consequences of inappropriate student behaviour grid for more information.

CODE OF INTERNET USE

The following are the terms of agreement for using any connection to the Internet from North Toronto Collegiate Institute.

N.T. is a wireless environment; students accessing the wireless network with any device are reminded that they must at all times abide by the TDSB Code of Internet Use.

Students who bring in computers for use in school are reminded that they are solely responsible for their equipment; the school cannot be responsible for lost or stolen devices, nor do we have storage facilities. For our purposes a computer is defined as any electronic device that can access the wireless network. Do not leave personal computers unattended in classrooms, common areas, or lockers.

Students who are using their personal computers in such a way that is not permitted under the TDSB Code of Internet Use will be asked to shut down their computers and may be subject to further disciplinary action.

Students who choose to bring personal computers to school **must ask and obtain permission from their teacher each time** they wish to use the computer in the classroom. Computers will only be used for educational purposes during class time. In all other areas of the school, computers must continue to be used responsibly and respectfully and never in a way that will disrupt their use by others.

Students will not seek out or transmit materials that are racist, sexist, pornographic, homophobic, or dangerous, that contain portrayals of illegal acts, or that are against any other Toronto District School Board policy.

Students will make absolutely sure that communications on-line or through the use of e-mail are respectful, responsible, and ethical. If they are unsure about acceptable standards of communication, they will ask a teacher or their parents/guardian beforehand.

Students will immediately report to a teacher the accidental discovery of any material mentioned above.

Students will NOT give out their own or others' personal information such as addresses and telephone numbers without the permission of a teacher. As well, they will make every effort to be aware of the dangers inherent in using the internet and will report any concerns or suspicious behaviour to a teacher or other responsible adult.

Food and drink are banned wherever computers are used and prohibited in all areas of the N.T. computer labs and library.

Using any computer at North Toronto is a privilege, not a right. Students agree to stop using any computer, including their own, if asked to do so by a teacher.

The consequence of failure to abide by this code is the loss of internet privileges everywhere in the school for a period of up to one year and possible school suspension.

ATTENDANCE

Attendance, punctuality, and participation are essential for success.

Students are directly accountable to the Main Office and to each subject teacher for daily attendance. If a student must be absent for a full day or any part of a day, the parent or guardian must notify the school by telephone or in writing. If a parent chooses to submit a note, it must be presented, immediately upon return to school, with a satisfactory written explanation for the absence, and signed by the parent or guardian. **This note is to be brought to the Main Office by 8:45 a.m.**, and will be signed by the Office Staff. Students will bring the signed note to show the teacher whose class was missed. Students who are 18 years of age or older may write their own notes.

In the case of student illness resulting in an absence, parents are required to telephone prior to the start of the school day. Voice mail is available at all times. Please call **416-393-9180 option #1** to report an absence. If you prefer, an office assistant will receive parent calls after 8:00 a.m. Parents (students if over 18) should indicate if a test, presentation or due date is scheduled for that day. Any unexplained absence will generate an automated phone call to the student's home, reporting which class(es) of the day the student has missed. If there are errors, students are requested to come to the Main Office to arrange for corrections to their attendance record.

An attendance summary will be provided to teachers daily so that they may track individual student attendance and use the information to follow up with the student, parent or Vice-Principal.

A record of absences will be included on all report cards. A student who fails to maintain regular attendance may be withdrawn from a course(s) or from school.

Some departments or courses may require a parental note for an absence (in addition to a telephone call to the office). This requirement will be communicated to parents directly by the teachers in these departments.

Punctuality / Signing In

Students are expected to arrive in enough time to be in their homerooms before the bell at 9:00 a.m. and the class directly following lunch. If a student arrives late at either of these times, s/he must report directly to the Main Office. North Toronto's late policy is posted there and involves

escalating consequences in the case of repeat occurrences for which there is no satisfactory explanation.

Signing Out

If it becomes necessary to request an excusal from school for an appointment, **the student must sign out in the Main Office prior to leaving the school** and present, at that time, a written note from a parent explaining the reason for the request.

Occasionally, unavoidable circumstances may occur during the day to warrant a student's leaving school. If so, the student should report directly to the Main Office. An attendance secretary or school official will then contact parents to arrange for the sign-out.

Contacting Students During Classes

School policy is to not interrupt classes. In the case of an emergency, the Vice-Principal will make the determination to notify the student in class.

Family Vacations/Voluntary Absences from School

It is expected that students and their families prioritize the importance of education by scheduling absences during non-school times. We do not recommend or encourage parents to remove students from classes as it causes a great deal of stress on the students who need to catch up on missed work; however, we recognize that this may occur. Teachers will not be able to provide make-up work for in-class activities such as board notes, group work or class discussion, all of which are integral to the learning of subject materials. Teachers will be able to provide an overview of materials covered and textbook references. Students absent during regular school days must provide a letter of notification from their parents to the Principal or Vice-Principal at least two weeks prior to leaving. The note must state that the parents and the student are aware that the student is responsible for work missed.

Culminating Activities/Summative Evaluations

Culminating activities may begin in April and end after the exam period at the end of June. Culminating Activities and exams carry the same importance and same attendance requirement. Thus, attendance during culminating activities/summative evaluations is mandatory. A culminating activity is the final evaluation in each course which is worth 30% of the

final mark. "This evaluation will be based on evidence from one of a combination of the following: an examination, a performance, an essay and/or another method of evaluation suitable to the course content." (p.41-Growing Success). Students who miss culminating activities or summative evaluations will be given a mark of zero for the portion missed with no opportunity to make up the missed work unless there is an extenuating and documented circumstance, such as a medical situation, court date, funeral etc. It is therefore absolutely crucial that students do not miss any time during May and June of the school year.

Under Ministry of Education and TDSB regulations, there can be no accommodations made for students who miss the 30% culminating activities and summative evaluations from April to June for personal reasons such as vacation or work. Students and parents should be aware that scheduled vacations at this time can significantly impact student achievement. With the exception of medical emergencies, all summative tests and assignments that are missed as a result of these absences will be assigned a mark of zero.

Students are reminded that they and their parents are entirely accountable for absence from school and from classes.

Homework

Homework is most commonly given so that students will review, reinforce and consolidate material introduced in class. Completion of homework can contribute to improved student achievement, particularly in the upper grades.

Students who are absent are responsible for homework that has been assigned. For example, a student absent for a field trip should arrange that a classmate collect handouts, etc. so that the student is prepared for the next class. Students who are away from school for an extended period of time should contact the school to find out about work missed and make arrangements for work to be sent home. Homework is assessed as part of Learning Skills for the report card.

TESTS AND ASSIGNMENTS

Tests and major assignments demand studying above and beyond regular homework. Efforts are made to assist students to distribute their workloads; teachers are available for consultation and extra help; advance warning is always given for major tests and assignments.

The N.T. policy is that there should be no tests or assignments for a period of five school days prior to the beginning of exams. The intent of this policy is to allow concentration on exam preparation outside of class time and the completion of curriculum in class. Regular homework may continue to be assigned, and assignments may be given out, worked on and submitted during a single class, and may be evaluated for marks. Students are expected to be present in class for all scheduled tests, presentations, and assignment due dates.

North Toronto teachers provide many opportunities to ensure students meet course expectations and can demonstrate the skills, concepts, and knowledge required to be successful. In support of this and in accordance with Ministry policy, students are responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher. As well, they must understand that there will be consequences for absences on test and presentation days, not completing assignments for evaluation, or for submitting those assignments late. Again, with the exception of medical emergencies, all summative tests and assignments that are missed as a result of these absences will be assigned a mark of zero. Serious extenuating circumstances will be dealt with on an individual basis.

Absence for Scheduled Tests/Presentations

Procedures:

Absent for assignment – student presents assignment directly to the teacher with note signed by the office **the first day back at school.**

- Absent for test due to emergency – parent (or student if over 18) informs the office before the test and provides a legitimate note the day the student returns; student should see the teacher before school to discuss the absence.
- Absent for group presentation due to emergency – student contacts group before presentation, and parent (or student if over 18) contacts office before the due date.
- Absent for field trips/athletic competitions – student notifies teachers in advance; student is provided with an official excusal notice to be presented to subject teacher after the event.

Late Assignments

Procedures:

- Major assignments must have at least two weeks notice and, in setting the due date, teachers must try to ensure that students are not already pressed for time with competing major assignments.
- A reasonable extension may be granted if, prior to the due date, the student and teacher negotiate a new submission date. Nonetheless, failure to submit an assignment on the due date will result in a 10 percent mark penalty. Further to this, failure to complete major cumulative tasks within established timelines may result in a mark of zero.

Cheating

Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assignments and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation. Examples include but are not limited to: using another student's work on a test or any other evaluation, working with others on an assignment which is supposed to be done independently, unauthorized use of electronic media to obtain answers during an evaluation, or bringing unauthorized notes or notations into an evaluation.

Plagiarism

Plagiarism is considered a form of cheating, and is generally categorized as 'the presentation of someone else's ideas or writings as one's own'. Failing to acknowledge a source used in researching an assignment; failing to use proper citations on material directly taken from another source; completely "lifting" whole sections of your own previous, or someone else's, work; or purchasing an essay and handing it in as your own, are all forms of plagiarism.

Cheating of any sort is a very serious issue in any academic environment. Considerable time is spent in many courses discussing the issue and how to avoid plagiarism through proper citation and bibliographic form. When a student is found to have plagiarized, therefore, there are serious consequences that can affect that student's achievement at the secondary and post-secondary level.

On a first incident, the situation will be addressed based on the particular circumstances. The teacher, in consultation with a Vice-Principal or Principal, will determine the consequence. Factors such as the age and grade of the student and the extent of the plagiarism will be considered in determining the academic penalty. The student will also meet with the Vice-Principal or Principal to discuss the incident.

Cheating on a test or examination is a serious offence, which may result in the automatic loss of all marks for the test or examination, without the opportunity for retest, as well as possible suspension.

Concerns about the Marks on a Test or Assignment

In order to ensure that students clearly understand any test/assignment expectation, all students are encouraged to speak with their teachers before the due date. If there are concerns about assessments and/or evaluations after work is returned, the student is first to speak with his or her teacher directly, requesting help, information, correction or clarification. If further discussion is desired, a meeting will be arranged among the student, the teacher and the curriculum leader of the subject.

Written and Oral/Performance Examinations and Summative Evaluations

Final exams take place in June. A timetable of examinations is provided for each student several weeks before examinations begin. This timetable is an important document which should be read with care and shared with parents.

Students should plan to arrive at school at least 20 minutes before an examination is scheduled to begin. A student who arrives late for an examination will be admitted up to 45 minutes after it begins, but will receive no extra time. No student will be admitted if more than 45 minutes late.

If a student in any grade must miss a summative evaluation/examination because of illness, he or she must inform the Main Office by telephone at the time of the summative evaluation/examination. The student or guardian must come to the Main Office to obtain a medical certificate of excuse form and bring it to the doctor to sign and indicate clearly the reason for missing the examination or provide a detailed note from the doctor. All documentation must be submitted to the Main Office within 48 hours of the missed examination. Failure to submit the form within the allowable time frame will result in a mark of zero on the examination. All of these rules also apply to summative and oral evaluations. Students who miss a June exam and have provided medical documentation will receive their term mark in lieu of the 30% examination mark. This term mark should reflect the student's most consistent level of achievement throughout the course, although special commendation should be given to more recent evidence of achievement.

Reports

Report cards are issued on four occasions during the year: November, February, April and June. After the November report, parents may meet with teachers for five-minute interviews in the afternoon or evening session to discuss their son's or daughter's progress.

Students who do not drop a senior course within five days of the April report card being issued will receive a mark in any course they are registered. These marks will appear on their transcripts. External credits (FINAL only) will be updated to OUAC/ OCAS only when an official report card is received from other schools a minimum of one business day prior to these transmission dates.

Individual Timetables

Students who have fewer than sixteen credits by Sept. 8, 2020 must select and maintain eight courses. Students who have earned between sixteen and twenty-three credits by Sept. 8, 2020 must select and maintain a minimum of seven courses. Students who have earned twenty-four or more credits by Sept. 8, 2020 must select a minimum of six courses. There is an expectation that all students maintain a full course load for the first four years of high school. Individual exemptions to this rule may be made by the Principal.

Full-Time Status, Participation in Extra-curricular Activities and Eligibility for School Awards

As a member of our learning community, we expect that you will take full advantage of, and fully participate in, both our academic and extra-curricular programs. NTCI offers a wide variety of extracurricular activities. In addition,

we offer many curricular and extracurricular awards. Only full-time students are granted a locker.

Participation in school-sponsored extracurricular activities is limited to students who maintain 5 or more courses. Eligibility for school awards is limited to graduating students who maintain 6 or more courses at North Toronto. "Full-time" is considered as follows:

Participation in school-sponsored extracurricular activities and eligibility for school awards is limited to students with a full-time commitment to NTCI. "Full-time" is considered as follows:

- Grade 9 & 10: students registered and fully engaged in 8 courses at NTCI
- Grade 11: students registered and fully engaged in at least 7 courses at NTCI
- Grade 12: students registered and fully engaged in at least 6 courses at NTCI

Please note: in addition to the course number requirement for awards, students must complete all **compulsory** courses at NTCI to be considered for academic and extracurricular awards. A list of these awards can be found on the NTCI website at: <http://ntci.on.ca/main-office/awards/>

Lockers

It is the responsibility of each student to secure his or her assigned locker and to maintain the locker in clean and tidy condition. Please be advised that the administration has the right to open lockers if deemed necessary.

Personal Property

The school is not responsible for lost or stolen articles. Students are responsible for their money, valuables and textbooks at all times, including in the change rooms and in their lockers. If at all possible, valuables should be left at home. At no time should they be brought to the gym or change room.

Personal Electronic Devices

The school and the TDSB recognize the evolving nature of technology and its value as a tool to enhance student learning and support curriculum delivery. Therefore,

- All cell phones and other electronic devices must be powered off and out of sight during instructional time (including assemblies and emergency procedures) unless directed by the teacher for instructional purposes. Any use of cell phones in the hallways or public areas should be respectful and must not interfere with classroom instruction.
- Students may only use an electronic device to photograph or videotape another student or teacher with that person's explicit knowledge and consent.

Failure to adhere to the school's policy for use of personal electronic devices may result in a range of consequences including communication with parents, confiscation of the device and suspension.

Lost and Found

Lost articles should be reported to the Main Office. Found articles are to be brought to the Main Office and may be claimed there. Lost items of a high dollar value will be kept in the vault.